

Tanque Verde Elementary School

Advisory School Site Council

Updated March 2021

Bylaws

Note: The Tanque Verde School District governing Board has the legal authority to govern the operations of the schools in the District. It is the philosophy of the District that the district's governing Board has created a School Council to provide parents, guardians and community members of each school site the opportunity to provide input in the decision-making process.

It is also the philosophy of the District that school employees are valued, informed participants in the operation of the District's schools. As such, they are given representation on the school Council.

Article I

Role of Council

The School Site Council serves in an advisory capacity to the principal. The principal will seek formal or informal advice, within district policy and procedure guidelines from the Council on a variety of issues. Formal action may require the Council to make an official, recorded vote. Typically, each action or vote will be preceded by discussion and a formal recommendation from the principal. Issues that may require formal action of the Council are as follow:

The principal may also seek informal, or formal, advice from the Council on other issues. These issues may include, but not be limited to, the following:

- Annual goals for the school
- Student discipline rules and procedures
- Student and Parent/Guardian Handbooks
- Local education enrichment plans
- Student field trips
- Council meeting times and formats
- Use of designated tax credit budget to fund field trips and expenses.
- Selection and scheduling of school activities
- Capturing Kids Hearts
- Selection of employees
- Recognition of students and employees
- Communication with parents, guardians and the community
- School calendar
- Local in-service for staff
- Special programs and activities
- Fundraising activities
- Parent/guardian satisfaction survey

The principal is not bound by any action of the Council.

If an administrative vacancy occurs at the school, the superintendent will seek input from the Council members on the filling of that vacancy.

Council members may be called upon to serve as members of district-level advisory committees.

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Article II

Members

Section 1 – Size and Composition

The School Site Council shall be composed of up to ten members consisting of three full time teachers selected by teachers at the school, three parents/guardians and two community members selected by parents/guardians and one classified staff member served by the school. The principal shall serve as an ex-official member of the Council.

Council members filling a parent/guardian of community member seat must (a) reside or have a student in attendance at the school representing and (b) be at least 18 years of age. Parent/guardian and community members of the Council must not be (a) an employee of the school district; (b) a member of the District’s governing board; (c) an immediate family member of a governing board member of an employee of the District and (d) no more than one member of an immediate family may serve on the Site Council.

Section 2 – Term of Office

All members of the Council shall serve for two-year terms. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents/guardians or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the Council’s existence. After the first year of the Council’s existence all terms shall be two years in length. At the first regular meeting of the Council, once the Bylaws have been adopted, a chance method shall be used to determine which member shall serve one-year terms.

Section 3 – Elections

Parents/guardians and community members will be elected on an annual basis and the public will have input. Notice will be posted and provided to parents/guardians of all students served by the school through school and PTG publications such as the Gecko. Members representing teachers, classified staff and community members will be elected on an annual basis. Nominations will be solicited from each group. Ballots will be provided if there are more candidates than seats.

Section 4 – Voting Rights

Each member shall be entitled to cast a vote on each matter submitted to the Council. Absentee ballots shall not be permitted. The principal shall not have voting rights.

Section 5 – Termination of Membership

A member shall no longer hold membership should they cease to meet the requirements under which they were selected; e.g. a parent/guardian becomes employed by the District. Membership shall automatically terminate for any member who is absent for two consecutive meetings without advance notice. The Council, with an affirmative vote of two-thirds of all members, can suspend or expel a member.

Section 6 - Transfer of Membership

Membership in the Site Council is not transferable or assignable.

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Section 7 – Resignation

Any member may resign by filing a written notice to the Site Council.

Section 8 - Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by appointment by the Site Council. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular by the regular selection process.

Section 9 – Responsibilities

Council members will abide by the spirit of the “TVUSD Governing Board Code of Ethics” Council members participate in a Council self-evaluation process.

**Article III
Officers**

Section 1 – Officers

The officers of the School Site Council shall be a chairperson and clerk.

Section 2 – Election and Term of Office

The School Site Council shall elect its officers on an annual basis at the first meeting of the school year. The chairperson and clerk shall be selected from all the members of the Council.

Section 3 – Removal from Office

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in judgement of the Council, the best interest of the Council would be served thereby.

Section 4 -Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letter, reports and other communications for the School Site Council. In addition, the chairperson shall perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the school Site Council from time to time. The chairperson shall, with the principal, develop the agenda for the Council meetings.

Section 6 – Clerk

The duties of the clerk shall be to compile minutes for meeting and to represent the chairperson in assigned duties including substituting to the chairperson during his or her absence. The clerk shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

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Article IV
Meetings of the School Site Council

Section 1 – Regular Meetings

The School Site Council shall meet regularly every month during the school year.

Section 2 – Special Meetings

Special meeting may be called by the chairperson or the principal.

Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meeting in a facility readily accessible by all members of the public.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 24 hours in advance of the meetings. Any change in the established date, time, or location must be given a special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meetings; and shall be delivered personally or by mail to each member not less than 24 hours of more than two weeks prior to the date of such meetings.

Section 5 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, providing a quorum is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership of the School Site Council shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

Section 7 – Conduct of Meetings

All regular meetings of the School Site Council shall be conducted in accordance of Robert's Rules of Order with the appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the School Site Council shall be open to the public at all times.