

Andersen Elementary Site Council By-Laws

Article I – Name

The name shall be Andersen Elementary Site Council.

Article II. – Mission Statement

We are dedicated to providing excellence in education for all students. Andersen Elementary values the strong commitment and unified effort of our school, parents and community, which enables students to reach their full potential. As partners in the growth and development of each child, we emphasize each student's responsibility to become a life-long learner and a contributing member of society. Our success is attainable in a safe environment that fosters respect, encourages positive interactions, and offers diverse opportunities for learning.

Article III – Goals

The Andersen Site Committee's goals:

- Assist all students in achieving their full potential as individuals
- Create a partnership, which strives to include all students, parents, and community
- Serve as a forum for the open exchange of ideas
- Promote an environment that celebrates diversity and exploration
- Offer direction to achieve implementation of programs and curriculum
- Cultivate a safe and nurturing environment that promotes:
 - Diverse opportunities for learning
 - Mastery of essential learning
 - Respect for one another
 - Learning as a life-long process

Article IV. – Membership

The school council at each school shall take into consideration the ethnic composition of the local community and initially shall be composed of:

- Three (3) parents or guardians of students enrolled in the school, one of which will be the designated representative of the PTO.
- Three (3) teachers (1-primary, 1- intermediate, and 1- special area teacher)
- One (1) non certificated employee
- One (1) community member or member at large
- The principal of the school.

The principal will serve as chairperson of the school council.

Article V. – Selection of Members

Members of the Site Council will be determined in the spring of each year to serve the following year. Names for potential members will be solicited from the faculty and the community. Potential members must be nominated by another person (staff member or parent). The present council will select new council members from the list of submitted names.

Membership, to the extent possible, should reflect the demographics of the school and should stay within the numeric guidelines. To this end, the Council may appoint an additional staff member, parent or community representative to serve on the Council.

All members are asked to participate in all meetings in a positive and constructive manner. If a member is seen as not adhering to these standards, he/she may be asked by the council not to participate in the future.

Article VI. – Terms of Membership

Parent and community members shall serve for a one-year term. They are limited to two consecutive terms. After a year off the council, a qualified parent or community member may serve again. There is no limit to the number of total terms they may serve. Term limits do not apply to the Principal or staff.

When a vacancy arises, the chairperson may appoint an individual to serve out the year subject to the approval of the committee.

Article VII. – Role of Council Members

Chairperson: Prepares the agenda, conducts all meetings, appoints the necessary special committees to provide for effective operation of the school Site Council, and fulfills other duties outlined in these by-laws. The principal will act as chairperson.

Secretary: Keeps accurate records of attendance, takes minutes, maintains a file of minutes in the school office, and performs all written communication for the council.

Group Members: Initiate discussions, provide opinions and information, remain focused on topic, clarify and elaborate on discussion issues, compromise, and encourage other members, practice consensus methods, and seek opportunities for group celebrations.

Article VIII. – Meetings

Site Council shall hold quarterly meetings. Special meetings may be held at the request of the chairperson or by a simple majority of the Council. Special meetings or meeting cancellations will be announced with no less than a 24-hour notification to each member of the Council.

Any community member, parent and/or staff shall have the right to attend any meetings of the Site Council and to express his/her views at the appropriate time. However, only site council members are eligible to vote on an issue.

The forum will be made open to the public by publishing notice of upcoming meetings in the school newsletter. Parents will be invited to call the office and request to be added to the guest list. They will receive an invitation and a copy of the Andersen Elementary Site Council By-Laws.

Article IX – Quorum

A quorum shall consist of one-half of the Council membership plus one. Without a quorum the Council may conduct no official business.

Lacking a quorum, those members present at a regularly scheduled meeting time may act as a committee and make recommendations to be considered by the council at a subsequent regular or special meeting.

Article X – Formal Proposals

The approval of a formal proposal (a motion) that has received a second shall be by majority vote of those members in attendance.

Article XI – Committees

The Council shall establish committees as are deemed necessary to carry out its goals. Committees may be “standing” or “ad hoc.” Most committees are formed to study an issue and make recommendations to the school Site Council for its consideration and possible action. Some examples are: technology, safety and student security.

Article XII – Amendments

Any proposed amendment of the by-laws of the Council must be presented at a regularly scheduled meeting and voted on at the next regularly scheduled meeting. The approval of any amendment shall be by a two-thirds vote of the total membership of the Council.