

**BYLAWS OF
THE DUNWOODY ELEMENTARY
SCHOOL COUNCIL**

Article I. Name

A school council has been established in the Dunwoody Elementary School in the DeKalb County School District on September 28, 2009. The name of this school council shall be the Dunwoody Elementary School Council, hereinafter referred to as the school council, organized under the authority of state law (O.C.G.A 20-2-85 – 20-2-86).

Article II. Purpose

The establishment of school councils is intended to help local boards of education by bringing parents (for the purpose of this document, the term parent includes legal guardians) and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement. The members of the school council are accountable to the constituents they serve and shall:

1. Maintain a school-wide perspective on issues;
2. Regularly participate in school council meetings;
3. Participate in information and training programs;
4. Act as a link between the school council and the community;
5. Encourage the participation of parents and others within the school community; and
6. Work to improve student attendance, achievement and performance.

Article III. School Council Authority

The school council shall advise and make recommendations to the principal, area assistant superintendent, superintendent, and local board of education on matters relating to school improvement and student achievement. The school council shall participate in the selection of the school principal in accordance with the written policy of the local board of education. The school council shall review and approve the consolidated school improvement plan. The school council shall review school site budget and expenditure information and site average class sizes by grade. The school council has the authority to appoint committees, study groups, or task forces for such purposes as it deems helpful and may utilize existing or new school advisory groups. The school council shall have the same immunity as the local board of education in all matters directly related to the functions of the school council.

Article IV. Role of the School Council

The school council provides advice and recommendations to the school principal, area assistant superintendent, superintendent and, when appropriate, the local board of education, on any matter related to student achievement and school improvement, including but not limited to, the following:

1. Student attendance and academic achievement;
2. School board policies;
3. School improvement plans;
4. Curriculum and assessments;
5. Report cards issued or audits of the school conducted by the Office of Student Achievement;
6. Development of a school profile which shall contain data as identified by the council to describe the academic performance, academic progress, services, wards, interventions, environment, and other such data as the school council deems appropriate;
7. School budget priorities, including school capital improvement plans;
8. School-community communication strategies;
9. Methods of involving parents and the community;
10. Extracurricular activities in the school;
11. School-based and community services;
12. Community use of school facilities;
13. Student discipline;
14. Reports from the principal regarding progress toward the school's student achievement goals, including progress within specific grade levels and subject areas and by school personnel; and
15. The method and specifications for the delivery of early intervention services or other appropriate services for underachieving students.

Article V. Membership

Membership on the school council shall be open to the principal, teachers, parents, business persons and other such members as the school council may specify in its bylaws. Members of the school council shall not receive compensation to serve on a school council. The property and business of the school council shall be managed by a minimum of seven school council members of whom a majority shall constitute a quorum.

Voting Members of the school council shall be comprised of the following commencing on or around May, 2012:

1. Seven (7) parents or guardians of students enrolled in the school, excluding parents who are also employees of the school, so that such parents make up a majority of the school council and at least two of whom shall be business persons;
2. At least three (3) certified teachers who serve four of six school segments per day at the school, excluding any personnel employed in administrative positions;
3. The school principal; and may be comprised of:
4. Other community business persons, who are not parents, that may serve on the school council as specified in these bylaws and shall be selected by the other members of the school council.

Article VI. Terms

Parent representatives of the school council shall serve for a term of two years. The terms of parent representatives shall be staggered with four (4) parents' terms expiring and then three (3) parents' terms expiring. Parent representatives may serve successive terms, provided, however, no parent representative shall be eligible to serve three consecutive terms.¹ Business members shall serve one (1) year terms and shall serve at the pleasure of the other members comprising school council.

Article VII. Elections

Elections generally shall take place in April or May before the terms for vacating positions expire or as vacancies occur due to resignations. Electors for the parent members shall consist of all parents eligible to serve as a parent member of the school council. **The general process for electing parent representatives and an alternate are as follows:**

1. School Council elections are announced via the Tiger Talk and posted on the school website in March or April.
2. Nominations for the school council parent representatives shall be solicited by sending home nomination forms with each child and/or via electronic dissemination.
3. To nominate someone or one's self for the position of parent representative, the individual nominating, shall contact the individual being nominated and confirm that this person is willing to serve if elected, if applicable. Both the name of the person being nominated and the person nominating are required on the nomination form. The nominations are then compiled by the designated School Council representative, and the nominations announced. Biographical information about each candidate is solicited and published to the school community for at least seven calendar days prior to the election.
4. Elections are generally held in April or May. Each parent/guardian with a child presently enrolled at DES is eligible to vote and shall appear in person at the school to cast his/her ballot. The polls shall be open from 7:00 A.M. until 7:00 P.M. The votes shall be counted in public by at least three impartial individuals as determined by the school council. The new school council members shall join the school council officially for the terms for which they have been elected at the completion of the last school council meeting of the year, following the election.
- 4.5 In addition to electing parent representatives, one parent shall also be designated to serve as an alternate. The alternate shall serve and be a full voting member of the Council, if, and only if, one of the elected parent representatives shall resign or their position become vacant prior to the expiration of their term. The alternate shall fill the unexpired term. If not needed, the alternate will serve a one-year term. An alternate

¹ The parent members and their respective terms at the time of adoption of these amended by-laws are as follows: Kathy Forte (to expire May, 2013); Susan Harper (to expire May, 2013); Sarah Smith (to expire May, 2013); Gregory Jay (to expire May, 2013); parent representative 5, 6, and 7 to be filled April/May 2012 with term to expire on May, 2014).

- shall be defined as the individual with the greatest amount of votes once all vacant positions are filled in that election. (e.g. the parent receiving the fourth greatest number of votes would serve as the alternate when three parent positions are open in that respective election).
5. The School Council reserves the right to conduct elections for parent representatives that follow a different process than the above should special circumstances require. Special circumstances might include conducting an election for filling a vacant parent representative position that may have been vacated due to resignation before a term was completed with no existing alternate.

The election process for the teacher representatives is as follows: Electors for teacher members shall consist of all certified personnel eligible to serve as a teacher member of the school council. Nominations for teacher representatives are open to any certified staff member wishing to nominate a candidate. Elections for the teacher representatives shall take place in April or May.

The election process for community or business representatives is as follows: The principal, parents, and teachers on School Council shall convene to select community business partners as they deem appropriate.

Article VIII. Vacancies

The position of a school council member shall be automatically vacated if:

1. A member resigns by delivering a written resignation to the school council;
2. A member no longer meets the qualifications specified by law; or
3. A member is removed by an action of the school council.

The school council may, by a majority vote, determine a position vacant if it finds that a member of the council is no longer active. (See definition below) The school council shall determine the effective date of a vacancy. Absent an alternate serving the member's unexpired term, an election within the electing body for a replacement to fill the remainder of an unexpired term shall be held within 30 days, unless there are 90 calendar days or less remaining in the term in which case the vacancy shall remain unfilled. If a council member misses more than two meetings and training sessions of the school council or more than 30% of meetings and training sessions of the school council, the chairperson of the school council shall contact the school council member and inquire as to his/her intent to remain active in the school council. The chairperson shall report to the school council at its next meeting regarding the school council member's intention to remain active.

Article IX. Meetings

All meetings of the council shall be open to the public, provided, however, non-voting individuals in attendance shall be recognized at the discretion of the chair. The school council shall meet a minimum of four times annually, twice in the first semester and twice in the second semester. The council shall also meet at the call of the chairperson, or at the request of a majority

of the members of the school council. Notice by Tiger Talk or School Website shall be sent to school council members at least seven days prior to a meeting and shall include the date, time and location of the meeting. School councils shall be subject to the Open Meetings Act in the same manner as local boards of education. The school council secretary shall be responsible for notifying, in writing, the school newsletter twenty-four hours in advance of the meeting. A quorum must be present in order to conduct official school council business. A quorum is comprised of a majority of school council members. All questions shall be determined by a majority vote of members present with the exception of adoption or changes to the bylaws requiring a 2/3 vote of members present. Each member of the school council is authorized to exercise one vote. Proxy votes are not allowed. Members must be present in order to vote.

Article X. Minutes

School councils shall be subject to the Open Records Act, relating to the inspection of public records, in the same manner as local boards of education. A summary of the subjects acted on and the members present at the meeting of the school council shall be made available to the public for inspection at the school office within two business days following the meeting. The minutes shall be provided to the school council members, each of whom shall receive a copy of such minutes, and the Office of Governmental Relations within 20 days following each school council meeting. The official minutes shall be open to public inspection once approved by the school council immediately following the next regular meeting of the school council. Minutes, at a minimum, shall include the names of the school council members present, a description of each motion or other proposals, a record of all votes, student and staff attendance report and topics of discussion. In the case of a roll-call vote, the name of each school council member voting for or against a proposal or abstaining shall be recorded. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

Article XI. Officers of the School Council

The officers of the school council shall be a chairperson, vice chairperson, and secretary. Officers shall be elected at the first meeting of the school council following the election of school council members each Spring; provided, however, that the chairperson shall be a parent member. Officers shall be elected for a term of 1 year and may serve more than one term. The chairperson shall develop the agenda for all meetings, preside at all meetings of the school council, and perform such other duties as required by law or as shall be requested by the school council. The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the school council. The secretary shall act as the clerk of the school council, record all votes and minutes of all proceedings, give notice of all meetings of the school council, and shall perform such other duties as may be required by law or as shall be requested by the school council.

Article XII. Duties of the Principal

The school principal shall have the following duties pertaining to school councils:

1. Cause to be created a school council by convening the appropriate bodies to select school council members; setting the initial agenda, meeting time, and location; and notifying all school council members of the same;
2. Call meetings of the electing bodies after providing public notice at least two weeks before such meetings;
3. Communicate all school council requests for information and assistance to the area assistant superintendent and then to the superintendent if necessary and inform the school council of responses or actions of the area assistant superintendent and superintendent if necessary;
4. Develop the school improvement and school operation plans and submit to the school council for its review, comments, recommendations, and approval;
5. Provide monthly student and staff attendance reports;
6. Provide progress reports regarding the school's student achievement goals; and
7. Perform all of the duties required by law and the bylaws of the council.

Article XIII. Board of Education Responsibilities

The local board of education shall provide, through the superintendent, all information not specifically made confidential by law, including but not limited to, school site budget and expenditure information and site average class sizes by grade, to the school council as requested or as required by state law or state board rule. The local board shall designate, with the superintendent, an employee of the school system to attend school council meetings as requested by a school council for the purpose of responding to questions the school council may have concerning information provided to it by the local board or actions taken by the local board. The central administration shall respond to requests for information from a school council. The local board of education, through the superintendent, shall receive and consider all recommendations of the school council, including the annual report, as follows:

1. Public notice shall be given to the community of the local board's intent to consider school council reports or recommendations;
2. Written notice shall be given to the members of the school council at least seven days prior to such local board meeting, along with a notice of intent to consider a school council report or recommendation;
3. The members of the school council shall be afforded an opportunity to present information in support of the school council's report or recommendation; and
4. The local board of education shall respond to each recommendation of the school council within 60 calendar days after being notified in writing of the recommendation.

The local board of education, through the superintendent, shall provide a training program to assist schools in forming a school council and to assist school council members in the performance of their duties. Such programs shall address the organization of school councils; their purpose and responsibilities; applicable laws, rules, regulations and meeting procedures; important state and local school system program requirements; and a model school council organization plan. Additional training programs shall be offered to school council members annually.

Article XIV. Bylaws

The school council shall adopt the bylaws as it deems appropriate to conduct the business of the school council. The adoption of bylaws or changes thereto requires a two-thirds affirmative vote.

Article XV. Parliamentary Authority

Robert's Rules of Order, Newly Revised 10th EDITION shall be the governing parliamentary authority for school councils in all cases applicable but not inconsistent with these bylaws.

Article XVI. Reports to Office of Governmental Relations

All school councils shall be required to send to the Office of Governmental Relations the following information:

- Approved bylaws, using the 2007 Revised Model Bylaws
- Agendas & Minutes submitted within twenty (20) days following each school council meetings
- Meeting schedule submitted annually to include date, time and location
- Completed Member Information Template and list of officers

Approved and adopted by the DES School Council the 21st day of February, 2012.