

Glencoe Site Council Bylaws

Name: Glencoe Elementary School Site Council

Purpose: In compliance with the Oregon Education Act for the 21st Century, the purpose of the Site Council is to work in collaboration with the school district, school staff and community to enhance the quality and effectiveness of education, in order to improve student achievement. Site Council is an advisory group that assumes the following responsibilities:

- Aid in development of annual Comprehensive Achievement Plan
- Aid in the planning to improve professional growth of the staff
- Support dispensation of professional growth and grant funds provided to the building
- Oversee the improvement of the school's instructional program

Structure:

A. MEMBERSHIP

1. Membership shall consist of one administrator, one classified staff member, parents, and certified staff. At no time shall parent or certified representation exceed 50% of Council membership.
2. Election of qualified candidates is by direct vote. Classified employees will be nominated and elected by direct vote of classified employees on the staff. Parents will be nominated and elected by the parents of students in the school. Certified employees will be nominated and elected by direct vote of certified employees on the staff.
3. The Site Council may select individuals from the community to serve on the Site Council
4. The Principal and the Site Council Facilitator will appoint the Parent Election Committee. The Staff Election Committee, composed of the P.A.T. Representative, P.F.T.C.E. Representative and the School Principal, shall be in charge of conducting the election (organizing the nominations and elections process).
5. Terms begin in October and end two years later. Elections take place in early October. Candidates will be elected prior to the October Site Council Meeting.
6. The following plan will be used in the election process:
Even numbered years: One classified staff, and a minimum of one certified staff, and one parent member elected.
Odd numbered years: One classified staff, and a minimum of one certified staff and one parent member elected.
7. In the event of a vacancy, an election will occur within one month of the vacancy. If there is a list from the last election, the person with the most votes on that list will be asked to fill the position. Vacancies exceeding one month may be filled by the consensus of the Site Council.

8. Members shall serve for two years, with a limit of no more than two consecutive terms.
9. Resignations from the Site Council are to be in writing and submitted to the Site Council Facilitator/Chairperson.
10. Parent representatives to the Site Council will not serve in Board capacity on any other school organization. In the event of an unfilled position, this by-law shall be waived.

B. ATTENDANCE

1. Members are expected to attend all meetings. Non-attendance situations must be communicated to the Site Council Facilitator/Chairperson or the School Principal.
2. The Recorder shall keep a record of attendance.
3. Lack of attendance is grounds for dismissal. If a member misses a meeting, unexcused, the Principal or Facilitator will contact them. If an additional meeting is missed, unexcused, the member will be considered to have rendered a resignation and the appropriate vacancy filling process will take place.

C. MEETINGS

1. The Site Council shall meet a minimum of four times during the school year.
2. The length of the meeting shall be no longer than two hours (meetings are encouraged to last between 60-90 minutes). Meetings shall be held on the third Tuesday of each month at 2:45 PM.
3. If there is a need for additional meetings in a given month, this decision will be made by a consensus vote of the members.
4. The Facilitator/Chairperson will run the meeting and is responsible for seeing that the agenda is carried out.
5. Meetings are open to the public, but only Site Council Members may vote.

D. PROCEDURES

1. The established quorum for the Glencoe Site Council is the majority of eligible members.
2. Decisions are made by consensus.
3. Bylaws may be changed as needed, by a consensus of the quorum.

E. OFFICERS

1. The officers shall be a Facilitator/Chairperson and a Recorder.
2. The Facilitator/Chairperson is elected by the members of the Site Council annually.
3. The position of Recorder will rotate each meeting.

F. DUTIES

1. Parent representative (Facilitator) will report Site Council updates at PTA general meetings. Staff representatives will report updates to the staff at staff meetings.
2. The minutes taken by the recorder shall summarize key points, and shall contain any motions, votes or decisions made by the council.
3. The minutes shall be typed within one week and emailed to Site Council members. The Principal and/or Facilitator will distribute agendas via email prior to meetings. Copies of agendas and minutes will also be made available to the staff and parents by being posted on the bulletin board in the lobby.
4. A record of agenda items, minutes, and other documents will be kept in a Site Council binder in the Glencoe office in addition to the google doc form used during meetings.
5. Highlights and summations of Site Council meetings shall be provided by the Facilitator and will be published on the school website.

G. AD HOC COMMITTEES

1. *Ad hoc* committees will be formed as needed.