

Adams Traditional Academy

SITE COUNCIL BYLAWS

1. General Rules
 - a. Adams Traditional Academy Site Council will follow board policy and the charter in all areas.
 - b. Additional bylaws will be developed by consensus as needed.
2. Meetings
 - a. Regular monthly meetings will be held on the second Thursday of each month, September through May or as needed by site council approval.
 - b. Meetings will be generally scheduled at 6:00 p.m. and end by 8:00 p.m.
 - c. Special meetings may be called as deemed necessary by the school principal and the site council chairperson. A genuine effort will be made to contact all site council members. A quorum must be present.
 - d. A quorum must be present at a given meeting. A quorum is seven members with at least two members from either parent or staff council.
 - e. Any decisions must be made by a unanimous vote and will be report to administration.
 - f. The Site Council will report all decisions to the Principal.
3. Agenda Items
 - a. Agenda items and supporting data as needed must be submitted to the school office ten calendar days prior to the meeting.
 - b. The agenda will be sent to site council members and posted on the bulletin board the Monday prior to the site council meeting.
 - c. Any site council member and/or administration may submit discussion items for the agenda.
 - d. With the approval of the school principal and the site council chairperson, emergency items may be added to the agenda at any time.
 - e. Emergency items will be discussed first.
 - f. Agenda items not discussed because of time limitations will have priority on the next meeting's agenda.
 - g. Information only items will be limited to five minutes per item. The time limit may be extended by consensus.
 - h. Information only items or discussion items that may need to be brought up for a vote will be allowed if there is a consensus from the site council.
4. Officers and Membership
 - a. A chairperson from the parent council and secretary will be elected at the first regularly scheduled meeting of the school year.

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- b. If a site council member is to be absent from the meeting, notification to the school principal or site council chairperson is requested. No replacement will be permitted to sit on the council. However, an opinion statement may be read.
- c. Any council member, who misses two consecutive meetings and fails to notify the school principal or site council member of his absence, will be removed from the council.
- d. The most recent Site Council minutes will be available on the school's website within five working days.
- e. The Site Council will consist of 13 members with the following make-up:
 - i. Staff
 - 1) Kindergarten – 1st grade teacher
 - 2) 2nd grade – 3rd grade teacher
 - 3) 4th grade – 5th grade teacher
 - 4) 6th grade – 8th grade teacher
 - 5) Specials area teacher
 - 6) Support staff
 - ii. Six parents including a Parent Teacher Organization (PTO) Chair of Council Member
 - iii. Principal (non-voting member)
 - iv. Elected Site Council officers: Chairperson and Secretary
- f. The Parent Council consists of six parents (including the President of the Parent Teacher Organization) who sit on the Site Council.
 - i. Term on Site Council is two years.
 - ii. The parent(s) whose term is expiring will nominate their own replacement.
 - iii. The other five parents serving on the site council will vote to accept or reject the nomination.
 - iv. If a parent member fails to appoint his/her replacement, the remaining members will nominate and vote. A consensus minus one vote will need to occur to accept nomination.
- g. The Staff Council includes all school staff members and will be structured as follows:
 - i. Term on Staff Council is two year.
 - ii. Six staff members elected to serve on the Site Council to represent the staff (each grade level elects its own representative).
 - iii. Chairperson of the Staff Council will serve on the Site Council.

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Version Date: Original Bylaws

Amendments Adopted:

- 12/9/2010
- 5/29/2013

AMENDMENTS TO THE SITE COUNCIL BYLAWS

Adopted 12/09/2010

Parent Site Council members will recite the following oath after being appointed into office.

Oath: "I understand, accept, and strive to uphold the Adam's Traditional Academy mission statement, philosophy, and charter. I agree to perform my duties as a Site Council member."

In the case that a parent member fails to fulfill assigned committee duties (as defined in the Site Council binder), a meeting will be convened with the 6 standing Site Council parent members to discuss the problem. A written plan of corrective action will be created by the consensus of at least 5 parent Site Council members. The outline for corrective action should include specific deadlines and consequences. Consequences may result in removal from the Site Council.

Adopted 05/29/2013

Administration will oversee implementation of all Site Council decisions and communicate those decisions with parents and teachers.

The Principal verifies that action items submitted for a Site Council vote were discussed at both FSAC and PIN. Curriculum and Book Review Committee may submit items after each committee has recommended an item for Site Council vote.

For the 2013-2014 school year the 6-8 teacher Site Council member will also represent 9th grade.

Each parent member on Site Council must chair a Parent-led Site Council committee.

Any Site Council member may submit discussion items for the agenda. Only Site Council members may submit items for the agenda.