

Holt Elementary Site Council Bylaws

Article I: Duties

The school Site Council of Holt Elementary School, hereinafter referred to as the Council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed *School Improvement Plan* from all school advisory committees;
- Develop and approve the plan and the related expenditures in accordance with all district, state, and federal laws and regulations;
- Recommend the plan and expenditures to the governing board for approval;
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members;
- Make modifications to the plan whenever the need arises;
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students;
- Carry out all other duties assigned to the Council by the district governing board and by state law.

Article II: Membership

Section A: Composition

The Council shall be composed of the following:

- a. One-half of school or work site committee members shall be unit members (see description of unit members below). The unit members may be less than one-half and not less than the number needed for unit members to be the largest stakeholder group, if the site committee and at least seventy five percent (75%) of the school or work site unit members desire to have fewer unit members. The school or work site shall notify the District if the school or work site council has unit members as less than one-half (1/2) of its site council. Membership shall be voluntary. Unit members will be elected by unit members.
- b. Each school site committee shall include the following stakeholders: Unit members, administrators, classified employees, and parents.
- c. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

The term "unit member" shall include all employees represented by the Association in the bargaining unit. The term shall include teachers, school counselors, school nurses, librarians, mental health specialists, school psychologists, vocationally licensed teachers, speech and language pathologists, occupational therapists, physical therapists, athletic trainers, reading specialists, home/hospital teachers, clinical professors, department chairpersons, and head teachers.

Section B: Term of Office

Council members shall be elected for a two-year term. Half, or the nearest approximation thereof, the representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the Council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Termination of Membership

The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the Council chairperson. A Council member shall no longer hold membership should he or she no longer meet membership requirements. The Council may remove a member if they miss two consecutive Council meetings without notice or a valid reason.

Section D: Transfer of Membership

Membership on the Council may not be assigned or transferred.

Section E: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the Council, for the remaining portion of the term of office.

In the event that a position is not filled, or becomes vacant, the application process will include the candidate completing an application (located in the front office and/or on line) and submitting it to school administration. The application will be shared at the next Site Council meeting to be voted on by Site Council members. If approved, the new member's term will last until the end of the school year. If the new member would like to continue their membership, they will need to re-apply in the spring of the current school year and submit an application to be shared at the last PTO meeting of the year (or the first meeting of the following year) to be voted on by our parent organization. A partial year of service that begins in, or before March, shall be considered a full year, as it relates to term of service

Article III: Decision Making

Section A: Consensus

We agree to make our decisions by consensus. (See definition below.) If consensus becomes impossible, then the proposal reverts to the group or person that was responsible for making the proposal to gather additional information and fine-tune the details. A **non-binding** opinion survey (see NOTE below) may be asked for, and taken, to determine how everyone feels about any given issue before consensus is determined. Council members who are in disagreement with the proposal are encouraged to assist in the refinement of the proposal.

Consensus is operationally defined as follows:

- a. All Council members contribute resources, encourage the use of one another's resources and opinions, and view differences as helpful rather than as a hindrance.

- b. Council members understand the issue and are able to paraphrase the issue.
- c. Consensus does not mean the decision gives everyone his or her choice; rather, consensus means members are sufficiently in favor of the decision that no one will become an obstacle to carrying it out. (No one will sabotage the decision.)

NOTE: The essential testing vehicle for consensus is the survey - a *non-binding* opportunity for individuals to convey their thoughts, feelings, and impressions. Any member may call a survey at any time. The member asking for the survey states what he or she would like other members to respond to (and the convener may ask someone else in the group to paraphrase the request, if necessary, for clarity's sake). Council members then relay their responses in one or two short sentences.

Prior to a survey or vote on a topic or issue, the facilitator will state whether a vote or a survey is being undertaken, and will communicate the method of voting or survey. Examples of voting and non-binding survey methods are below:

Thumbs up = yes
Thumbs even = neutral
Thumbs down = no

Five Finger Vote

5 fingers = 100% yes,
4 fingers = 85% yes (both for consensus)
3 finger = neutral
1 & 2 fingers = no for consensus, offer an alternate solution

Article IV: Roles

Section A: Responsibilities

Convener

Each year, the Council will select a convener. Convener responsibilities will include:

- Developing and distributing the agenda (including prioritizing agenda items and assigning time allocations) at least two days in advance of the meeting
- Ensuring meeting dates and minutes are distributed to Council members, school staff, and posted on the school's website
- Serving as meeting facilitator

Recorder

The duty of the Recorder is to transmit true and correct minutes of the meeting to the Convener for distribution. Minutes will be shared with school staff and will be posted on the school's website. Council members, on a rotating basis, will share the role of Recorder.

Article V: Meetings of the Council

Section A: Meetings

The Council shall meet at least seven times <note: 4J says 4x/yr sufficient per elem meeting 10-22-19> between the months of September and June, generally through monthly meetings. Special meetings of the Council may be called by the Convener or by a majority of the Council. All meetings of the Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section B: Place of Meetings

The Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote to the Council.

Section C: Notice of Meetings

Written public notice, via school website, shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time and location shall be given special notice. All meetings shall be publicized.

Section D: Quorum

The act of a majority of the members shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A majority of their members of the Council shall constitute a quorum.

Section E: Agenda and Minutes

Agenda items should be sent to the convener by Friday, the week before the meeting, who will be responsible for prioritizing items, assigning time allocations, and for distributing the agenda (normally, two days in advance of the meeting). Meeting minutes will be distributed after approved by Site Council. There will be a standing agenda item to solicit agenda item ideas for the next month's meeting.

Section F: Confidentiality

All information/issues discussed by the Site Council are public and can be discussed outside the group, unless someone asks for confidentiality. Information/issues will not be attributed to specific individuals when discussed outside the group. Discussions of personalities are off limits. It is not appropriate to discuss specific personalities of group members outside the group.

Section G: Expectations and Norms

Members are expected to:

- Be punctual to meetings
- Be actively involved
- Remain for the duration of the meeting, as agreed to by the group
- Abide by the decisions of the group

- In the event of absence, notify the Convener prior to the meeting, if it is necessary to leave the meeting early or if the member will be absent

It will be the norm of the group to end meetings no later than the agreed upon time, unless the Council agrees to extend the meeting. The Convener will indicate beginning and ending times on the agenda.

The first agenda item will be to review the agenda.

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the Council by a consensus of the members present. Written notice of the proposed amendment must be submitted to Council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.

