

Beloit Elementary School Site Council By-Laws

I. Name: The name of this organization will be the Beloit Elementary School Site Council.

II. Purpose:

- A. Provide advice and counsel to the school in evaluating performance goals and objectives.
- B. Help determine methods, which could be used by the school to meet the goals and objectives.
- C. Serve as a liaison between the school, school organizations, the community, and the local board of education by collecting and disseminating information about school improvement.
- D. Provide other assistance that the school may request.
- E. Address and monitor yearly Site Council goals.

The council will not have any of the powers and duties reserved by law or regulation to the local school board.

III. Membership: The BES Council is required by Kansas law to have the following groups represented:

- A. .The principal
- B. 3 Teachers (2+ 1 Sp. Ed.) (No more than one from a grade)
- C. 1 Other school personnel
- D. 6 Parents of pupils attending the school
- E. 1 from the business community
- F. 1 from other community groups as needed to serve on extra task committees which are established.

This council will have this in effect by July 1, 1994.

(Numbers above were determined by the BES Site Council)

Community representatives will be chosen from those who indicate interest and will be selected by parent vote.

School staff representatives will be chosen from those who indicate interest and will be selected by staff vote.

Newly selected members will attend the May meeting.

Their term officially begins on July 1st of the year they are selected. All members of the council will serve two year terms. Members may

serve two consecutive terms. Terms will coincide with the school year, July 1 to June 30.

Membership on the council will terminate when members:

- A. No longer hold a teaching position at the school, or
- B. Have missed three scheduled meetings without proper notice to another member, or
- C. Submit a letter of resignation to the chairperson.
- D. No longer have children attending BES, at the conclusion of their term.

In the event of any of the above situations, the council will appoint a representative person who will finish the term of the person replaced.

The council may establish committees made up of staff, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

IV. Officers and Duties:

The officers of the council shall be a chairperson, vice chairperson, and a secretary. These officers shall be elected annually by the council at the May meeting for a term of one year, starting July 1st, ending in June 30th. They may serve consecutive terms if re-elected by the committee. The vice chairperson will be voted on each year with the understanding the vice chairperson takes over for the chairperson after their term expires and if they are absent from a meeting.

Any ex-officio member of a council is not eligible to be an officer of the council.

The chairperson will preside at all meetings and have general supervision of the activities of the council. The chairperson will approve a temporary chair in his or her absence. The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee progress.

The chairperson, in consultation with the principal, will prepare an agenda for all council meetings, arrange for the agenda to be mailed to each member at least one week before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the council's work. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The secretary shall keep minutes of all meetings. The minutes will be sent to all members within one week of the last meeting. Any corrections to the minutes should be returned to the office within two weeks of the last meeting. After that time period the minutes will be put in the next newsletter that is published.

Any further corrections will be made at the next regular meeting.

A complete record of the work of the committee and all sub-committees will be kept on file in the principal's office. Council members serve as a conduit from their area of representation to the council and from the council to their area of representation when needed. This will facilitate the communication necessary for the Site Council to achieve its stated goals.

V. Meetings:

The first council meeting of the academic year will be called in August. Regularly scheduled meetings of the council shall be held the **last** of August, September, October, November, **no December**, January, February, March, April and May, from 4:00 to 5:00 p.m. Additional meetings of the council may be scheduled with seven days notice given to the members of the council. Meeting dates are subject to change.

A quorum for the council shall constitute one half of the total membership of the council.

All council meetings are open to the public. Anyone showing interest in the council and its activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than seven days before the meeting date.

VI .Ratification/Amendments:

These by-laws shall become effective for the BES Council after acceptance, by quorum, of the council members at a regular meeting.

The guidelines may be amended when they have been introduced at a prior meeting and are listed on the agenda. In an emergency, guidelines may be changed immediately upon a quorum vote of those present.

VII. Annual Report:

The BES Council will present a monthly report at the Board of Education regularly scheduled meeting.