

River Springs Elementary School
School Improvement Council
Bylaws

Mission Statement

We are here to work cooperatively for the betterment of our school. We believe that all children are capable of learning. We are committed through sensitive, compassionate understanding to provide an atmosphere that encourages students to develop to their full potential.

Article I

Name of Organization:

The name of this organization will be the River Springs Elementary School Improvement Council.

Article II

Purpose:

The purpose of the River Springs Elementary School Improvement Council will be to:

- Make recommendations for accomplishing goals, objectives and courses of action;
- Assist in the preparation of yearly plan updates;
- Assist with the development and monitoring of school improvement and innovation;
- Develop an annual school report to parents and constituents of the school by November fifteenth of each year providing information regarding the school's progress in meeting school and district goals and objectives;
- Provide advice on the use of school inventive grant awards;
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about school improvement;
- Provide input on developing the River Springs Elementary School budget;
- Be briefed by the principal on the school's prescribed allocations in the final district budget; and
- Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

The council will not assume any of the powers and duties reserved by law, regulation or district policy to the local school board, district administrators or school administrators.

Article III

Representation and Membership

The River Springs Elementary School Improvement Council will be composed of the following numbers:

- A minimum of six parents of students currently enrolled in the school elected by other parents with students also enrolled in the school;
- A minimum of two teachers elected by the faculty;
- Four representatives appointed by the principal. The principal will ask for recommendations for these positions from the council in the spring each year as these positions become open.
- Up to five ex officio members which may include the president of the PTO and the immediate past president of the School Improvement Council.
- No individual may serve on the School Improvement Council in more than one school.

Article IV

Nomination and Election

- Parent members of the council will be elected by parents of children in the school. Nominations will be solicited from the entire student body and a slate of nominees will be presented for election. Parents will be notified of the time and process of voting. Elections may be conducted either through in person elections at the school office or through a ballot sent home with each student as determined by the current council.
- Teacher and staff members of the Council will be elected by the faculty and staff of the school during a regularly scheduled faculty meeting by September 15.
- Community Representatives (appointees) will be selected by the principal in the following manner: Names of prospective appointees will be submitted by Council members and the by the principal. The newly-elected Council will approve community representatives by September 15.
- Elections shall be held no later than May 31st of each year.
- The principal will announce the election results.

Notification:

The principal shall notify in writing all successful council nominees (elected and appointed) no later than five working days after the elections and appointments. This correspondence will indicate the day, place and time for the school's next School Improvement Council meeting.

Article V

Attendance:

An excused absence will be granted if a member contacts the SIC Chairperson prior to the absence from a meeting. If a member is absent without contacting the SIC Chairperson for three consecutive meetings, the chairperson may contact the absent member requesting an explanation of the absences and the member's

intentions about remaining on the council. The absent member may send a non-voting replacement delegate upon approval of the chairperson or principal.

Leave of Absence:

Leaves of absence shall be granted at the discretion of the council.

Article VI

Tenure:

All elected members of the council will serve two-year terms. The terms are to be staggered. Appointed and ex officio members will serve one year terms.

No limits will be set on the number of terms a member may serve.

The council may appoint temporary committees composed of teachers, parents, business leaders and other citizens to study specific issues and make recommendations to the council.

Membership on the council may be terminated when members:

- no longer have a student enrolled in the school or no longer live in the school attendance area;
- no longer hold a teaching position at the school;
- have missed three consecutive scheduled meeting without proper notice to the chairperson or principal; or
- submit a letter of resignation.

Article VII

Officers:

The officers of the River Springs Elementary School Council will consist of a chairperson, vice-chairperson, and secretary. The officers will be elected annually by the full council meeting of each academic year. At no time will these positions be held exclusively by all parents, teachers, or community members. Officers may be elected members, appointed members, or ex officio members.

Article VIII

Duties of Office

The chairperson will preside at all meetings and have general supervision of the activities of the council. The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee process.

At least on week prior to each scheduled meeting, the chairperson will send out the past meeting's minutes and the agenda for the upcoming meeting. The chairperson, or designee, will attend the Parent's Cabinet each month, appoint committees or task forces for special projects, represent River Springs Elementary School when important issues are involved, represent River Springs Elementary School when discussing special needs with the superintendent, represent River Springs to the community organizations, businesses, etc. when necessary.

The vice-chairperson will take on the chairperson's responsibilities when he/she is unable to handle particular situations,

The secretary will maintain minutes, correspondence and files.

Article IX

Meetings:

The council will meet at least eight times a year at a time and place determined each year by the full council membership. Special meetings may be called by the principal or chairperson as long as all council members are notified of the meeting at least twenty-four hours in advance.

The first council meeting of the academic year will be called in August.

Decisions:

A simple majority of the council membership will consist of fifty percent plus one of the total membership with at least one parent and one teacher representative being present. The council shall use the consensus method to make decisions and resolve problems. In the event that consensus cannot be reached, the following procedures will be used.

1. The issue will be tabled until the next meeting to give members the opportunity to think about the options and gather more information.
2. Any necessary resource people will be invited to the next meeting to provide clarification, information, etc.
3. The issue will be discussed again at the next meeting to attempt to reach consensus.

4. If voting becomes necessary, a simple majority, by show of hands or, if necessary, secret ballot, will be sufficient for a vote on any issue. Voting members are defined as those who are elected and appointed. Members must be present to vote.

All council meetings are open to the public. Persons interested in presenting at a council meeting may request to be put on the agenda no later than one day before the meeting date. A public participation time will be scheduled for each meeting.

Article X

Training:

An orientation session will be held annually for all council members that includes information about council roles, responsibilities, and functions as well as information on school and local district policies and procedures. Council members also attend School Improvement Council training workshops sponsored by the district office, the Professional Development Section of the State Department of Education, or the School Improvement Council Assistance (SCIA).

The principal will share information on school activities, successes, and concerns with the council members on a regular basis.

Training and technical assistance is available from the district, the State Department of Education, and School Improvement Council Assistance (SICA).

Communications:

There shall be open communication among council members and the community. Suggestions or concerns may be voiced to council members, called in to the school, or emailed to the principal.

Each group comprising the education community (principal, teachers, other professional staff, parents, school support staff, students) shall be regularly informed about council tasks and given a chance to offer perceptions and opinions related to those tasks. All council members will be encouraged to discuss their concerns about council decisions during rather than outside council meetings.

Minutes of all SIC committee and task force meetings will be forwarded to the SIC Chairperson.

Public Information:

As the work of the committee progresses, updates should be included in the school newsletter, at faculty meetings and at PTO meetings. All materials should be cleared by the principal before being released and a duplicate copy should be retained in the principal's office. The school districts Office of Community Services

shall be kept informed of important School Improvement Activities. All School Improvement Council public relations efforts should be forwarded to the district's Office of Community Services.

Parents of citizens wishing to speak during public participation must notify the SIC Chairperson twenty-four (24) hours ahead of the scheduled meeting time. Public participation will last no more than fifteen (15) minutes. No more than five (5) minutes will be allocated to any one issue.

All media contacts shall be cleared through the Chairperson.

Amendments:

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

All amendments will be stated and dated below.

Amendment approved May 2013:

Article III

- A minimum of five parents of students currently enrolled in the school elected by other parents with students also enrolled in the school;

changed to:

- A minimum of six parents of students currently enrolled in the school elected by other parents with students also enrolled in the school;

Amendments approved October 2014

Article VI

- Parent members of the council will be elected by parents of children in the school. Nominations will be solicited from the entire student body and a slate of nominees will be presented for election. Parents will be notified of the time and process of voting. On election day, the Council Chairman or Vice-Chairman and the Principal are responsible for ensuring that rotating personnel or volunteers monitor the ballot box. The Chairman, Vice-Chairman and Principal should tabulate election results after the close of voting.

Revision Approved 10/9/14:

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