

Wilmot Council Bylaws & Norms

Revised November 2024

I. SCOPE AND AUTHORITY

- A. The Wilmot Council will fulfill the responsibilities of the School Accountability Committee as outlined in District Policy AE-R-1. To:
 - 1. Serve in an advisory role to the principal.
 - a. The principal remains responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations defined by Jeffco Public Schools.
 - 2. Review the school's annual report to the community through the state School View Website: <https://www.cde.state.co.us/schoolview/explore/profile/1420/9648>
 - 3. Provide input toward and approval annually of Wilmot's Uniform Improvement Plan (UIP) related to urgent challenges that are aligned with the school performance framework (SPF) and the district strategic plan.
 - 4. Regularly review and discuss implementation of the school's UIP and student performance data (minimum Beginning of Year and Middle of Year) related to progress monitoring and goal achievement.
 - 5. Address school safety by raising any safety concerns and by providing recommendations about parent communication related to school safety.
 - a. The principal is responsible for implementing all policies and procedures dictated by the district's department of safety and security.
 - 6. Make recommendations to the principal regarding the prioritization and expenditure of school monies, including school grants.
 - 7. Approve school fees prior to the adoption and publication of school fees for the upcoming school year.
 - 8. Assist school personnel to increase the level of parent engagement in the school, especially the engagement of diverse populations.
- B. The Council will not knowingly make decisions which are not in compliance with district policies or state or federal law.
- C. The Council will keep the community informed of its work via the Wilmot website.

II. MEMBERSHIP

- A. The Wilmot Council will strive to be a governing body by adhering to the following criteria regarding the composition of the Council:
 - 1. Council will include at least four parents of children currently attending Wilmot.
 - 2. Council will include at least three certified Wilmot staff members.
 - 3. Council will include at least one community member.
 - 4. Council will include the school principal.
 - 5. Council quorum is six members.
- B. The term of a member's service will be one school year, August through May.

- C. An active member must attend at least half of the meetings that occur during each school year.
- D. There are no term limits.
- E. Returning members who wish to serve another term may verbally commit to another term at the beginning of the school year.
- F. The Council will be responsible for membership recruitment.
 - 1. Membership opportunities will be advertised in the Wilmot Weekly and school website.
 - 2. The Council chair will connect with interested members and introduce them to the Council after a verbal membership commitment is made.

III. MEETINGS

- A. The Council shall elect a chair or co-chair, who is not an employee of the school district, to serve for one full school year term. Council may choose to identify a recorder for meeting minutes at the start of each meeting or for a full school year.
- B. All meetings are open to any parent or guardian who wants to attend, even if they are not Council members.
- C. Council will meet on the second Tuesday evening of each month. Additional meetings may be called or monthly meetings canceled based on need. All meeting dates, times, and locations (or virtual meeting instructions) will be published on the Wilmot website.
- D. The agenda and any relevant information will be distributed to council members at least one business day prior to the meeting date.
- E. All minutes from Council meetings will be made available to the public and school community on the Wilmot website.
- F. Council will strive to reach consensus when making decisions. When a consensus cannot be achieved, a two-thirds majority of present members will make decisions.