



USD 305 District Equity Council Bylaws

SECTION I: DEFINITION, PURPOSE, BELIEF STATEMENTS AND YEARLY GOALS

A. Definition of USD 305's Equity Council

A collaborative group focused on leading and facilitating efforts to provide students and staff with equitable experiences in USD 305.

B. Purpose of USD 305's Equity Council

The purposes of this Council are to

1. Lead the exploration and resolution of equity and diversity issues.
2. Lead and promote a culture of inclusion for all stakeholders.
3. Make recommendations supporting an environment of respect, acceptance and appreciation that leads to improved academic outcomes.

C. Beliefs of USD 305's Equity Council

We believe

1. All students and staff have the right to belong to an education system that honors diversity and strives for equity for all members.
2. It is the responsibility of the school district staff and students to promote an environment where all members of USD 305 feel safe, honored and included.
3. USD 305 serves as a role model to the parents, patrons and community.

D. Goals of USD 305's Equity Council

The goals of the Council will be determined by current issues and the strategic plan priorities. The council will work on action plans for the goals and then will focus a portion of each meeting on examining progress concerning the goal and implementation of the action plan.

SECTION II: MEMBER INFORMATION

A. Standing Representation

1. Administrative Representatives
2. Building Representatives
3. Organization Representatives

B. Members At-Large

1. Members at-large will consist of parents and community members.
2. Each year in April an application call will be sent out. Applicants will be presented to the Council in May and the Council will electronically vote on the new members in June.
3. New members will assume office in August of each year.

4. At-Large members will serve a three- year term and may reapply for additional terms.

C. Dates and Attendance at Meetings

1. The USD 305's Equity Council will meet monthly, except December, May, and July.
2. Regular meeting attendance is an expectation. If a member misses three consecutive meetings, the member will be removed from the Council with the opportunity to reapply for future membership.

SECTION III: RESPONSIBILITIES OF THE EQUITY COUNCIL

A. General Responsibilities

1. Promote initiatives within the district that are consistent with equity goals.
2. Make recommendations that merge equity and the district goals.
3. Review data on equity and make recommendations to the executive team and USD 305 Board of Education.
4. Review Equity Council Bylaws

B. Organization

1. The USD 305 Superintendent of Schools or his/her designee will chair the USD 305 Equity Council meetings.
2. The USD 305 Director of Public Information or his/her designee will be assigned the duties of scribe.

C. Decision-Making Process

3. USD 305's Equity Council will use a consensus process to make decisions.
4. If a decision requires a voting process, only official members of USD 305's Equity Council are eligible to vote.
 - a. In event of a tie, an attempt to reach consensus will occur.
 - b. If consensus cannot be reached, the superintendent will cast the tie-breaking vote.

D. Committee Process

1. Selection of Committees
 - a. In September each member will be given an opportunity to sign-up for one committee. Each member will prioritize his/her interests.
 - b. Administrative representatives will place each member on a committee.
 - c. Each committee will appoint a chair who will facilitate the committee work.
2. Recording of Work
 - a. Each committee will document its meetings and turn in meeting times and notes to the scribe. Committee work may be conducted as part of the regular meeting of USD 305's Equity Council.
 - b. Committees will report to USD 305's Equity Council each month.

SECTION IV: PERMANENT RECORDS OF USD 305'S DISTRICT EQUITY COUNCIL

A. Responsibilities of the Scribe

1. A calendar of meetings will be posted on the USD 305 calendar.
2. Agendas will be posted on the website and emailed to participants at least three days before the meeting.
3. Minutes will be kept of all meetings and approved at each meeting.
4. The scribe will keep committee reports.

SECTION V: BYLAWS: PROCEDURES FOR ACTION

A. The bylaws will be reviewed annually

1. A 2/3 majority vote of a quorum shall be required to recommend amendments to the Equity Council bylaws. A quorum shall be defined as 51% of the full Equity Council membership.
2. The USD 305 Board of Education shall approve all amendments.

SECTION VI: RELATIONSHIP WITH BOARD OF EDUCATION, ADMINISTRATION AND EXISTING ORGANIZATIONS/COMMITTEES

- A. The USD 305 Board of Education determines district policies, and USD 305's Equity Council's work and recommendations should be made in accordance with the policies, rules and regulations of the USD 305 Board of Education.**
- B. USD 305's Equity Council brings recommendations to the Team (executive directors) and Board of Education.**
- C. The district's executive leadership team will have the responsibility of implementation once the USD 305 Board of Education approves recommendations.**

USD 305's Equity Council Membership

<u>MEMBERS REPRESENTING POSITIONS</u>	<u>TERM EXPIRES DURING SCHOOL YEAR</u>
<u>Administrative Representatives*</u>	
Superintendent	
Exec Director of Admin/Student Serv	
Director of Public Information	
BOE Representative	
<u>Building Representatives*</u>	
Central High School	
South High School	
Salina West Education Center	
Lakewood Middle School	
South Middle School	
Coronado Elementary	
Cottonwood Elementary	
Heusner Elementary	
Meadowlark Ridge Elementary	
Oakdale Elementary	
Schilling Elementary	
Stewart Elementary	
Sunset Elementary	
Heartland Programs	
<u>Organization Representatives*</u>	
NEA-Salina Representative	
Student – Central High	
Student – Central High	
Student – South High	
Student – South High	
<u>Members At-Large**</u>	
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***Standing Committee Members**

****Community and Parents; three-year terms**