

**Background:** The Bylaws provided to the Site Council at our first meeting, apparently drafted February 20, 2013 by one of the past LHS Site Councils but not utilized by subsequent Councils, are very similar to the School Site Council Guidelines in the Kansas Board of Education pamphlet (referenced in our Feb 5, 2018 Agenda and located at <https://eric.ed.gov> under ED363013 on pages 49-52). These Bylaws may have been reviewed by the Board of Education, based upon the Bylaws containing a Note that our Site Council has no powers or duties reserved to the Board of Education. At our March 12th meeting, in order to **finalize current Bylaws this year**, these amendments to the 2013 Bylaws were considered. Once the amendments were discussed, a preliminary vote was taken and the following Amendments were accepted. Since they are included in these minutes & on the April 30 Agenda, IAW Article X procedures, a final vote on the Bylaws will take place at our April 30 meeting.

**Amendment 1.** Modified the first sentence in **Article III (Membership)** from "membership will consist of the following:" to "membership may include Lansing High School Students and will include:" Deleted "d. Lansing High School Student" from the list following "will" and re-lettered so it is a.-e.

**Rationale:** In Article III (Membership), it says we **will have** LHS students on the Council. Since we usually don't and there is no desire to force students to be members, this amendment reflects what we are doing now, but allows future Site Councils to let students participate if they indicate an interest.

**In Article IV (Membership Selection Procedures):**

**Amendment 2.** Modified the first sentence from "The Lansing High School principal solicits and selects volunteers to serve" to read "The Lansing High School principal solicits volunteers to serve.

**Rationale:** This makes it consistent with the current practice of allowing all interested volunteers to be a part of the council.

**Amendment 3. Withdrawn.**

**Amendment 4 . Insert after first sentence:** "The LHS Site Council may also solicit members."

**Rationale:** Allows Site Council to also solicit members, e.g., post a solicitation for members on the Site Council website.

**Amendment 5.** Modified from "The principal will forward a membership recommendation to the Lansing USD 469 Board of Education at the beginning of each school year for approval and appoint/re-appointment." to "The principal will forward an initial membership recommendation to the Lansing USD 469 Board of Education immediately following the last Site Council meeting of each school year, including current site council members expressing a desire for re-appointment as well as including any new volunteers, for approval and appointment/re-appointment at the Board of Education's first meeting of the new fiscal year. The principal will forward any names of additional volunteers identified between the end of the prior school year and the beginning of the new school year to the Lansing USD 469 Board of Education by the first week of each September. The intent of this two-phase process is that members approved in the spring/summer are authorized to convene the first Site Council meeting of the school year in September, with the later approved members joining in the first meeting following their approval by the Board (ideally the October mtg.).

**Rationale:** Over several years members have expressed concern about the problem with our Site Council often not meeting until well into the first semester (this year it was after Thanksgiving). This negatively impacts being able to accomplish most meaningful goals. Since Principal Dike has shared that the delay is caused by the requirement that Site Council membership must be approved by the Board of Education, this simple two-phase process ensures that there is already approved membership at the beginning of each year, so that the group can immediately start meeting in September, but new members identified later can also join through a second appointment vote by the Bd. Of Ed. in September.

In **Article VII (Officers), under b. Chair:**

**Amendments 6 & 7.** Modifies **from** "the chair will work with the principal"" **to** "the chair will work with the co-chair and the principal" and **changing from** "The chair, in consultation with the principal," **to** "The chair, in consultation with the co-chair and the principal,"

**Rationale:** Addresses contingencies that may arise when the chair gets hit by a bus and/or escapes to Tahiti.

**Amendment 8.** Modifies the reference to the distribution of the proposed Agenda **from** "no later than two days before the meeting to which the agenda applies." **to** "no later than one week before the meeting to which the agenda applies. Additions to the agenda will be allowed up to the beginning of each meeting and these additions will be distributed, if possible, before the meeting."

**Rationale:** A reminder more in advance of the meeting, with time for all members having an opportunity to submit input, is desirable.

In **Article VII (Officers) under d. Secretary,**

**Amendment 9.** In para. 2., modifies **from** "to all site council members no later than two days before the next scheduled site council meeting." **to** "to the chair, co-chair, and principal no later than two weeks following the meeting to obtain any suggested additions and/or corrections. The chair, co-chair, and principal will provide their inputs, if any, to the Secretary within one week of receiving the initial draft minutes. If the Secretary agrees with the accuracy of the inputs, the Secretary will consolidate and distribute the draft of the minutes to the Chair as soon as possible, but NLT eight days before the next meeting, to allow for distribution of the draft minutes, along with the Agenda, to all members one week before the next meeting."

**Amendment 10.** In para 5, **replace current paragraph with:** "Will utilize the Lansing High School Site Council website described in paragraph 6 below as the primary file for the all site council membership recommendations, bylaws, agendas, minutes and reports. Any documents not appropriate for public posting will be maintained in LHS Site Council folders in the school's administrative office; these filed documents will include, but are not limited to, the listing of the site council members' telephone numbers, mailing addresses, and personal email addresses."

**Amendment 11.** In para. 6, **replace current paragraph with:** "Provides the designated LHS website administrator with PDF versions of all Minutes the day after they are approved by the Council, including PDF versions of any attachments to the Minutes and PDF versions of any documents the Council votes to upload to the LHS Site Council website area. The Secretary will also forward the Chair's approved synopsis of the minutes with Hot topics to the LHS website administrator. Note: The **Chair** will provide a PDF of each Agenda to the LHS website administrator, after coordinated with the co-chair & principal, along with a synopsis of the "Hot Topics" on the Agenda."

**Rationale:** The Bylaws currently require maintaining LHS Council files in the school's administrative office with our council recommendations, bylaws, agendas, minutes, council correspondence, annual reports, etc. Since this has not been a past practice, we don't have those past records. As we move forward with as active Site Council website, making these records public, we meet our 2017-18 goal of setting up better communication with all parents, while also complying with maintaining the proper records and leaving future Councils with a simple system with clear processes.

**It is of critical importance that future Councils understand that the work in keeping this website information current is the primarily the responsibility of the Council members, not the Administration and Staff.** This simply means the Site Council is responsible for preparing the Agendas and the Minutes, saving the approved versions of each in PDF, then providing the LHS Website POC with the PDFs, along with a short synopses of each meeting, identifying the Hot Topics, for the LHS Wevsite POC to upload.