

**USD 409 Building – Atchison Public Schools
District Site Council
Bylaws**

Article I - Purpose

The purpose of the district site council is to advise the District on such matters as student learning, educational programs, school improvement planning, and accreditation issues. The district site council also plays an advocacy role for the district regarding the same issues. Specifically, the district site councils shall:

Be responsible for providing advice and counsel in evaluating state, school district, and school site performance goals and objectives and in determining the methods that should be employed at the school site to meet these goals and objectives. The District site council may take recommendations and proposals to the school board regarding budgetary items and school district matters, including but not limited to, identifying and implementing the best practices for developing efficient and effective administrative and management functions. The district site council also may help the school board analyze the unique environment of schools, enhance the efficiency and maximize limited resources, including outsourcing arrangements and cooperative opportunities as a means to address limited budgets.

Article II – Member Composition

Section A: Membership

The District site council is recommended to have a minimum of ten (10) but not more than twenty-five (25) members to ensure representation of the District's various demographics and stakeholder groups which may include district businesses and industry, local civic groups and agencies, as well as principal(s), teachers, other school personnel, and parents of students attending the district school.

Section B: Representation

Membership on the District site council is representative of the demography the school district. District administration will review applications to ensure representation guidelines are followed.

Section C: Application for Membership

To apply to become a member of the District Site Council, those interested must complete the application on the District website or obtain a paper copy from the District office (effective 2019-20).

Article III – Meetings

Section A: Meetings

The District site council will meet at a minimum of two (2) times per year. Meeting times will be established at the first meeting of the year. Additional meetings may be scheduled.

Section B: Place of Meetings

The District site council will meet in the Board of Education Community Room. The District site council meeting locations will be published on the District's calendar and on the District's website.

Section C: Notice of Meetings

Notice of District site council meeting dates and times will be published on the District's website. All meetings of the District site council, and of committees established by the council, shall be open to the public.

Section D: Meeting Agendas

The District site council agendas will include discussion, but not limited to, student learning, educational programs, school improvement planning and accreditation issues.

The agenda and pertinent documents will be emailed (or mailed) to the committee members in advance of the meeting date.

Section E: Meeting Minutes

Minutes of all meetings will be kept and shared with the District site council members and the Board of Education members. Each year a summary of the year's activities will be presented to the Board of Education. District site council minutes will be posted on each District's webpage.

Article IV – Bylaws

Bylaws shall be reviewed annually by the members of the District site council, revised as needed, and signed by members.

USD 409 Atchison Public Schools
District Site Council

School Year _____

District Site Council Member’s signature indicates acknowledgement of bylaws pursuant to the procedures outlined herein.

Name	Signature	Contact Number	Email Address
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Superintendent

Date