

PAUL BANKS ELEMENTARY SCHOOL

SITE COUNCIL

BY-LAWS

Paul Banks Elementary Site Council By Laws

Paul Banks Mission Statement:

In partnership with parents and community, Paul Banks fosters a positive school climate. We commit to our early intervention and enrichment model of education, which builds a meaningful foundation of academic and life skills for every student.

Paul Banks Vision Statement:

Paul Banks students will have strong academic and problem solving skills that leads to well-balanced children who are working at their full potential. They will leave as confident, active learners who show kindness and help others.

ARTICLE I: Purpose

The major focus of the Paul Banks Site Council will be to provide direction and leadership. It is an advisory body committed to joint planning and problem solving processes for improving student learning.

The Site Council should foster a cooperative process that allows the community, school staff and administration to assist in developing the education programs of the school and to enhance educational accountability.

Individual members of the Site Council will bring ideas to and from their constituent group and act as "people of goodwill" making the best decision for the students of the school.

ARTICLE II: Membership

- 1. The Site Council shall be made up of:**
 - a. Building Administrator**
 - b. Three parents (Building staff are not eligible for this category)**
 - c. Two building Teachers (1 Regular Ed, 1 Special Service)**
 - d. One member from classified association**
 - e. One Non-Parent community member**

ARTICLE III: Selection Process

- 1. Site Council members, excluding the administrator, shall serve for one year terms. If more than three parents volunteer for the positions, an election will be held. Members are eligible to sit on Site Council for multiple years.**

2. **Teachers (certified members) and support staff members shall be assigned to Paul Banks Elementary for a minimum of 50% of their working schedule, and selected by the membership represented.**
3. **Parent members must have a student enrolled at Paul Banks Elementary during the year of membership.**
4. **The non-parent community member shall be nominated to the Site Council by a member or the building administrator. The selection must be approved by the Site Council and the administrator.**

ARTICLE IV: Site Council Responsibility

1. **Implement the recommendations of the school's self-evaluation.**
2. **Objectively and effectively serve as a vehicle of communication for staff and community.**
3. **Provide an opportunity for the staff and community to be a part of the school's decision making process.**
4. **Help the school management establish an educational environment conducive to increase student and teacher productivity and performance.**
5. **Assist in the formulation and implementation of educational goals and of the school district & building goals.**
6. **Be an advocate for primary students and Paul Banks Elementary School.**
7. **Encourage parenting skills.**
8. **Appoint committees as needed to accomplish the business of school & district as they pertain to the role and business of the Site Council.**

ARTICLE V: Attendance & Decision Making

1. **Attendance is mandatory to participate in the decision making process.**
2. **Absences - The administrator must receive notification of absence in advance.**
3. **A quorum of 4 members must be present to make a decision.**
4. **When possible all members are to participate in the consensus process.**

ARTICLE VI: Meeting Dates/Times/Agenda

1. **After school Site Council meetings will be held once per month with a minimum of four meetings per year.**
2. **Additional Site Council meetings may be held as needed.**
3. **Agenda items must be written or turned in advance.**

4. Administrator will poll personnel and parents for input on appropriate agenda items.
5. The building administrator will be responsible for the agenda and having it published.
6. General meetings are open to the public.

ARTICLE VII: Leadership

1. A recorder will be selected among the membership of the Site Council. The recorder will be responsible for assisting the administrator in recording the minutes of the Site Council meeting.
2. The building administrator has the right to veto or delay decisions.

ARTICLE VIII: Site Council Self-Evaluation

1. The Site Council will engage in a self-evaluation each Spring.

ARTICLE IX: Appeals to the Site Council

Appeal of Opinion: If the appeal of a site decision is based on a difference of opinion on an issue, the complainant(s) shall place their objection in writing and submit it to the administrator, who shall place it on the agenda at the next meeting of the Site Council providing the complaint(s) has been submitted in a timely fashion, that is five days prior to the next meeting. The complaint must specify the following:

1. The exact nature of the complaint
2. The relief sought

After the Site Council has considered the issue as defined in the appeal the determination of the Site Council shall stand and that decision shall not be subject to further appeal.

Appeal of an alleged violation of Site Council Bylaws, Board of Education Policy, Act of Discrimination, or Violation of a Right: If the appeal is based upon an alleged violation of a Council bylaw, Board of Education policy, act of discrimination, or violation of a right protected by law or regulation, the complainant shall place their objection in writing and submit it to the administrator, who shall place it on the agenda at the next meeting of the Site Council providing the complaint has been submitted in a timely fashion as defined above. The complaint must specify the following:

1. The nature of violation
2. The specific bylaw, policy, or regulation which has been violated
3. The manner in which the bylaw, policy, or regulation was violated
4. The relief which is sought (what you want the council to do)

After the Council has heard the complaint and reached a decision, the chairperson will place the decision in writing and forward the response to the complainant(s). If the complainant(s) is dissatisfied with the determination of the council an appeal can be lodged with the superintendent of schools who will conduct a meeting to discuss the issue with the complainant(s) after whom the Superintendent will render a decision. Appeals beyond the Superintendent may be lodged with the Board of Education.

ARTICLE X: Amendments of Bylaws

- 1. Amendments to the bylaws shall be made by consensus of the membership, provided the proposed amendment has been presented for discussion at the previous meeting. By-laws will be reviewed annually by the Site Council.**