

Captain Charles Wilkes Elementary School Site Council Bylaws

I. VISION STATEMENT

The Wilkes Site Council is a representative group of administration, staff, parents and community members who will make decisions and recommendations for the actions that create the best academic and social environment possible for our students. The Council is dedicated to creating a learning environment that celebrates the diversity of our students and will nurture and promote the development of each student to his or her potential.

II. PURPOSE

The purpose of the Wilkes Site Council shall be:

- to act as a collaborative decision-making body, representing all members of the school community.
- to identify, prioritize and discuss pertinent needs.
- to review, discuss and adopt relevant district goals, building plans and budgets, special programs, and other matters appropriate to the improvement of the educational environment of the students.

III. MEMBERSHIP

A. *Composition:*

The following member groups shall comprise the Wilkes Site Council:

- 1 principal
- 4 teachers representing a range of grade levels plus one specialist
- 1 staff member representing classified staff
- 6 elected parent/guardian representatives, including one PTO Liaison representative
- 1 community member, if possible

B. *Selection:*

Parents/Guardians: Application for membership to the Site Council is open to all parents/guardians of Wilkes students. Notification of an opening will be publicized. Interested parties should submit an application to the Wilkes front office. If there are more interested applicants than open positions, an election will be held. One of the six parent representative positions will be selected by the PTO Board as a PTO Liaison.

Staff Members: Staff members from each grade level group and 'department' such as specialist and classified staff are encouraged to volunteer and will be selected to represent their group by their colleagues.

- ### C. *Term of Membership:* Each member shall serve for two years. With the exception of the school principal, no member may serve more than two consecutive two year terms.

- D. **Voting Rights:** Each member is entitled to one vote. If unable to attend a meeting, a member may vote by written proxy.
- E. **Resignation Procedures:**
- A Site Council member may choose to resign at any time. A member who is resigning before their term expires must submit a letter to the chairperson(s) of the Site Council. Staff members must submit a copy of the letter to the principal.
 - The chairperson(s) will notify the remaining Site Council members of the resignation after it has been received in writing. The members should be notified as soon as possible, but not more than seven days after the receipt of the resignation letter.
 - Once a member has resigned, efforts should begin immediately to replace that member. The Site Council members shall determine the method of filling the vacant position depending on the circumstances. After the midpoint of the school year, it may be decided not to fill the position until the next school year. The Council business will carry on as usual unless the Council decides to table some issues until a later meeting when it is more likely all positions will be filled.
- F. **Removal:**
- A member may forfeit their position if they fail to attend three consecutive meetings of the council.
 - If necessary, members may be removed from Council by a 2/3 vote of the Council members.

IV. **OFFICERS**

Officers shall consist of a Chairperson or Co-Chairpersons, a Recorder, and the Administrator. While any member may serve in any Council office, parents are to fill the Chairperson and Recorder positions if possible.

- A. **Chairperson(s):**
- Establish agendas after consulting with members
 - Facilitate meetings (i.e., introduce agenda items, establish speaking order, ask clarifying questions, keep discussion moving, summarize, assist group in working toward consensus).
 - Responsible for signing letters or reports and other communication of the Council
 - Facilitate Site Council evaluation
- B. **Recorder:**
- Ensure that each member receives or has a folder containing the bylaws at the start of each year.
 - Record, produce and publish minutes for council to approve for posting on school website
 - Assist with correspondence

C. ***Administrator:***

- Make contacts with invited guests or presenters as directed by the membership
- Maintain a notebook of minutes and council business
- Provide guidance on district policies and requirements
- Provide information concerning budgetary items
- Provide information from the building leadership team
- Present items of administrative concern to the agenda

D. ***Election and Term of Office:***

- Officers shall be elected annually, generally at the first meeting of the school year, and serve for one year or until their successor is elected.

V. **PUBLIC PARTICIPATION**

The Wilkes Site Council will elicit participation from the Wilkes community in a variety of ways, such as email, web page, and school bulletin. Meeting dates and times will be publicized to the parent community and meetings will be open to parents/guardians, with public comment taken near the beginning of each meeting.

VI. **MEETINGS**

- A. ***Schedule:*** Meetings shall be held at least once a month during the regular school year at a day, place, and time to be determined by the Council. An annual schedule shall be made available through available sources such as the website and school newsletters.
- B. ***Special Meetings:*** Special meetings may be called concerning organizational issues or issues too sensitive to deal with in public. During a special meeting, no actions will be taken that affect programs or issues currently under discussion by the Site Council.
- C. ***Emergency Meetings:*** Emergency meetings may be called with 24 hours notice. In the event of an emergency, the Chair will contact all Site Council members with an identical message and set the meeting place and/or time.
- D. ***Agendas:*** Agendas will be available the day before the meeting. Site Council members will be furnished a copy, and the public may receive copies by asking in the school office. Any member of the Wilkes community may submit an agenda item to any member of Site Council. The item will be reviewed by the chair(s) and the principal for one of the following actions:
- Direct action on the topic
 - Topic placed on the agenda
 - Further development on the topic prior to placement on the agenda
 - In addition, any member of the Wilkes community may directly address the Site Council by attending a regularly scheduled meeting. Each member will be given not more than five minutes during the public input agenda time. The Council will decide at that meeting what further study or action should be taken with respect to the issue presented.
- E. ***Guest Speakers:*** Whenever possible the Council will make an effort to schedule relevant guest speakers one meeting in advance.

- F. **Subcommittees:** The Council may establish subcommittees as needed to accomplish specific tasks. The Site Council will review the composition of committees with the goal of balanced representation.
- G. **Training:** Training will be offered to Site Council members when necessary.

VII. DECISION-MAKING

The scope of Site Council decision-making pertains to improving student learning. This includes issues regarding academic and social growth, and enriching the learning environment through school-wide activities. The process of implementing these decisions may involve linkage with the PTO and other support groups in regard to academic, social and fund-raising issues.

The decision-making process is guided by:

- The Council vision statement
- District and building plans
- Legality
- Persons affected
- Budget and time limitations
- Parent and Staff input, including priority and willingness

- A. **Quorum:**
 - o A quorum shall consist of 2/3 of the Site Council membership.
 - o All of the various member groups must have at least one representative present.
- B. **Process:** Site Council members will represent their constituencies in decision-making. Substantive decisions will be made by consensus. If, after thorough discussion and research, members are clearly in agreement on an issue, the Chair may simply ask if everyone is in agreement. If, after a reasonable amount of discussion time, it appears that consensus is impossible:

A vote will be taken to end discussion. If 2/3 of the membership votes to end the discussion, a motion must be made and seconded, according to Robert's Rules. The Council may choose to submit the matter to the entire school community to guide their decision. The matter may be referred to a committee charged with presenting improved alternatives for further consideration. The Chair may ask for a determination of those who: agree and consent; do not agree, but will consent; will neither agree, nor consent.

VIII. AMENDMENTS

Proposed amendments to these bylaws may be presented at a regularly scheduled meeting. Adoption of an amendment requires consensus at two meetings before the amendment takes effect.

IX. SELF-EVALUATION

The Site Council shall evaluate its activities each year. Goals for the coming year will be drafted in the spring and reviewed in the fall at the first meeting of the school year.

3-1-2010

X. COMPLIANCE

The Site Council will recognize and observe all laws, regulations, district policies, collective bargaining and other agreements in its operation.