

**Chino Valley High School  
Site Based Shared Decision Making Council  
Constitution and Bylaws**

**I. Preamble**

- a. Mission Statement
  - i. The Chino Valley Site Based Shared Decision Making Council (Site Council) is formed for the purpose of providing greater opportunity for input on the part of all stakeholders into the decision making process at Chino Valley High School. The overall purpose of the Site Council is to continually strive to improve Chino Valley High School to better meet the needs of all students.
- b. The Chino Valley Site Council will abide by the CVUSD Governing Board Policy
- c. Goal
  - i. To make decisions in the best interest of students achievement through student, staff, and parent involvement. School improvement will be consistent with our Mission statement.

**II. Site Council Committee**

- a. The Site Council Committee will be composed of 15 members:
  - i. Principal - 1
  - ii. Classified Staff – 1
  - iii. Parents, representing all neighborhoods and communities within the valley. - 4
  - iv. Certified staff – 4
  - v. Student Council representatives from each of the grade levels – 4
  - vi. Business representative – 1
  - vii. Senior citizens – 1
- b. Procedures for appointing the site council members
  - i. Vacancies will be communicated by the principal to all Site Council members as they occur.
  - ii. New members will be appointed by the Site Council committee.
- c. Terms of Office
  - i. The principal and the student council representatives will be standing Members of the Site Council
  - ii. All other Site Council members will be appointed for a 4 semester term. Members can be appointed for no more than 2 consecutive terms with one semester off before serving again.
    - 1. Odd year appointment
      - a. Classified representative
      - b. Parent – 2
      - c. Certified – 2
      - d. Community member – 1

2. Even year appointment
  - a. Parent – 2
  - b. Certified – 2
  - c. Community member – 1
- d. Site Council Meetings
  - i. Regular attendance or notification of absence is required. Non attendance for three consecutive meetings may imply an inability to serve. A representative of the Site Council shall approach said member to determine her/his intent to serve. Continued service of the representatives will be determined by the Site Council
  - ii. Site Council may develop committees it deems appropriate at any time.
  - iii. The Site Council meetings will be held no less than one time monthly. Special meetings may be called as necessary. Meeting days, time, and places will be determined by consensus of the Site Council members
  - iv. The Site Council will be notified by the principal or designee of regular and special meetings
  - v. The agenda will be mailed to committee members, and posted at the High school, its web page and on the District office and calendar, approximately one week prior to a meeting. Agenda items will be submitted to the Principal or committee chair two weeks prior to regularly scheduled meetings. Agenda items may be submitted by the public.
- e. Agenda for Site Council Meetings
  - i. Shall included:
    1. Attendance, review of minutes, non-members input, announcements, and other issues deemed necessary by the council.

### **III. Methods of Operation**

- a. Consensus
  - i. Consensus occurs when a group reaches a conclusion which has blended the best ideas into a decision that everyone in the group can support.
  - ii. Operation of Consensus:
    1. If consensus is met, the issue passes.
    2. If consensus is not met, the issue will be referred back to the originating committee for revisions and/or reconsideration
    3. If an individual continues to “block” the consensus issue will not pass.
  - iii. Use of Consensus:
    1. The Site Council will reach decisions by consensus.
  - iv. Upon consensus of the site council an issue may be forwarded to the High School Site based community for input. The site council will always seek broad support for its recommendations.

b. Constitution and Bylaws: Procedure for action.

i. Ratification

1. To take effect, this document must be ratified by the H.S. Site Council.

ii. Amendments

1. Any member of the Site Council may propose an amendment to the Site Council constitution and by-laws. Rationale for the proposed amendment will be presented to the Site Council
2. The Site Council will decide whether to ratify the amendment by consensus.