



SUNCREST ELEMENTARY SCHOOL

Local School Improvement Council

By Laws

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Suncrest Elementary School

Local School Improvement Council Bylaws

Article 1

NAME OF ORGANIZATION

The name of the organization will be the Suncrest Elementary School Local School Improvement Council (hereinafter SES LSIC).

Article 2

PURPOSE

The purpose of the SES LSIC will be to:

1. Assist in the development, evaluation, implementation and monitoring of the five-year school improvement plan (also known as the Strategic Plan). The SES LSIC shall ensure the plan includes strategies that involve parents, families, business, and community;
2. Assist in the preparation of yearly plan updates;
3. Write and present the annual report to the Monongalia County Board of Education, which provides information on the school's progress in meeting school and district goals and objectives regarding productivity and safety, due for distribution by March 31 or the nearest Monongalia County School Board meeting to that date;
4. Prepare the annual narrative for the School Report Card, in conjunction with the principal;
5. Provide advice on the use of school incentive award expenditures (i.e. federal, state, local, or private);
6. Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card;
7. Propose alternatives to the operation of SES which will increase administrative efficiency, enhance the delivery of instructional programs, promote community involvement, or improve the educational performance of the school generally;
8. Serve as liaison between the school, school organizations, the community and the local school board by collecting and disseminating pertinent information;
9. Provide feedback to the Monongalia County Board of Education regarding both existing and proposed Board policies; and
10. Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the Monongalia County Board of Education.

Article 3

REPRESENTATION AND MEMBERSHIP

The representation and membership of the SES LSIC will be:

1. Three parent(s), guardian(s) or custodian(s) of students enrolled at the school elected by the parent(s), guardian(s) or custodian(s) of students enrolled at the school in such manner as may be determined by the principal; parents, as used in these bylaws, means a parent of a student currently enrolled at SES and includes a natural parent, a guardian, or an individual acting as a

parent in the absence of a parent or a guardian. Under no circumstances may more than one parent member of the council be then employed at that school in any capacity;

2. Three teachers elected by the faculty senate of the school; teachers, as used in these bylaws, means a teacher currently employed by Monongalia County Schools and currently domiciled at Suncrest Elementary School;
3. Two at-large members appointed by the principal, one of whom resides in the school's attendance area and one of whom represents business or industry, neither of whom is eligible for membership under any of the other elected classes of members. The appointments will be made from the non-parent portion of the community with attention to the representation on the council in terms of race, sex, geography, grade level representation, or other variables important to the school. Community Member, as used in these bylaws, refers to all of the individuals who reside in a common locality including: residents, businesses, social organizations and networks, faith-based organizations, and civic leaders;
4. One bus operator who transports students enrolled at the school and one school service person, each elected by the school service personnel employed at the school;
5. The principal will serve as an ex-officio member of the SES LSIC and is entitled to vote; and
6. All members will have one vote.

Article 4

PARTICIPATION, ELECTION AND APPOINTMENT PROCEDURES

Participation will be made up of both volunteer members and appointed members as follows:

1. The principal shall arrange for such elections to be held prior to the fifteenth day of September of each school year to elect a council and shall give notice of the elections at least five work days prior to the elections being held. To the extent practicable, all elections to select council members shall be held within the same week. Council members will assume their responsibilities immediately.

Candidate Guidelines

- a. Candidates must be a parent guardian, or custodian of a SES student at the time the individual is nominated and during their term of service.

Nominations

- a. Any parent, guardian, or custodian of an SES student may nominate himself/herself by completing the Candidate Form.
- b. The Candidate Form may include information such as: the candidate's name, child/children's grade level(s) and an explanation of why the individual would like to serve in the LSIC.
- c. The responses to the Candidate Form may be made available to parents, guardians, or custodians of students attending SES.

Voting

- a. All parents, guardians, or custodians of a student attending SES during the school year in which the election is held will be eligible to vote.
- b. Each parent, guardian, or custodian of a student will be allowed one vote

2. Parent(s), guardian(s) or custodian(s), teachers and service personnel elected to the council shall serve a two-year term and elections shall be arranged in such a manner that no more than two teachers, no more than two parent(s), guardian(s) or custodian(s) and no more than one service person are elected in each year. All other non-ex officio members shall serve one-year terms.
3. Teacher representatives to the council will be elected by the faculty during a regularly scheduled Faculty Senate meeting in August. Ballots will be counted using the same procedure as with the parents;
4. Community Member appointments will be made by the SES principal from the non-parent portion of the community;
5. The names of all SES LSIC members will be forwarded to the school principal within 30 days following the elections; and
6. The names of all SES LSIC members will be provided in the appropriate format to the Monongalia County Board of Education and published on the school web site as soon as possible after the election.

Article 5

TENURE

Tenure will be structured as follows:

1. Parent(s), guardian(s) or custodian(s), teachers and service personnel elected to the council shall serve a two-year term; the two at-large members appointed by the principal will serve a one-year term.
2. No limit will be set on the number of consecutive terms a member may serve;
3. The council may establish committees made up of teachers, 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;
4. Council members may only be replaced upon death, resignation, failure to appear at three consecutive meetings of the council for which notice was given, or a change in personal circumstances so that the person is no longer representative of the class of members from which appointed. In the case of a vacancy in an elected position, the chair of the council shall appoint another qualified person to serve the unexpired term of the person being replaced or, in the case of an appointed member of the council, the principal shall appoint a replacement as soon as practicable.

Article 6

OFFICERS

The council shall elect from its membership a chairperson. The chair shall serve a term of one year and a person may not serve as chair for more than two consecutive terms. If the chair's position becomes vacant for any reason, the principal shall call a meeting of the council to elect another qualified person to serve the unexpired term. Once elected, the chair is responsible for notifying each member of the school improvement council five work days in advance of any council meeting. The officers of the SES LSIC will consist of a chairperson, vice chairperson, and secretary. The officers will be elected annually by the full council membership in the first council meeting of each academic year. At no time will these

positions be held exclusively by teachers or exclusively by parents. Ex-officio members may be members of the LSIC but are not eligible to be officers of the council.

Article 7

DUTIES OF OFFICERS

SES LSIC officers will perform the following duties:

1. 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 progress;
2. The chairperson, in consultation with the vice chairperson and principal, will prepare an agenda for all council meetings. The chairperson retains the right to modify the agenda if it is determined to be in the best interest of the council and direct the pace of the meeting as best accomplishes the agenda while also allowing for public comment as set forth in Article 8.5. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees;
3. The vice chairperson will exercise all functions in the absence of the chairperson and assist the chairperson as needed. The vice chairperson is also responsible for overseeing that the bylaws are followed throughout the year;
4. The secretary is responsible for:
 - a. Keeping a full and accurate account of the proceedings and actions of all council meetings (minutes) and ensuring that each council member receives this information in a timely fashion following each meeting;
 - b. Preparing any official correspondence that the chairperson may request;
 - c. Assisting in maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council by-laws; and
 - d. Maintaining a listing of council membership with current contact information.

Article 8

MEETINGS

The meetings of the SES LSIC will be structured as follows:

1. The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. At a minimum, the SES LSIC will meet at least once every nine weeks or equivalent grading period at the call of the chair or by three fourths of its members. Once elected, the chair is responsible for notifying each member of the school improvement council in writing five work days in advance of any council meeting.
2. SES LSIC meetings will operate under established protocols of *Robert's Rules of Order*. The *Robert's Rules of Order* provides an excellent resource for operating meetings.

Order of Business

- i. Call to order.
- ii. Roll call of members present.
- iii. Reading of minutes of last meeting.
- iv. Officer's reports.

- v. Committee reports.
 - vi. Unfinished business.
 - vii. New business.
 - viii. Public Comment. (if time permits)
 - ix. Announcements for the good of the SES LSIC.
 - x. Adjournment.
3. As soon as practicable after the election of council members, and no later than the first day of October of each school year, the principal shall convene an organizational meeting of the school improvement council. The principal shall notify each member at least five work days in advance of the organizational meeting. At this meeting, the principal shall provide each member with the following:
 - a. A copy of the current applicable sections of this code;
 - b. Any state board rule or regulation promulgated pursuant to the operation of these councils; and
 - c. Any information as may be developed by the department of education on the operation and powers of local school improvement councils and their important role in improving student and school performance and progress.
4. Any ad hoc committee meetings shall have minutes and shall inform the Principal, Chairperson, and Secretary of the meeting. A copy of the minutes shall be provided to the Principal, Chairperson, and Secretary.
5. The SES LSIC shall utilize the following data to drive the council's action agenda: student achievement, discipline, parent, student, staff, and community surveys, the school's strategic plan, and other pertinent data. The SES LSIC shall monitor and evaluate the implementation and impact of their action agenda;
6. All council meetings are open to the public and anyone showing an interest in the council and its activities will be encouraged to attend.
7. Persons interested in presenting at a council meeting may request to be put on the agenda by contacting LSIC chairperson at least three business days in advanced (72 hours) , excluding holidays and weekends,. Presentations are limited to three (3) minutes in length.
8. Open comments from the public will take place during the "Public Comment" section of the agenda. Comments are limited to two (2) minutes in length.
9. At meetings, the principal or designee will be scheduled on the agenda to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

Article 9

VOTING

Whenever possible, council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. A quorum should consist of a simple majority of the council members to include at least two parent and two teacher. Members are encouraged to exclude themselves from voting if there is a conflict of interest.

Article 10

TRAINING

An orientation session will be held at the first meeting of the school year 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.

Article 11

AMENDMENTS

These by-laws may be amended at any regular meeting of the council by a two-thirds vote of the membership 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.