

# **Bylaws of the Canby Lane Elementary School Council**

## **Article I: Name**

A School Council has been established in the Canby Lane Elementary School in the DeKalb County School District on (date) 2013-2014. The name of this School Council shall be the Canby Lane Elementary School Council, hereinafter referred to as the School Council, organized under the authority of state law (O.C.G.A 20-2-85 – 20-2-86).

## **Article II: Purpose**

The establishment of School Councils is intended to help local boards of education by bringing parents (for the purpose of this document, the term parent includes legal guardians) and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement.

The members of the School Council are accountable to the constituents they serve and shall:

1. Maintain a school-wide perspective on issues;
2. Regularly participate in School Council meetings;
3. Participate in information and training programs;
4. Act as a link between the School Council and the community;
5. Encourage the participation of parents and others within the school community; and
6. Work to improve student attendance, achievement and performance.

## **Article III: School Council Authority**

The School Council shall advise and make recommendations to the principal, area assistant superintendent, superintendent, and local board of education on matters relating to school improvement and student achievement.

The School Council shall participate in the selection of the school principal in accordance with the written policy of the local board of education.

The School Council shall review and approve the consolidated school improvement plan.

The School Council shall review school site budget and expenditure information and site average class sizes by grade.

The School Council has the authority to appoint committees, study groups, or task forces for such purposes as it deems helpful and may utilize existing or new school advisory groups.

The School Council shall have the same immunity as the local board of education in all matters directly related to the functions of the School Council.

## **Article IV: Role of the School Council**

The School Council provides advice and recommendations to the school principal, area assistant superintendent, superintendent and, when appropriate, the local board of education, on any matter related to student achievement and school improvement, including but not limited to, the following:

1. Student attendance and academic achievement;
2. School board policies;
3. School improvement plans;
4. Curriculum and assessments;
5. Report cards issued or audits of the school conducted by the Office of Student Achievement;
6. Development of a school profile which shall contain data as identified by the School Council to describe the academic performance, academic progress, services, awards, interventions, environment, and other such data as the School Council deems appropriate;
7. School budget priorities, including school capital improvement plans;
8. School-community communication strategies;
9. Methods of involving parents and the community;
10. Extracurricular activities in the school;
11. School-based and community services;
12. Community use of school facilities;
13. Student discipline;
14. Reports from the principal regarding progress toward the school's student achievement goals, including progress within specific grade levels and subject areas and by school personnel; and
15. The method and specifications for the delivery of early intervention services or other appropriate services for underachieving students.

## **Article V: Membership**

HB 208 attached to SB 72 amends Code Section 20-2-86, (c), (d), (e) and (j).

Effective July 1, 2007

Membership on the School Council shall be open to the principal, teachers, parents, business persons and other such members as the School Council may specify in its bylaws. Members of the School Council shall not receive compensation to serve on a School Council.

The property and business of the School Council shall be managed by a minimum of seven School Council members of whom a majority shall constitute a quorum.

Members of the School Council shall include:

1. A number of parents or guardians of students enrolled in the school, excluding parents who are also employees of the school, so that such parents make up a majority of the School Council and at least two of whom shall be business persons;
2. At least two (2) certificated teachers who serve four of six school segments per day at the school, excluding any personnel employed in administrative positions;
3. The school principal;
4. Other members such as, but not limited to, staff, students and representatives of school related organizations; and
5. Other community business persons, who are not parents, may serve on the School Council as specified in these bylaws and shall be selected by the other members of the School Council. However, this would require that two additional parents be elected to maintain a majority on the council.

Business partners that we have contacted and invited to become members of the Canby Lane Elementary School Council: Management of McDondald's @ Wesley Chapel Rd. Manager of Chick-fil A' @ Wesley Chapel Rd. and Manager of Picadilly @ South DeKalb Mall.

#### **Article VI: Terms**

HB 208 attached to SB 72 amends Code Section 20-2-86, (c), (d), (e) and (j).

Effective July 1, 2007

Upon the expiration of the terms of the two business person council members in office on July 1, 2007, these member positions shall subsequently be filled by parent council members; provided, however that additional business persons may serve on the council if provided for in the bylaws. Members of the School Council shall serve for a term of two years. The terms of council members shall be staggered. Council members may serve more than one term.

#### **Article VII: Elections**

Elections shall take place in the month of October.

The electing body for the parent members shall consist of all parents eligible to serve as a parent member of the School Council. **(Specify Nomination and Election Process: This electing body includes parent of students of Canby Lane Elementary Pre-K thru 5<sup>th</sup> grade.)**

The electing body for the teacher members shall consist of all certificated personnel eligible to serve as a teacher member of the School Council. **(Specify Nomination and Election Process: This electing body includes teachers of Canby Lane Elementary Pre-K thru 5<sup>th</sup> grade.)**

The council may select community business persons and other members providing that parents hold a majority on the council.

**(Specify Selection Process of any additional members identified for membership on the School Council: Businesses that have partnered with Canby Lane Elementary during the school year of their service.)**

(Please see: "Election Procedures for Parent, Teacher, Community Business person, and Other Members of School Councils" for specific election/selection process.)

### **Article VIII: Vacancies**

The position of a School Council member shall be automatically vacated if:

1. A member resigns by delivering a written resignation to the School Council;
2. A member no longer meets the qualifications specified by law; or
3. A member is removed by an action of the School Council.

The School Council, may by a majority vote, determines a position vacant if it finds that a member of the council is no longer active. (See definition below) The School Council shall determine the effective date of a vacancy.

An election within the electing body for a replacement to fill the remainder of an unexpired term shall be held within 30 days, unless there are 90 calendar days or less remaining in the term in which case the vacancy shall remain unfilled.

*If a council member misses more than 2 meetings and training sessions of the School Council or more than 50% of meetings and training sessions of the School Council, the chairperson of the School Council shall contact the School Council member and inquire as to his/her intent to remain active in the School Council. The chairperson shall report to the School Council at its next meeting regarding the School Council member's intention to remain active.*

### **Article IX: Meetings**

All meetings of the council shall be open to the public. The School Council shall meet 4 times annually. (A minimum of four meetings a year, twice in the first semester and twice in the second semester).

Date: October 27, 2016 Time: 5:30 p.m. Location: Media Center

Date: December 1, 2016 Time: 5:30 p.m. Location: Media Center

Date: January 26, 2017 Time: 5:00 p.m. Location: Cafeteria

Date: March 23, 2017 Time: 5:00 p.m. Location: Cafeteria

Date: May 18, 2017 Time: 10:00 a.m. Location: Media Center (if needed)

(more lines may be added if needed)

The council shall also meet at the call of the chairperson, or at the request of a majority of the members of the School Council.

Notice by mail shall be sent to School Council members at least seven days prior to a meeting and shall include the date, time and location of the meeting. School Councils shall be subject to the Open Meetings Act in the same manner as local boards of education.

The School Council secretary shall be responsible for notifying, in writing, the local newspaper designated as the legal organ of the county of any and all meetings of the School Council at least twenty-four hours in advance of the meeting.

A quorum must be present in order to conduct official School Council business. A quorum is comprised of a majority of School Council members. All questions shall be determined by a majority vote of members present with the exception of adoption or changes to the bylaws requiring a 2/3 vote of members present. Each member of the School Council is authorized to exercise one vote. Proxy votes are not allowed. Members must be present in order to vote.

### **Article X: Minutes**

School Councils shall be subject to the Open Records Act, relating to the inspection of public records, in the same manner as local boards of education. A summary of the subjects acted on and the members present at the meeting of the School Council shall be made available to the public for inspection at the school office within two business days following the meeting. The minutes shall be provided to the School Council members, each of whom shall receive a copy of such minutes, and the Office of Governmental Relations within 20 days following each School Council meeting. The official minutes shall be open to public inspection once approved by the School Council immediately following the next regular meeting of the School Council.

Minutes, at a minimum, shall include the names of the School Council members present, a description of each motion or other proposals, a record of all votes, student and staff attendance report and topics of discussion. In the case of a roll-call vote, the name of each School Council member voting for or against a proposal or abstaining shall be recorded. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

### **Article XI: Officers of the School Council**

The officers of the School Council shall be a chairperson, vice chairperson, and secretary. Officers shall be elected at the first meeting of the School Council following the election of School Council members; provided, however, that the chairperson shall be a parent member. Officers shall be elected for a term of 4 year(s) and may serve more than one term. (Please fill in the blank with 1 or 2.)

The chairperson shall develop the agenda for all meetings, preside at all meetings of the School Council, and perform such other duties as required by law or as shall be requested by the School Council.

The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the School Council.

The secretary shall act as the clerk of the School Council, record all votes and minutes of all

proceedings, give notice of all meetings of the School Council, and shall perform such other duties as may be required by law or as shall be requested by the School Council.

### **Article XII: Duties of the Principal**

The school principal shall have the following duties pertaining to School Councils:

1. Cause to be created a School Council by convening the appropriate bodies to select School Council members; setting the initial agenda, meeting time, and location; and notifying all School Council members of the same;
2. Call meetings of the electing bodies after providing public notice at least two weeks before such meetings;
3. Communicate all School Council requests for information and assistance to the area assistant superintendent and then to the superintendent if necessary and inform the School Council of responses or actions of the area assistant superintendent and superintendent if necessary;
4. Develop the school improvement and school operation plans and submit to the School Council for its review, comments, recommendations, and approval;
5. Provide monthly student and staff attendance reports;
6. Provide progress reports regarding the school's student achievement goals; and
7. Perform all of the duties required by law and the bylaws of the council.

### **Article XIII: Board of Education Responsibilities**

The local board of education shall provide, through the superintendent, all information not specifically made confidential by law, including but not limited to, school site budget and expenditure information and site average class sizes by grade, to the School Council as requested or as required by state law or state board rule.

The local board shall designate, with the superintendent, an employee of the school system to attend School Council meetings as requested by a School Council for the purpose of responding to questions the School Council may have concerning information provided to it by the local board or actions taken by the local board. The central administration shall respond to requests for information from a School Council.

The local board of education, through the superintendent, shall receive and consider all recommendations of the School Council, including the annual report, as follows:

1. Public notice shall be given to the community of the local board's intent to consider School Council reports or recommendations;
2. Written notice shall be given to the members of the School Council at least seven days prior to such local board meeting, along with a notice of intent to consider a School Council report or recommendation;
3. The members of the School Council shall be afforded an opportunity to present information in support of the School Council's report or recommendation; and

4. The local board of education shall respond to each recommendation of the School Council within 60 calendar days after being notified in writing of the recommendation.

The local board of education, through the superintendent, shall provide a training program to assist schools in forming a School Council and to assist School Council members in the performance of their duties. Such programs shall address the organization of School Councils; their purpose and responsibilities; applicable laws, rules, regulations and meeting procedures; important state and local school system program requirements; and a model School Council organization plan. Additional training programs shall be offered to School Council members annually.

#### **Article XIV: Bylaws**

The School Council shall adopt the bylaws as it deems appropriate to conduct the business of the School Council. The adoption of bylaws or changes thereto requires two-thirds affirmative votes.

#### **Article XV: Parliamentary Authority**

Robert's Rules of Order, Newly Revised 10<sup>th</sup> EDITION shall be the governing parliamentary authority for School Councils in all cases applicable but not inconsistent with these bylaws.

#### **Article XVI: Reports to Office of Governmental Relations**

All School Councils shall be required to send to the Office of Governmental Relations the following information:

- Approved bylaws, using the Model Bylaws Template (Revised 2007)
- Agendas & Minutes submitted within twenty (20) days following each School Council meetings
- Meeting schedule submitted annually to include date, time and location
- Completed Member Information Template and list of officers