

# WOODBURY HIGH SCHOOL SITE TEAM CONSTITUTION

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*Ratified 3/5/2014*

## PURPOSE

The purpose of Site Based Decision Making is to improve the quality of education for all stakeholders by addressing the uniqueness of Woodbury High School through a shared decision-making process.

## MISSION

The mission of the Woodbury High School Site Team is to represent students, staff, and parents/community members when making informed, shared decisions about our school's direction.

## MEMBERSHIP COMPOSITION

- Eight WHS faculty members
- Two WHS support staff
- Up to four WHS parent or community members
- Two student council members
- One WHS administrator

## ELECTION PROCESS

- **Faculty member** elections will be held on the first Tuesday in May. Anyone teaching at least a .5 FTE at WHS or any member of the teachers' bargaining unit with an equivalent workload shall be eligible to be elected to the Site Team. Anyone eligible who wishes to run must submit his or her name in writing to the Site chair by 3:00 PM the Friday before the election in order for his/her name to appear on the ballot. Anyone teaching at least one section at WHS or any member of the teachers' bargaining unit with an equivalent workload shall be eligible to vote in Site Team elections. Newly elected members will be invited to the meeting held on the third Tuesday in May.
- **Support staff** elections will be held on the first Tuesday in May. Support staff shall determine the qualifications for their representatives. Newly elected members will be invited to the meeting held on the third Tuesday in May.
- **Parent/community member** openings for Site Team will be announced in March by the principal. Applicants must submit a letter of interest to the principal by April 1. The principal will submit a list of applicants to the Site Team membership committee for review and appointment. Site Team will provide final approval on parent/community members by the first Tuesday in May. Newly appointed members will be invited to the meeting held on the third Tuesday in May.
- **Student Council members** shall be selected by the student council each fall.

## TERMS OF SERVICE

- **Faculty members** shall serve two year terms, which will be staggered. Four will be elected in even numbered years and four will be elected in odd numbered years. Newly elected members shall take office at the first meeting after July 1.
- **Support staff** terms will not exceed two years. Newly elected members shall take office at the first meeting after July 1.
- **Parents/community members** will serve two year terms, which will be staggered. Two will be appointed in even numbered years and two will be appointed in odd numbered years. Terms will begin at the first meeting after July 1.
- **Student Council members** will serve during the school year following their election in the fall.

## VACANCIES

If a vacancy occurs in a Site Team position, the following methods will be used to fill the term:

- **Faculty**—special election held among the faculty
- **Support staff**—special election held among the support staff
- **Parent/community member**—principal nomination of replacement with majority Site Team approval

## DECISION MAKING PROCESS-QUORUM

Decisions will be made by majority vote, with a quorum of 10 members necessary to conduct business.

## AMENDMENTS

Amendments to this constitution will be proposed by a majority of the Site Team and approved by the majority of all voting stakeholders.