

School Family Council Bylaws

Preamble

It is the policy of the Baltimore City Public School District (Board) to endorse and support parent, staff, student and community involvement in school governance. It is the intent of the Board that Charles Carroll Barrister Elementary will have a Governance Council that enables parents, school staff, and community to work together in facilitating quality educational plans that engender continuous improvement of student achievement. It is the responsibility of the Principal to develop and maintain effective organizational structures and processes for advisement in the school in conjunction with the School Governance Council.

Article I: Name

The name of this committee is the Charles Carroll Barrister Elementary School Family Council, hereinafter referred to as the "Council" organized under the authority of the state reform law, Public Act 10-111, as codified in Section 21 (g).

Article II: Purpose

The council recognizes the importance of communication and participation of parents, school staff, and community leaders to improve student achievement in the efforts of Charles Carroll Barrister Elementary School. The Council shall work to support educational efforts of the school by working in a spirit of cooperation with school staff and administration to improve student achievement and performance, provide support for teachers and administrators, and bring parents, staff and community leaders into the school based decision-making process by working on education issues. The Council shall endeavor to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and role, and share ideas for continuous school improvement.

Article III: Membership

Section 1

Number and Qualifications

The Council shall represent the diverse interests of the families and staff that make up the local school community. Every effort, therefore, shall be made to engage broad participation in the Council election process.

To meet statutory requirements, the Council will consist of fourteen (14) voting members plus the principal (nonvoting member). The following tables describe the members, the number of members and how members are selected.

Members of the Council shall include:

- a) 13 Members from the four stakeholder groups.
 - Parent and Families
 - Staff
 - Community Members
 - Students

- b) One (1) Principal of the school as a non-voting member.

Section 2

Term of Office/Tenure

- a) Voting members shall serve for a term of up to one year.

Section 3

Resignation

Any Council member may withdraw from the Council by delivering to the Principal or the Chairperson or Secretary of the Council a written resignation, or by giving verbal resignation during a regular meeting of the Council. Such verbal or written notice of the resignation shall be recorded in the official meeting minutes.

Section 4

Removal

Any member of the Council, who is no longer active, excluding the Principal, may be removed by an affirmative vote of a majority of the Council's voting members at a regular or called meeting of the Council. A member of the Council shall be deemed to be inactive if the member has missed three (3) consecutive meetings of the Council. The Council shall determine the effective date of the removal. Furthermore, any member of the Council who has violated the Council's "Code of Conduct" may be removed from the Council. Such removal shall be by an affirmative vote of membership of the Council at any regular or called meeting of the Council.

Section 5

Compensation

Council members shall not receive any remuneration to serve on the Council or its committees.

Section 6

Vacancy

The office of Council member shall be automatically vacated:

- If a member resigns
- If a member is removed by action of the Council pursuant to Article III, Section 4 of these Bylaws, or
- If a member no longer meets the qualifications for membership specified by these bylaws.
- Because alternate members were elected to serve on the council in the event of a council members resignation, the alternate receiving the highest number of votes during the election will be invited to fill any vacancy that occurs.

Article IV: Officers/Responsibilities/Election/Term of Office

Section 1

Officers

1. The officers of the school site Council shall be a Chairperson, Vice-Chairperson, Secretary, and other officers the Council may deem desirable.
2. The **Chairperson** shall:
 - Prepare an agenda for each meeting and publically post the agenda at the school site (and on the school's website) 72 hours in advance of each meeting of the School Governance Council.
 - Preside at all meetings of the Council.
 - Sign all letters, reports and other communications of the Council.
 - Perform all duties incident to the office of the Chairperson.
 - Have other such duties as are prescribed by the Council.
3. The **Vice-Chairperson** shall:
 - Represent the Chairperson in assigned duties
 - Substitute for the Chairperson in his or her absences or resignation.
 - Perform such other duties as to be assigned by the Chairperson or the School Governance Council.
4. The **Secretary** shall:
 - Act as clerk of the Council.
 - Keep minutes of all regular and special meetings of the school site Council, including attendance, summary reports, and all votes in a book to be kept for that purpose.
 - Post true and correct copies of the minutes of such meetings on the school website

- Provide all notices in accordance with these bylaws (give advanced notice of all meetings to the council, 72 hours). Be custodian of the records of the Council.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the Council and others with whom the Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the Council.

Article V: Duties of Council Members

The Council is made up of parents, teachers, community members and the Principal or his/her designee. Each constituency represented shall have a corresponding set of responsibilities.

- **Parents:** Council parents are responsible for soliciting input from the school's parental community with respect to issues of concerns to the Council. Parent members shall relay council activities to the parent community as well as to the school's parent organizations. (*Consider use of website and/or a newsletter of Council activities.*)
- **Teachers:** School staff Council members are responsible for soliciting input from the faculty and support staff with respect to issues of concern to the Council. Teacher members of the Council shall report to faculty and support staff.
- **Principal:** The Principal is responsible for keeping the Council informed of all relevant school information. He/she shall take the lead role in promoting new programs at the school. The Principal shall seek the active participation of the Council in those areas listed under "Council Responsibilities."
- **Community Members:** Be a liaison between the school and community.
- **Students:** Responsible for soliciting input from other students with respect to issues and concerns to the Council.

Article VI: Committees, Study Groups, Task Forces

The Council may appoint committees, study groups, or task forces for such purposes as it deems helpful/necessary in order to carry out the responsibilities of the Council enumerated in these bylaws. No such committee, study group or task force may exercise the authority of the Council.

Section 1

Record Keeping

All committees shall keep records of business conducted at meetings. The minutes will be kept on file in the school's main office and available at all times to the Council members. The minutes shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.

Section 2

Reporting Responsibilities

Committee Chairpersons will present work plans and recommendations to the Council for approval. Each committee shall make a report through its Chairperson at each regular meeting of the Council.

Article VII: Council Responsibilities

Section 1

Mandatory Advisory Capacity Responsibilities by Statute

School Governance Councils serve in an advisory capacity and shall assist the school administration in the areas listed below:

- Analyze school achievement data and school needs as they relate to the school's improvement plan;
- Review the fiscal objectives of the school's draft budget and advise the Principal before the budget is submitted to the Superintendent;
- Participate in the hiring process of the school Principal and other administrators of the school by conducting interviews of candidates and reporting

on such interviews to the Superintendent of Schools for the school district and the local and regional Board of Education;

- Assist the Principal in making programmatic and operational changes to improve the school's achievement;
- Develop and approve a written school parent involvement policy that outlines the role of parents and guardians (*Note: Schools that received federal Title 1 funds are required to have a parent involvement policy developed jointly with, approved by, and distributed to parents. A school's Title 1 parent involvement policy can serve the purpose of the policy required under this section.*): and
- Work with school administrators in developing and approving a school compact for parents, legal guardians, and students that outlines the school's goals and academic focus identifying ways that parents and school personnel can build a partnership to improve student learning. (*Note: Schools that receive Title 1 funds are required to have a school-parent compact, developed with parents. A school's Title 1 compact can serve the purpose of the compact required under this section.*)

Section 2

Optional Additional Responsibilities

In addition to its statutory required responsibilities, the Council may:

- Assist in developing and reviewing the school improvement plan and advise the

Principal before the report is submitted to the Superintendent of Schools; Work with the Principal to develop, conduct, and report the results of an annual survey of parents, guardians, and teachers on issues related to the school climate and conditions; and

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- Provide advice to the Principal on any other major policy matters affecting the school, except on matters relating to collective bargaining agreements between the teachers and the Board of Education.

Section 3

Limitations Placed on the Advisory Function

In addition to School Governance Councils' responsibilities, it is also important to recognize the limits of its advisory function. The duties of School Governance Councils do not entail activities including, but not limited to: Managing the school;

- Supervising staff;
- Entering into contracts or purchase agreements;
- Discussing individual issues between teachers and students and/or parents; Determining student eligibility for school admission; or
- Determining class allocations or student assignments.

Article VIII: Meetings of the Council

Section 1

Meetings

Special meetings of the Council may be called by the Chairperson, the Principal, or by a majority vote of the Council. The Council shall prescribe the time, place and dates of its regular meetings. The schedule of the regular meetings shall be available to the general public and shall be posted on the school website. The annual schedule of regular meetings shall be established at the Council's meeting held in February.

Section 2

Place of Meetings

All official meetings of the Council shall be held at Charles Carroll Barrister Elementary in a location determined by the Principal.

All meetings of the Council shall be open to the public unless specifically exempt due to being a required closed board meeting.

Section 4

Agendas

The Council shall establish procedures by which parents, community members and teachers can have items placed on the agendas of Council meetings. These procedures shall not present any unreasonable hindrances for parents, community members or teachers who wish to place items on the agendas.

Section 6

Conduct of Meetings

Meetings of the Council shall be conducted in accordance with *Robert' Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or state law, or an adaptation thereof approved by the Council.

Section 7

Meetings Open to the Public/Public Participation

All meetings of the Council, and of committees established by Council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section 3 of this article.

Comments by parents/guardians, community members or staff not on the Council will be permitted concerning any subject that lies within the jurisdiction of the Council shall be as follows:

- 1) Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.

- 2) The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Council meeting.
- 3) The Council, by a majority vote, decides to cancel or extend the 20 minutes allotted per item of the agenda.
- 4) No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Council member or individual employee of the Board of Education, whether named or not.
- 5) The committee may, upon a majority vote, adjourn to executive session.

Section 8

Voting Rights

Each voting member of the Council is entitled to one vote and may cast that vote on any matter submitted to a vote of the Council. No absentee ballots or proxy shall be permitted.

Section 9

Minutes/Documents

The minutes of each Council meeting shall be recorded by the Secretary and shall include the names of the members present, a description of each motion or other proposal made, and a record of all votes. Each Council member shall receive a copy of the minutes with the agenda for the next regular meeting, at which the minutes shall be approved.

Minutes shall be available after approval by the council on school website.

Article IX: Amendments

These bylaws may be amended at any meeting of the Council, provided that the amendments have been submitted in writing at the previous council meeting and are not inconsistent with applicable federal or state law, or Board of Education policy. An amendment of these by-laws may be made at any regular meeting with a two-thirds vote of the members present provided there is a quorum.

1110.3(a) Appendix #2 (Alt. #2)

School Governing Council Code of Conduct

(The following code of conduct is intended as a guide only. Schools may wish to develop their own school governing council code of conduct or school council protocols.) As a guide to performing their advisory duties, School Governing Council (Council) members should:

1. Be an advocate of high quality free public education for all Baltimore City children.
2. Uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
3. Help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, physical condition or social standing.
4. Work to help the community to understand the importance of proper support for public education.
5. Become informed about the nature, value and direction of contemporary education and 18 support needed change in the school.
6. Serve as a communications link between the community and the schools, working to ensure that the community is fully and accurately informed about the schools, and that the school staff understands the aspirations and desires of the community.
7. Recognize that a Council member's responsibility is not to "run the school," but to see that it is well-run through the implementation of effective policies.
8. Confine Council action to its advisory role as detailed in statute, Board of Education policy and Council bylaws.
9. Arrive at conclusions and/or positions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
10. Recognize that authority rests only with the whole Council assembled in a meeting, and make no personal promises nor take any private action that may compromise the Council.
11. Never use the position on the Council for personal gain.
12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the school.
13. Help to ensure that the best administrative personnel available are appointed to all positions in the school.
14. Refer all complaints through the proper "chain of command" within the school and system.

