

# Wheeler Elementary School Council By-Laws

## ARTICLE I

### PURPOSE

The purpose of these by-laws is to provide a framework for site-based decision making. It is the goal of the people who wrote these by-laws to include as many participants as possible in the decision-making process to reach a majority consensus on short and long-term objectives for Wheeler Elementary School.

## ARTICLE II

### SCHOOL COUNCIL MEMBERSHIP

#### A. Composition

The council shall include representatives from the following communities: business, parents, teachers, and non-certified staff. The principal shall be a permanent, non-voting member of the school council. Business members, if available, will be appointed by principal. If there is an even number of members, the Facilitator will not vote.

**Students:** Student groups will be polled when appropriate.

**Parents:** Open membership is to be advertised in the school newsletter/website. The number of parent representatives shall be equal to the number of certified teachers on the council. There will be a maximum of six parents and six teachers on the Wheeler Site Council. A request for parent members will be included in the registration packets and an election will take place at the first Open House of the school year.

**Teachers:** Each grade level will have at least one core teacher representative. The two remaining teacher/certified positions will be filled as needed and/or voted in. The number of teachers must match the number of parents on the site council. A request for faculty members will take place at the first faculty meeting of the year. If necessary, an election will take place.

**Results of Voting:** Wheeler will give notice of the public meeting where the initial representatives of the groups shall be selected, clearly stating its purpose, time, and place. The notice will be posted at the school and on the website.

**Non-certified staff:** The Site Council should include at least one member classified staff.

**Visiting Members:** Staff working with entire school population will be invited to meetings as a resource for needed information.

**Facilitator:** A facilitator will be elected at the April meeting by the members of the council. A brief biography/list of qualifications must be submitted by the March Site Council meeting. The elected facilitator will attend the May meeting to ensure a smooth transition. The new facilitator's term will officially begin on August 1<sup>st</sup>.

**Record keeper:** Will be rotated monthly.

## **B. TERMS**

- The principal shall be a permanent member of the Site Council.
- The facilitator shall be a two-year term
- The classified staff member shall be a one-year term
- Teachers will serve a two-year term, a minimum of 3 teachers.
- Parents will serve a two-year term, a minimum of 3 parents.

## **C. VACANCIES**

Vacancies that occur during the school year will be filled by another member of the affected community group and approved by the Site Council.

## **D. REMOVAL OF SCHOOL COUNCIL MEMBERS**

Any council member whose conduct is, in the opinion of the affected community group that the council member represents, prejudicial to the welfare of the school, the School Council, or the affected community group represented by such member, may be removed from the council by the majority vote of the school council. Additionally, any council member with more than two absences from scheduled School Council meetings in a continuous school year may be replaced by another member of the same community group nominated from that group and approved by a simple majority vote of the School Council.

# **ARTICLE III**

## **ROLE AND RESPONSIBILITIES OF THE SCHOOL COUNCIL**

### **COUNCIL MEMBERS:**

- Attend monthly meetings
- Communicate frequently by sharing with the groups they represent
- Make recommendations to the affected community as to any matters that affect the school, including, but not limited to, school rules, regulations, curriculum, expenditures, and policies

### **SCHOOL COUNCILS ARE SUBJECT TO:**

- Principles of ethics and equity
- Governing Board Policies
- State and Federal Education Law
- Open meeting law

## **ARTICLE IV**

### **COUNCIL MEETINGS**

#### **A. CONDUCT OF MEETINGS**

All meetings are open to any interested party from the affected community, and the agenda will be posted 24 hours in advance of meetings in the school's front office. Everyone will have an opportunity to express ideas and opinions freely. The posted agenda will be adhered to during the meeting according to state law.

#### **B. INITIATIVES**

The council shall have the authority to recommend changes in school policies and procedures. Upon approval of an initiative by the school council, the council shall present the initiative to the affected community by means of newsletters or meetings. The appropriate council members from each group shall present the initiative to their corresponding group by whatever means deemed appropriate by such members.

#### **C. QUORUM**

A simple quorum of three-fifths of the overall membership must be present to pass an initiative.

#### **D. VOTING**

Any initiative on the agenda may be passed by a simple majority of the school council members attending a meeting constituting a quorum. Visiting members are not included in voting on an initiative.

#### **E. AGENDA**

The agenda for the following month will be set during the last ten minutes of each meeting. Any council member may place an item on the agenda by notifying the principal or the facilitator 24 hours prior to the scheduled meeting date. A school council mailbox will be placed in the school office and can be used by persons from the affected community to recommend topics for discussion at council meetings. The principal and facilitator for the next meeting will review the recommendations to place the issues on the agenda for the meeting.

## **F. SCHOOL COUNCIL RECORD KEEPING**

**Rotating** members of the school council will be responsible for the calendar year to maintain minutes of each meeting and keep records for the year. Minutes will include attendance, topics discussed, and decisions made. Approved minutes will be posted on the Wheeler website. The responsibility for taking minutes of each meeting will be held by a member for each meeting. All records of school council, i.e. minutes, policies, school improvement plan, hiring policies will be maintained by the facilitator.

## **ARTICLE V**

### **COMMITTEES**

Special subject committees may be established by the council to develop recommendations or to study specific topics. Committees shall keep a record of their meetings and report to the facilitator or the principal, to be shared with the School Council.

## **ARTICLE VI**

### **RATIFICATION**

The ratification of these by-laws will be effective upon a majority vote of the school council, school staff, and attendees of a regularly scheduled meeting.

## **ARTICLE VII**

### **AMENDMENTS**

Amendments to these by-laws will be effective upon a majority vote of the school site council, school staff, and attendees of a regularly scheduled meeting.