

Northeast Elementary / Junior High School Site Council Bylaws

NAME

The name shall be the Northeast Elementary School Site Council.

PURPOSE

The purpose of the Northeast Elementary School Site Council shall be to:

- Provide advice and counsel to the school in evaluating state, school district and school site performance goals and objectives;
- Help determine methods which should be employed by the school to meet the goals and objectives; and
- Provide ongoing support for the students and staff of the school.

REPRESENTATION AND MEMBERSHIP

The School Site Council is required by Kansas law to have the following groups represented:

- The principal
- Teachers
- Other school personnel
- Parents of pupils attending the school
- The business community
- Other community groups
- Students

The School Board requires that a parent from each community (Arcadia, Arma, Franklin and Mulberry) be a member of the site council. Community and business leaders should also be representative of the district's demographics. The Board further requires that under-represented populations (parents of students with disabilities, parents of children at-risk and students themselves) be represented on the site council.

At least fifty-one percent of site council membership must be made up of parents, students, business and community leaders who are not or have not been employed by the district, or have immediate relatives who are employees.

SELECTION PROCEDURES

Initially council members shall be identified by the building administrator, who shall recommend their appointment to the superintendent and board of education. The board shall approve all appointments.

TERMS OF SERVICE

All appointed members of the council shall serve three-year terms. The length of terms will be staggered. No limit shall be set on the number of terms a member may serve.

Membership on the council shall terminate when a member:

- No longer has a child enrolled in the school or no longer lives in the school attendance area (parent position only);
- No longer holds a teaching position at the school (teaching position only);
- No longer holds the principal's position at the school (principal position only);
- Has missed three consecutive scheduled meetings without proper notice to the chair; or
- Submits a letter of resignation to the chair.

If a vacancy exists, the chair (or principal) shall recommend an appropriate representative to the board. If approved, the person shall finish the remainder of the term. If the recommendation is not approved by the board, the board may direct the superintendent, the council chair or a building principal to present another recommendation.

A copy of the site council positions, approved membership and terms of service shall be submitted to the School Board annually in September with the site council's August minutes.

OFFICERS

The officers of the Northeast Elementary School Site Council shall consist of a chair, vice chair, and secretary. The officers shall be elected annually by the council membership in the first meeting of each academic year.

At no time shall these positions be held exclusively by all educators or parents.

DUTIES OF OFFICERS

The chair shall preside at all meetings and have general supervision of the council's activities. The chair shall work with the principal in planning and directing the council's activities.

The chair, in consultation with the principal, shall prepare an agenda for all council meetings and arrange for the agenda to be delivered to each member at least five days before each meeting. The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

The secretary is responsible for:

- Keeping an account of the proceedings and transactions of all council meetings;
- Providing a copy of the minutes to the council members and the clerk of the board within 7 days of each meeting;
- Preparing any official correspondence the chair may request;
- Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report and the current council guidelines; and
- Maintaining a list of council members with current contact information, including e-mail addresses.

MEETINGS

The council shall meet at least six times per school year (preferably once each month during the school year) in the Northeast Elementary School on the dates established at the first meeting of each school year. Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two days in advance and notice of the meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year shall be called in August.

Six council members shall constitute a quorum. (A quorum must be present to conduct business.)

All council meetings are open to the public, and members of the public shall be encouraged to attend. Persons desiring to speak at a council meeting may request to be put on the agenda no later than six days before the meeting date.

REPORTS

The council shall report to the board at least six times a year. Reports (meeting minutes are acceptable) shall be written and filed with the clerk of the board. The board may invite some or all of the members to discuss the reports. After the board accepts each report, copies shall be shared with the principal and staff.

The council shall report to the Kansas State Board of Education if required.

LEGAL DUTIES

Site councils shall not have any of the powers and duties reserved by law or regulation to the school board.

Site councils shall comply with all applicable conditions of the *Kansas Open Meetings Act* and the *Kansas Open Records Act*.

TRAINING

An orientation session that includes information about council roles, responsibilities and functions, as well as information on school and local policies and procedures, shall be held annually for all council members. Council members should attend training workshops sponsored by the district and, if the board approves, are encouraged to attend training sessions sponsored by other agencies. Training expenses may be paid by the board.

AMENDMENTS

These guidelines shall be reviewed annually; any recommended changes approved at a council meeting shall be forwarded to the superintendent. The superintendent shall consult with the board president on when to place the recommended changes on a regular board meeting agenda. If the recommended changes are approved by the board, they shall become effective immediately and shall be filed with the clerk.