

# Woodstock Elementary School Site Council Bylaws

**Name:** Woodstock Elementary Site Council

**Purpose:** The Woodstock Elementary Site Council shall provide recommendations and guidance to improve student learning at the school site. The advising duties of the Site Council shall include:

- The development of plans to improve professional growth of school staff.
- The improvement of the school's instructional program.
- The implementation of new programs and initiatives.
- School safety and student behavior plans.
- Fostering Family Involvement

Ultimately, the purpose of the Site Council should support the Woodstock Vision Statement: *The Woodstock school community will work together to provide a safe environment contributing to the development of all students to their fullest potential; fostering compassion, curiosity, integrity, and perseverance to create successful anti-racist citizens in a global society.*

**Membership:** Membership of the Site Council should represent the culture and demographics of the school's population and shall meet the following requirements:

- Not more than half shall be teachers.
- Not more than half shall be adult family representatives of students attending Woodstock.
- At least one member shall be a classified employee.
- One member shall be the principal.

In the spirit of representing the culture and demographics of the school's population, efforts should be made to include family representatives from both programs (English Scholars/Neighborhood and Dual Language Immersion). Further, family representatives of Dual Language Immersion should include at least one non-native English speaker, when possible.

## **Selection of Members:**

- Teachers shall be licensed teachers elected by licensed teachers at Woodstock.
  - Woodstock Teachers have agreed to have a rotation of service on the Site Council with two teachers serving overlapping terms, rotating every two years. The rotation schedule can be accessed upon request.
- Classified employees shall be elected by classified employees at Woodstock.
- Adult family representatives shall be elected by adult family members of students attending Woodstock.

## **Election Process and Membership:**

- Election of candidates is by a direct vote.
  - Teachers will nominate and elect teachers on the Woodstock staff.
  - Classified employees at Woodstock will be nominated and elected by classified employees on the Woodstock staff.
  - Family representatives will be nominated and elected by adult family members of students attending Woodstock.
- Nominations:
  - Teacher and classified candidates will be nominated and elected through a process identified by a staff election committee, composed of a teacher representative, classified representative, and the school principal.
  - Family representative candidates will be nominated and elected through a collaborative process facilitated by the Woodstock PTA and the existing Site Council.

- Term Cycle:
  - Terms begin in October and end two years later. Scheduled elections take place in the spring of the previous year.
  - When possible, the following plan will be used in the election process:
    - Odd Numbered Years: One classified and one teacher and, at least, two family representatives (one English Scholars/Neighborhood and one Dual Language Immersion) should be elected.
    - Even Numbered Years: One teacher and, at least, two family member representatives (one English Scholars/Neighborhood and one Dual Language Immersion) should be elected.
  - In the event of an unplanned staff vacancy, an election will occur within one month. In the event of an unplanned family representative vacancy, an election will occur at the next Woodstock PTA Meeting, considering appropriate time.
  - Resignations should be submitted in writing to the Site Council Facilitator.

#### **Attendance:**

- Site Council members are expected to attend all meetings. Non-attendance situations must be communicated to the Site Council Chairperson/Facilitator or the school principal.
- The Recorder shall keep a record of attendance.

#### **Meetings:**

- The Site Council shall meet a minimum of four times during the school year.
  - The meeting dates will be established at the first Site Council meeting of the year.
  - If necessary, additional meetings will be determined by a consensus vote of Site Council Members.
- The length of a meeting shall not be longer than 90 minutes.
- A Facilitator will run the meetings and is responsible for seeing the agenda items are addressed.
- A Recorder will take meeting minutes and keep a record of attendance.
  - Meeting minutes will be made available to the public.
- The Facilitator and Recorder Roles will be established at the first meeting of the year. If the Site Council prefers to rotate the roles from meeting to meeting, a process shall be established at the first Site Council Meeting of the year.
- Meetings are open to the public, but only Site Council Members may speak and vote. If guests are invited in advance by the Site Council to speak on a subject, there will be an exception.
- The Site Council will establish meeting norms/guidelines to be shared at the start of each meeting and reevaluated annually.

#### **Agenda:**

- Site Council Members may submit agenda items and suggested time allotments to the Facilitator at least two days prior to a Site Council meeting.
- Meeting norms will be identified and included for each meeting agenda. Annually, Site Council Members will review, discuss, and approve renewals/changes. All Site Council Members will make a good faith effort to adhere to the meeting norms.
- The Facilitator will develop the meeting agenda.
- The agenda shall define the course of the meeting. Agenda items and time allotted for each item will be followed.
  - Items not addressed in the meeting will be included in the next meeting as “unfinished business” and will be prioritized by the Facilitator.
- Agenda items or time allotments may be shifted by consensus of the Site Council.

- Non-member or outside party concerns can be submitted to the facilitator for the disposition to an appropriate sub-committee or for placement on the next available agenda. Like with Site Council members, concerns should be submitted to the facilitator two days prior to a Site Council meeting.

### **Decision Making Process:**

- When possible, decisions will be made by consensus using “Five Fingers.”
  - “Five Fingers” is a process of establishing consensus by surveying for agreement and/or action.
    - Five fingers held up by voting members indicates total agreement, best solution, and total support.
    - Four fingers held up by voting members indicates agreement, good solution, and support.
    - Three fingers held up by voting members indicates willingness to support.
    - Two fingers held up by voting members indicates disagreement and lack of support, but that the member will not actively oppose.
    - Thumbs down by voting members indicates active opposition.
- In the event that a member holds up three or two fingers or a thumb down, the Site Council will allow for additional conversation/discussion.
- If consensus can not be reached after additional conversation/discussion, a decision will be made by a vote. A vote is determined there is a simple majority of votes, with quorum present.
- The established quorum of the Site Council is the majority of eligible members.
  - A quorum consists of at least one staff, one family representative, and the principal (or principal’s designee).
  - Those not present will trust and uphold the decision of the group and are responsible for obtaining information about the conversations and discussions missed.

### **Subcommittees:**

- Subcommittees may be appointed by the Site Council.
- A subcommittee may include people not on the Site Council, but shall include one member of the Site Council in its makeup.
- Subcommittees can be of an ongoing nature or for a short duration.
- The findings of subcommittees are to be reported to the Site Council.
- Subcommittees are responsible for, when appropriate, making recommendations to the Site Council on the tasks they have been assigned.

### **Bylaw Development:**

- The Site Council bylaws will be reviewed and approved annually.
- Changes to the bylaws require agenda discussion, with opportunity for consensus or vote.

Bylaws Approved: November 15, 2019

Bylaws Reviewed, Updated, and Approved:

- November 11, 2021
- September 28, 2022