

Centennial High School Site Council Bylaws

*Items in red font were required by Arizona Statute and/or Peoria District Policy as of April 2021
Updated on April 13, 2021 and Adopted on May 18, 2021*

I. PURPOSES AND MISSION OF THE CENTENNIAL SITE COUNCIL

The Centennial Site Council is an advisory body of community stakeholders who engage in the school improvement process. The Site Council **considers the diversity of the local community** in its deliberations and exists to:

- **Accomplish decentralization through shared decision-making.**
- Allocate funds from Centennial's Greatest Needs tax credit account.
- Strengthen the school's relationship with the community, including with Centennial alumni.
- Provide recommendations to school leaders regarding Centennial's:
 - School vision and goals.
 - **Curricular offerings and instructional strategies.**
 - Student achievement data.
 - Safety and support practices.
 - School appearance, including facilities maintenance and improvements.

It is our intention that Centennial Site Council be in compliance with ARS 15-351. Shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

II. MEMBERSHIP

The Centennial Site Council shall be composed of the following members:

- Three, four, or five **parents**, elected by other parents.
- Three, four or five **teachers**, elected by other teachers.
- One or two Centennial **nonteaching employees**, elected **by other nonteaching employees**, to include the school secretary.
- Two **students** of differing grade levels, appointed by Student Council after completing an application.
(See Amendment A)
- One **community member**, appointed by the other members of the Site Council.
- The school resource officer, concurrent with his/her appointment.
- The **principal**, concurrent with his/her appointment.

An equal number of parents and teachers will serve as members and comprise a majority of the total membership. The council will be made up of no fewer than 12 members. During any year in which the minimum number of parent and teacher members are elected to Site Council, either the school resource officer or the school secretary may serve as a non-voting member, to preserve the required majority composition of parents and teachers and comply with ARS 15-351.

Parent Members

Any parent, mother, father, or legal guardian of a current Centennial High School student. **Parent representatives may be employees of Peoria Unified School District but may not be employed at Centennial High School.**

Teacher Members

A teacher is defined as an employee of Centennial High School whose duties require him/her to provide direct instruction to Centennial students for the majority of the time for which he/she is employed.

Nonteaching Staff Members

Noncertified staff members are defined as Centennial employees who do not provide direct instruction to students. This category may include classified staff and other non-teaching personnel.

Student Members

Any student enrolled at Centennial is eligible to be selected by Student Council to serve as a student representative on Site Council.

Community Members

A community member is defined as an adult who resides or spends the major portion of each workday within the attendance area of the school, and who is not a current Centennial student, parent, or employee.

III. TERMS OF OFFICE

Council members shall serve two-year terms and may seek re-election. **Half of each representative group shall be elected during odd years, and the remaining shall be elected during even years**, based upon the calendar year in which each school year begins.

During the first meeting of the 2021-2022 school year, half of the Site Council will seek one-year terms. The other half will seek two-year terms, to result in alternating two-year terms.

The principal is responsible for advertising Site Council vacancies and organizing elections. Elections will conclude within the first 20 school days of each new school year.

The first meeting of each new school year will follow the completed elections. Newly elected members will begin their terms during the first meeting of the school year. Each member's term of office shall be recorded in the minutes of the meeting.

Members will complete their term of office on the day prior to the first meeting of the next school year, when new members begin their terms of office.

IV. TERMINATION OF MEMBERSHIP

The council may, by affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

V. VACANCY

Any vacancy on the council occurring during the term of a duly-elected member may be filled in the next regular election, for the remaining year of the two-year term. If the vacancy occurs during the second year of a two-year term, the vacancy may be filled in the next regular election, to start a new two-year term. The council may appoint a previously-elected member to fill the vacant seat until the next regular election.

VI. VOTING

Each member is entitled to one vote and may cast a vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted. Voting by proxy is not permitted.

The principal may email proposals to the entire council for consideration between scheduled meetings. A minimum of 4/5 of the current council must vote via email for the results of the vote to be valid. The results shall be recorded in the minutes of the next scheduled meeting.

VII. MEMBER RESPONSIBILITIES

Chairperson

The principal shall serve as chairman of the Centennial Site Council unless another person is elected by a majority of the Site Council members. The chairperson shall:

- Preside over all meetings of the Site Council.
- Prepare the agenda.
- Respond to questions and concerns presented for consideration.
- Designate duties to other members of the Site Council.
- Review the secretary's minutes prior to distribution.

Secretary

The School Secretary shall serve as the secretary of the Site Council unless another member is elected by a majority of the Site Council members. The secretary shall

- Keep record of all official meetings of the Site Council.
- Distribute copies of minutes and applicable information from the previous meetings.
- Keep a current roster of Site Council members and committees.
- Arrange for a substitute if unable to attend a meeting.
- Post the agenda no later than 24 hours prior to each meeting.
- Make the meeting minutes available online.

Members

All members shall

- Attend regular scheduled meetings.
- Provide input to school leaders and become participants in the school improvement process.
- Discuss and acquire information and skills necessary for making informed decisions and recommendations.
- Recognize and ensure the District Governing Board policies, regulations, and procedures are followed.
- Assist in the implementation of committee decisions and recommendations.
- Report activities of the Site Council to their constituents.
- Maintain ethical and positive interpersonal practices.
- Notify the chair if unable to fulfill membership obligations.

VIII. MEETINGS

A minimum of four meetings will be held annually. The chairperson may call for additional meetings as needed.

A quorum of two-thirds of the total membership must be present to make the proceedings of that meeting valid.

Topics covered at meetings will be limited to those listed on the agenda. Agendas shall be established by concerns and items presented to the chairperson.

IX. COMMUNICATION

Notice of Site Council meetings shall be posted on the Centennial school website and in the Centennial front office. A schedule of all planned meetings will be provided to parents, students, and teachers at the start of each school year. Changes to any meeting dates or times shall be posted on the school website and in the front office, at least 24 hours prior to the scheduled meeting.

Minutes will be posted on the Centennial school website.

IX. AMENDMENTS

An amendment of these bylaws may be made at any regular meeting of the Site Council, by a vote of two-thirds of the members present. Written notice of proposed amendments must be submitted to council members at least 24 hours prior to the meeting at which the amendment is to be considered for adoption.

- A. The Centennial Site Council shall include four student members, elected by their peers, including one member from each grade level. In each year, the freshmen will elect one freshman to serve a two-year term, and the juniors will elect one junior to serve a two-year term. The elected freshman and junior will finish their two-year terms as sophomores and seniors, thereby guaranteeing representation from each grade level (Adopted October 25, 2023).