

SCHOOL COUNCIL BYLAWS

Article I Name

The name of this school council shall be Northside Elementary School Council organized under the authority of the state law and the Houston County Board of Education.

Article II Preamble and Purpose

Recognizing the need to improve communication and participation of parents and the community in the management and operation of schools, the Northside Elementary School Council is intended to help education develop and nurture participation, bring parents 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 council has be reflective of the school community.

Article III Operational Date

By October 1, 2003, the school council shall be operational at Northside Elementary.

The Board of Education shall provide a training program to assist schools in forming a school council and assist school council members in the performance of their duties.

Additional training program shall be offered to school council member annually. The State Board of Education shall develop and make available a model school council training program.

Article IV School Council Membership

Membership on the council shall be open to teachers, parents, and business representatives selected from all businesses that are designated school business partners. Any member may with draw from the council by delivering to the council a written resignation and submitting a copy to the secretary of the council or school principal. Should school council members determine that a member of the council is no longer active in the council, the council may, by a majority vote, withdraw such person's membership status, effective as of a date determined by the council.

The property and business of the council shall be managed by a minimum of seven school council members of whom a majority shall constitute a quorum. The number of council members shall be seven and will include:

- (1) Two parents or guardians of students enrolled in the school.**
- (2) Two business persons**
- (3) Two certified teachers**
- (4) The school principal**

Article V Vacancy on Council

The office of school council member shall be automatically vacated:

- (1) If a member shall resign;**
- (2) If the person holding the office is removed as a member by an action of the council: or**
- (3) If a member no longer meets the qualification specified in the law.**

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.

Article VI Meeting Notice and Location

All meetings of the school council shall be open to the public. The council shall meet four times annually. The council shall also meet at the call of the chairperson, or at the request of a majority of the members of the council. Notice by mail or email shall be sent to school council members at least seven days prior to a meeting of the council and shall include the date, time, and location of the meeting. School councils shall be subject to Chapter 14 of Title 50, relating to open and public meetings.

The council secretary shall be responsible for notifying, in writing, the legal organ for Houston County of any and all meetings of the council at least seven days in advance of the meeting with an attached agenda. It is the responsibility of the council secretary to maintain a written record of compliance with this notification requirement. Additionally, the council secretary shall provide advance notification, in writing, to the school community of teachers and parents of any and all school council meetings.

Article VII Quorum and Voting Requirement

Each member of the council is authorized to exercise one vote. Proxy votes are not allowed. Voting members must be present to vote.

A quorum must be present in order to conduct official council business.

At all meetings of the council every question shall be determined by majority vote of members present, representing a quorum.

The adoption of bylaws or changes thereto requires a two-thirds affirmative vote.

Article VII Remuneration

Members of the council shall not receive remuneration to serve on the council or its committees.

Article IX Electing Bodies, Election Method, Ballots And Posting of Elections and Meetings

After providing public notice at least two weeks before the meeting of each electing body, the principal of each school shall call a meeting of electing bodies for the purpose of selecting members of the school council.

The electing body for the parent members shall consist of all parents and guardians eligible to serve as a parent member of the school council.

The electing body for the teacher members shall consist of all certificated personnel eligible to serve as a teacher member of the school council.

The school council elections shall be in May of each year.

Election method/procedures: Nominations shall be accepted by the principal from members within the electing body prior to the actual voting meeting. Nomination from the floor shall be accepted at the meeting of the electing body, provided that the nominee has given prior consent for his name to be placed in nomination. Teacher and parent election meetings shall use the plurality method of election. One vote shall be taken with the two highest vote recipients being elected to serve on the school council. Where two individuals tie with the highest number of votes, both shall serve on the council, provided two council positions are open. If only one position on the council is open, then subsequent votes are required until one single individual emerges with the highest vote. Teachers/Parents must be present and qualified to vote, proxies are not allowed. A person does not have to be present at the time of the vote to be elected to the school council.

Election Ballots: It shall be the responsibility of the Assistant superintendent of Human Resources or designee to provide voting ballots to each school principal to be used in the election of parent and teacher representatives to the school council.

All ballots, used and unused, shall be returned by the school principal to the Superintendent of Schools for safekeeping following council elections.

**Article X
Local School Council Bylaws**

The school council shall adopt the initial bylaws and guidelines included herein and such additional bylaws and guidelines as it deems appropriate to conduct the business of the council. The adoption of bylaws or changes thereto requires a two-thirds affirmative vote. The bylaws adopted by local school councils shall not inconsistent with the language or intent of the Handbook for School councils: Policies and Procedures of the Houston County School District, adopted May 2001, and thereafter, as revised.

**Article XI
Immunity**

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

**Article XII
Officers and Duties**

The officers of the school council shall be a chairperson, vice chairperson, and secretary. Officers of the council shall be elected by the council at the first meeting of the council following the election of school council members. The officers of the council shall hold office for the term specified in the council's bylaws.

The School Principal

The principal shall have the following duties pertaining to school council activities:

- (1) Convene 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) Perform all of duties required by law and the bylaws of the council;**
- (3) Communicate all council requests for information and assistance to the local school superintendent and inform the council of responses or actions of the local school superintendent;**
- (4) Develop the school improvement plan and school operation plan and submit the plans to the school council for its review, comments, recommendations, and approval; and**
- (5) Aid in the development of the agenda for each meeting of the council after taking into consideration suggestions of council members and the urgency of**

school matter. An item may be added to the agenda at the request of three or more of the council members.

The Vice-Chairperson

The vice chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be required by the council.

The Secretary

The secretary shall attend all meetings, act as clerk of the council, and be responsible for recording all votes and minutes of all proceedings in the books to be kept for that purpose. The secretary shall give notice of all meetings of the council and shall perform such other duties as may be prescribed by the council or the chairperson, under whose supervision the secretary shall be. In the absence or unavailability of the secretary, the chairperson may designate a member of the council to temporarily perform the Secretary's duties.

Article XIII Accountability

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

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

Article XIV Minutes

The minutes of the council shall be made available to the public, for inspection at the school office within two working days (Monday-Friday), and shall be provided to the council members, each of whom shall receive a copy of such minutes within 20 days following each council meeting.

A copy of council meeting minutes and a copy of any affidavit executed shall be forwarded to the Assistant Superintendent of Human Resources or designee within three working days (Monday-Friday).

All school councils shall be subject to Article 4 of Chapter 18 of Title 59, relating to the inspection of public records, in the same manner as local boards of education.

At all meetings of the council every question shall be determined by a majority vote of members present, representing a quorum.

**Article XV
Term of Office**

Members of council shall serve for a term of two years or for such other term as may be specified in the council's bylaws, except as provided in the law. Upon the expiration of the terms of council member in office on July 1, 2004, the subsequent terms of the council members shall be staggered. In order to stagger the terms, the initial terms of one-half of the parent/guardian council members, one-half of the businessperson council members, one-half of the teacher council members, and one-half of the other members specified in Article IV (5) shall have initial terms of one year and the remaining members shall have initial terms of two years.

Council members may serve more than one term.

The term of office of all council members shall begin and end on the dates specified in the council's bylaws.

**Article XVI
Committees, Study Groups, and Task Forces**

The council may appoint committees, study groups, or task forces for such purposes as it deems helpful and may utilize existing or new school advisory groups. All Council committee meetings shall be subject to the Georgia Open Meetings Act.

**Article XVII
Board of Education and School Council Operational Agreements**

The local board of education shall provide all information not specifically made confidential by law, including school site budget and expenditure information and site average class sizes by grade, to the council as requested or as required by state law or state board rule. The local board shall also designate an employee of the school system to attend council meetings as requested by a school council for the purpose of responding to questions the council may have concerning information provided to it by the local board or actions taken by the local board.

The Assistant Superintendent of Human Resources or designee is appointed by the Houston County Board of Education to attend council meetings as requested, respond to council questions and provide information as requested by said council.

The local board of education shall receive and consider all recommendations of the school council, including the annual report, and shall have the authority to overturn any decision of the school council as follows:

- (1) Public notice shall be given to the community of the local board's intent to consider school council reports, recommendations, appointments, or any other decision of a school council;**
- (2) Written notice shall be given to the members of the school council at least seven working days prior to such local boards meeting, along with a notice of intent to consider a council report, recommendation, appointment, or any other decision of the council;**
- (3) The members of the school council shall be afforded an opportunity to present information in support of the school council's report, recommendation or action; through the school principal and**
- (4) A majority of the board members present, representing a quorum, vote to overturn the council decision.**

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.

Article XVIII Scope of Council Responsibilities

School councils are advisory bodies. The councils shall provide advice and recommendations to the school principal and, where appropriate, the local board of education and local school superintendent on any matter related to student achievement and school improvement, including, but not limited to, the following:

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

- (14) The method and specification for the delivery of early intervention services or other appropriate services for underachieving students.**

Article XIX

Role of the School Council in the Principal Selection Process

The role of the school council in the principal selection process shall be determined in policy written by the local board of education.

The following guidelines established by the Houston County Board of Education shall be used in selecting new principals effective October, 2004.

There shall be two (2) rounds of interviews.

The Superintendent will seek advice from the School Council concerning the qualities, abilities, and leadership style that meets the needs of the school.

I. Round One

The Executive Director of Elementary or the Executive Director of Secondary Operations shall select a committee consisting of five (5) members:

- a) Executive Director**
- b) Two (2) teachers from the campus where the opening exists**
- c) One (1) principal on the same level from another campus**
- d) One (1) person from the Teaching and Learning Department.**

This committee shall interview all applicants and select at most three (3) applicants from the second round of interviews.

II. Round Two

The second round of interviews will be conducted by the Superintendent's Committee. This committee shall consist of six (6) members.

- a) Superintendent**
- b) Assistant Superintendent for Operations**
- c) Assistant Superintendent for Human Resources**
- d) Assistant Superintendent for Pupil Services**
- e) Assistant Superintendent for Teaching & Learning**
- f) Executive Director**

This committee shall interview the top applicants, (at most three) and the Superintendent will recommend his selection to the Board of Education for approval.

**Article XXI
Student Information**

School councils are not entitled to student information, which is not considered directory information pursuant to FERPA.

**Article XXI
Parliamentary Authority**

Roberts Rules of Order, Newly Revised shall be the governing parliamentary authority for school councils in all cases applicable but not inconsistent with these bylaws.