

SITE BASED MANAGEMENT

Section I: Site or School Council: The primary goal of site-based management is to improve student academic performance by vesting greater decision-making authority in a school's parents, teachers, principal, and surrounding community. The purpose of this policy is to clarify and strengthen the District's policies on site-based management.

The principals of each school shall recommend for approval, by and through the assistant superintendents, to the board of trustees persons to serve on the local school health council. At a minimum, one (1) person from each of the following groups shall be appointed:

- (i) Parents who are not employed by the school district;
- (ii) Public school teachers;
- (iii) Public school administrators;
- (iv) District students;
- (v) Health-care professionals;
- (vi) The business community;
- (vii) Law enforcement;
- (viii) Senior citizens;
- (ix) Clergy members;
- (x) Members of nonprofit health organizations; and
- (xi) Faith-based organizations.

I. Composition of school councils

- A. All schools in the District shall form "site councils" or "school councils." These school councils or site councils are different from the school health councils delineated in Section II of this policy.

The council may select either name, i.e., "site council" or "school council".

- B. Every site or school council in the Jackson Public School District shall consist of twelve members, as follows:
 - 1. the school principal;
 - 2. four (4) teachers, each of whom shall be full time, certified, and not limited service teachers;

3. four (4) parents, each of whom shall have at least one child enrolled at the school;
 4. one (1) representative of the classified staff;
 5. one (1) student representative (in middle and high schools);
 6. one (1) community representative;
- C. The teacher representatives on the council shall be elected by secret ballot at an annual Spring meeting of the faculty of the school. The principal shall appoint a faculty member to call and chair the annual faculty meeting. The election shall take place no later than May 1, and the elected teachers shall commence their term effective immediately with their election.
- D. Each parent representative must have a child enrolled at the school during their term on the council, and shall be elected at either the April or May PTA General Meeting, as determined and announced by the PTA Board. The parent representatives' terms shall commence effective immediately with their election. Each parent representative on the council must be a member in good standing of the school PTA.
- E. The student representative shall be chosen by a student election. The student representative's term shall commence effective immediately with their election. The principal shall determine how the election shall be conducted, but all students in the school shall be given a fair opportunity to participate.
- F. The classified staff representative shall be chosen by an election of the classified staff. The principal shall appoint a classified staff member to conduct the election, and the principal shall ensure that all classified employees are given a fair opportunity to participate.
- G. The community representative shall be elected by the other council representatives at their first meeting after their election in the Spring.

II. Terms of Council Representatives

- A. All council representatives shall serve one calendar year term, commencing immediately upon their election, and expiring with the election of representatives from the representative's category the following year.
- B. All council representatives may be re-elected to one successive term. Provided, however, that after one year of not serving on the council, a former representative may be elected for a new one-year term, and may be re-elected for one successive one-year term thereafter.
- C. In the event of a vacancy, a successor may be chosen from the same category as the vacating representative, such selection to be accomplished by the same

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method as set forth above, and with the successor to serve the remaining term of the vacating representative.

III. Co-chairs of Councils

- A. The principal shall serve as co-chair of the council.
- B. The council shall elect a co-chair from the council members to serve with the principal at its first meeting after the Spring elections.
- C. The council shall elect a secretary, who shall fulfill the duties commonly associated with the position of an organization's secretary, including, but not limited to, the recording and attestation of minutes of meetings, and preparation and issuance of notices of meetings and agenda. The secretary shall compile and maintain a complete and accurate list of the council representatives, and shall furnish this list to the Superintendent.

IV. Meetings

- A. Councils shall meet at such times and intervals as the councils deem appropriate but in no event less than twice in each school year.
- B. In addition to regularly scheduled meetings, either co-chair of the council may call a special meeting upon notice personally delivered to all council members no later than 48 hours before the meeting. In addition to regularly scheduled meetings, any five representatives of the council may cause a special meeting to be convened by written request to either co-chair signed by five or more representatives, but such special meeting shall take place after notice is personally delivered to all council members no later than 48 hours before the meeting.
- C. Meetings of councils and the conduct of business therein may be governed by Roberts Rules of Order, or by such order rules or guidelines as the council duly enacts.

SOURCE: Jackson Public School District, Jackson, Mississippi
LEGAL REF: Miss. Code Ann. §§ 37-13-134; 37-13-135
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