

Cougar Ridge Community Advisory Site Council By-laws

The official name of the council is the Cougar Ridge Community Advisory Site Council (CASC). Within the remainder of this document referred to as Council.

I. PURPOSE AND FOCUS

The purpose of the Council is to provide a forum for the active collaboration between the parents, community members, school staff and administration to ensure the success of Cougar Ridge Elementary School students. The Council advances the Issaquah School District mission of "All Students Learning Well" and supports the Cougar Ridge Mission and Guiding Principles. As outlined in the district policy, the purpose of the Council is to:

- provide input to help create and maintain an optimal learning environment at each school
- blend the values and perspectives of community, parents, staff and students for effective school-wide results
- foster effective communications on key issues among all stakeholders in a school
- contribute to creative school-wide planning and problem-solving
- provide school input for the principal and superintendent on matters of District-wide interest

Councils are expected to address matters directly and indirectly related to student learning. Because many curriculum, staff development, and instructional resource questions are decided by the District and not by individual schools, the site council will often address—not what to do, but how to do it well for the school's specific population. The following examples should help guide site councils in determining what is/is not an appropriate focus for their work:

1. Site councils should focus on matters directly related to student learning, such as the following:
 - advancing the school's Continuous Improvement Plan, based on its student achievement data.
 - effective transition of students to middle school, high school, or post-secondary experiences
 - relationship of school program to student needs (enrichment and remedial opportunities, before and after school support, etc.)
2. Site councils should also focus on matters indirectly related to student learning, such as the following:
 - school culture and learning climate
 - safety
 - deterrents to harassment; fair treatment for all
 - support for staff and their working environment
 - concerns related to school rules and student discipline
 - planning for and improvement of school facilities
3. Site councils should not focus on the following:
 - problems or complaints related to individual employees, students or classrooms;
 - personnel decisions made by the principal, or
 - matters that fail to contribute significantly to student learning and/or well-being.

If the Council believes it is important to address a matter controlled by state or federal law, District policy, external regulations or negotiated labor contracts (i.e., District-adopted curriculum,

graduation requirements, Special Education regulations, WIAA rules), the matter should be referred to the central administration, along with the site council's input, for further attention.

The Council will be a complementary body to the Cougar Ridge PTSA and the Cougar Ridge staff and share in the goal of improving student learning. The Council will not perform the functions and activities within the domain of the PTSA or the staff.

The Council may serve in a decision-making or advisory capacity or both – depending on the matter and circumstance.

II. COUNCIL MEMBERSHIP

The Council will attempt to seat a minimum of ten (10) members and a maximum of eighteen (18) as follows:

- Chairperson
- Secretary
- Community Liaison
- District Liaison
- K-2 Parent Representative
- 3-5 Parent Representative
- Principal
- Two Certified Staff Representatives
- Two Classified Staff Representatives
- Parent Members-At-Large
- Non-Parent Members-At-Large

A Council member's term of office is one year and runs concurrently with the school year. Membership is limited to two consecutive one-year terms in the same position. A member may apply for other open positions on the Council. When appropriate, the Council Chairperson, with the approval of the Council, may waive this rule.

Anyone who repeatedly disrupts or impedes the Council in its functions, who violates the District's Civility Policy 3205, who violates district policies, who is consistently unreliable in performing assigned tasks, or who is unexcused for more than 3 meetings, may be removed from membership by a majority vote of the Council.

III. ELECTION OF THE MEMBERSHIP

The Council will elect the Chairperson, Secretary, Community Liaison, District Liaison, K-2 Rep, 3-5 Rep and Members at Large in the spring for the next school year. If any positions remain unfilled the Council may repeat the nomination and election process in the fall. The principal will appoint the classified staff and certified staff representatives.

Nominations for the Council will take place at the second to last meeting of the year. Nominations will remain open until 4:00PM on the workday previous to the last Council meeting. At the last Council meeting of the school year, the Council will elect the members for the next school year by written ballot.

IV. COUNCIL MEMBER RESPONSIBILITIES

Chairperson:

- Convenes and presides over Council meetings
- Prepares an agenda for each regular meeting in collaboration with the principal
- Conducts elections for Council membership
- Conducts an exit survey of the Council membership at the end of the school year
- Provides appropriate orientation and training to members
- Appoints a Chairperson pro tem to act in his/her absence

Secretary:

- Takes accurate minutes of all Council meetings and presents the minutes for approval at the next meeting
- Arranges to have the approved minutes posted on the school website
- Maintains a record of the members of the council, including names, addresses, phone numbers and a record of attendance of each Council meeting

Community Liaison:

- Keeps the Council informed on community issues

District Liaison:

- Keeps the Council informed on district issues

K-2 and 3-5 Parent Representatives:

- Keep the Council informed on issues related to the grade levels they represent

Principal:

- Acts as a Council participant and represents the interests of students, staff and community at all times
- Retains ultimate responsibility and accountability for the school
- Identifies two certified and two classified staff to serve on the Council by the first meeting of the school year
- Provides a yearly summary of assessment data
- Provides a review of the school's Continuous Improvement Plan
- Provides an overview of the budget(s)
- Reviews policies and procedures as required by the district and/or state or requested by the Council
- Supplies any information to the Council that may help it fulfill its responsibilities

Members-at-Large:

- Keep the Council informed about any concerns/issues within the parent community or neighborhood community

Certified and Classified Staff Representatives:

- Act as a liaison between the staff and the Council
- Provide a report to the Council of recent staff activities
- Bring staff concerns/issues to the Council when the Council may provide assistance

V. CONDUCTING BUSINESS

Regular Meetings. The Council will hold regular meetings a minimum of four times during the school year. Additional regular meetings may be called by the Council Chair or by a majority vote of the Council. A calendar of the meeting dates and times will be provided to the community.

Council business focuses on items that support and improve student learning. The Council will hear reports from the Principal, District and Community liaisons, K-2 and 3-5 Representatives and Staff at regular meetings.

Open Forum. Regular meetings will be open to the community. An open forum of up to thirty minutes will be held near the beginning of the meeting to address topics not on the regular agenda. Each person addressing the Council may be limited to 3 minutes. All participants will adhere to district policies 3205, 4011 and 5282. At Council discretion, the open forum may be continued at the end of the meeting. An individual may, but is not required to, request to be placed on the Agenda for the Open Forum by contacting the Chairperson in advance of the meeting.

While Council meetings are open to the school community and the community at large, the meetings are primarily designed to conduct Council business. In accordance with district policy, comments and concerns relative to school personnel will not be heard in this forum. Any such concerns should be directed to the person with whom one has a concern and/or to the principal.

Closed Meetings. The Council may hold closed meetings. The meetings may be held before or after a regular meeting or on a separate date and time. Examples of topics, which may take place in a closed meeting, are: dealing with selection of representatives to serve on committees, or determining the appropriate procedures to process an issue.

Committees. The Council may create ad hoc committees as needed. The Council will appoint a council member to serve as a liaison on the committee. Community members may serve on the ad hoc committees as participants or as chairperson. The chairperson will maintain a list of members for inclusion in the Council records. At regular Council meetings the Council Liaison will provide a report of the work of the ad hoc committee.

Voting. For any vote to be taken by the Council, a quorum of the membership must be present at the meeting. A quorum will consist of a majority of the members on the Council roster. Decisions will be made by whole group consensus. Consensus is defined as a decision that is reached when most of the membership (75%) is in agreement and those opposed have had a reasonable opportunity to influence the choice. After reaching a consensus all Council members agree to support the decision.

Where time is of the essence, emergency voting may be taken of the Council membership via e-mail with consensus being 100% agreement of those voting, 24 hours notice given, and at least 75% participation.

By a Council vote, a matter within Council jurisdiction may become school policy. When appropriate, the Council will seek approval from the Cougar Ridge Staff, Issaquah School District Administration, Issaquah School Board, or State Legislature.

VI. BYLAWS

Annual Review. The Council will review the bylaws annually and make any recommendations for change no later than the last regular meeting of the school year. The Council will approve these bylaws, and any amendments or changes annually.

Amendments. A proposed amendment to these bylaws may be presented to the Council in writing at a regularly scheduled meeting at which at least two-thirds of the members are present..

Accepted by vote of the Council, October 27, 1992, Revised 12/94, Revised 10/95, Revised 3/97, Revised 5/98, Revised 5/01, Approved without Revision 6/03, Revised 3/1