**Warren Elementary School**

Site Council Bylaws

2018-2019

**Meeting Times**

The Site Council will meet on the 4th Monday of each month from 3:15pm to 4:00pm at Warren Elementary School, unless otherwise agreed upon and posted in a timely manner. A calendar of all meetings will be published on the schools master calendar and be available at the beginning of the school year on the school website. All Site Council meetings are open meetings.

**Duties and Responsibilities**

The duties of the Warren Elementary School Site Council shall encompass the development and coordination of programs under the 21st Century Schools Act which includes but are not limited to:

* The development of plans, and administration of grants to improve the professional growth of the schools staff as related to student learning
* The improvement of the school’s instructional program to ensure success for all students

Site Council duties also include:

* Reviewing grants that require site council approval
* Communicating activities of the council with staff, parents, students, and other district site councils

**Team Members**

The Site Council at Warren Elementary School strives to consist of not more than half of the members as staff and not more than half the members as parents/guardians of children attending Warren Elementary School. At least one member shall be a classified employee. One member shall be the building Principal or designee.

**Member Selection**

All members shall serve voluntarily without pay. Members will be selected in the fall at the first meeting of the year.

* Teachers shall be selected by licensed Warren staff
* Classified employees shall be selected by their peers
* Parents/guardians of children attending Warren Elementary shall be selected by their peers at a WPA meeting. Site Council parent representative will report to WPA monthly

If no parent, teacher or classified employee representatives volunteer, the Site Council has the ability to appoint members who agree to serve.

**Terms of Office**

Teachers, classified, and parent/guardians shall serve two years on the site council. Site Council member terms will begin and end in staggered years so not all parents, teachers or other staff begins new in one given year. The Site Council will review at the end of each school year the effectiveness of the team, and use the consensus model to make recommendations for the continuing membership.

**Early Vacancies**

In the event a Site Council position is vacated during the school year, the position may be filled by appointment of the council to serve the remainder of the term vacated.

**Site Council Duties**

While the Site Council is a collaborative group, the following roles will be agreed to at the beginning of the school year by the council:

* Chair person: set agendas and facilitate meetings
* Recorder: keep minutes and post monthly to the school website
* Process observer/time keeper: rotating role to be used as needed

**Procedures for Meetings**

* Agendas will be set prior to the next meeting
* Each agenda will begin with a report of the current activities that address the School Improvement Plan action items
* New business items may be submitted to the facilitator a minimum of two days prior to the next scheduled meeting. New business may be submitted in person during the New Business section of the Site Council Meeting. The Site Council will determine when or if it will be discussed at a future Site Council Meeting.

**Consensus**

The Site Council will use a consensus model for decision making. In the event of an impasse, a vote will be called and the majority will pass. A quorum equals 50% plus 1 or 60% of the members. Members agree that if a member is dissatisfied with any activity of the group or the process if the council they will report the reasons for dissatisfaction directly to the group rather than caucus outside the group. Members of the council can report or answer questions concerning team decisions but opinions should not be linked to individuals or interest groups. Individual ideas, opinions and feelings expressed are always kept confidential by the team and visitors alike.

**Minutes**

A summary of all Warren Elementary Site Council meeting minutes will be posted on the Warren School website. A report of the Site Council activities will be given at each monthly WPA meeting.

**Amendments**

These bylaws may be amended or revised by consensus of all the members present at the meeting designated for that purpose. Copies of proposed amendments shall be given to members in writing one month prior to the meeting.