GASTINEAU ELEMENTARY SCHOOL
SITE COUNCIL
BYLAWS



GASTINEAU ELEMENTARY MISSION STATEMENT

The mission of Gastineau Elementary is to prepare all students to be the best they can be through rigorous, place based education; to prepare them to be productive and successful citizens; to promote academic, physical, social, emotional, cultural, artistic, and creative growth; to promote attitudes of honesty, empathy, and giving to others; and to continue our commitment to positive relationships between school, families, and community.

Gastineau Elementary School
10014 Crazy Horse Drive
Juneau, Alaska 99801

I. PURPOSE

The purpose of the Gastineau Elementary School Site Council is to promote effective decision making by consensus among parents, staff, and administration to maximize the learning atmosphere for our students. The Site Council was created and empowered by the City and Borough of Juneau School Board to represent the membership of the Gastineau School community in a decision-making capacity and addresses issues brought by its membership. The decisions of the Site Council will always reflect the mission of Gastineau Elementary School.

This set of bylaws is established to provide the Site Council with a set of rules and procedures under which to function.

II. RANGE OF AUTHORITY

The Site Council is empowered to make decisions in the areas stated within the dictates of applicable statutes, regulation, Juneau School Board policy, and collective bargaining agreements.

III. SCOPE

- Budget
- Curriculum/Programs
- Selection of New Staff
- Selection of Principal
- Schedule and Calendar
- Staff Development
- Class Configuration
- Planning and Program Evaluation
- School Site Plan
- School Report Card
- School Safety
- School-Wide Behavior
- Communication/Public Relations
- Parent/School/Community Involvement
- Facilities Planning/Modification
- School-Wide Assessment

IV. ROLE OF SITE COUNCIL

The Site Council makes recommendations and/or decisions with respect to but not limited to the above scope.

V. MEMBERSHIP

The Site Council consists of 13 voting members, with constituency groups represented as follows:

- Staff – 1 Primary Teacher
- Staff – 1 Intermediate Teacher
- Staff – Special Education/Specialist Teacher
- Staff – Juneau Education Association (JEA) Representative
- Staff – School Principal
- Staff – 1 Classified Employee
- Other – 7 Family Representatives not employed with Juneau School District; the representatives will reflect the student population of Gastineau School including low-income, minority, special needs, and English language learners.

VI. METHOD OF SELECTION

The Site Council shall elect the 7 family representatives not employed with Juneau School District. Staff will select their representatives. If a vacancy occurs and no alternate is available to serve, the Site Council will select a replacement to fill the remaining term of the former member.

Each April, the Site Council will collect nominations for facilitator, which will be a voting position. Each May, the Site Council will elect the facilitator by majority vote of Site Council members. Election of the facilitator is effective at the first Site Council meeting following the end of the school year. The duties of the secretary shall be rotated among the membership and shall have the right to vote.

VII. MEMBERSHIP TERMS

The term for all members is two years and begins in May. Members may serve consecutive terms. The facilitator serves one year and may serve consecutive terms.

Constituency groups are encouraged to select alternate representatives. Alternates may substitute for each absent Site Council member representing that constituency group. Alternates should identify themselves to the facilitator and secretary at the start of the meeting. Alternates substituting for members may participate in Site Council discussions and may vote.

VIII. DECISION MAKING PROCESS

The Site Council will make decisions using the following guidelines:

- The Site Council will attempt to reach decisions by consensus, which is an agreement of all Site Council members to support decisions.
- If consensus cannot be reached in a timely manner, a majority vote will prevail.

IX. EXPECTATIONS OF MEMBERS

The consensus model of decision-making requires that members come to Site Council meetings with an open mind, a supportive attitude, and a spirit of cooperation and commitment to the mission of the Site Council. Members should act as liaisons between the Site Council and parents, staff, and the community. Members should expect to obtain input from constituency groups and to inform constituencies of Site Council actions.

Upon the third consecutive absence (without notification or substitute) of a member, the facilitator will notify the constituency of the need for a new representative. If no member of that constituency can be found to represent it, a member from the community at large will be appointed by the Site Council to complete the term.

The facilitator prepares meeting agendas with input from members, arranges for the distribution of agendas and other materials, and guides the Site Council in making decisions and resolving disputes. The principal maintains Site Council files in the school office. The secretary takes minutes of each meeting, maintains attendance records, and distributes and posts minutes as appropriate.

X. OPERATING PROCEDURES

a. Meetings

The Site Council will meet at least once per month during the school year. Additional meetings will be scheduled by the facilitator at the request of the principal and/or four Site Council members.

b. Quorum

A quorum of three staff representatives and four family representatives shall required to transact business, make decisions, and vote.

c. Public Testimony

A public comment period will be made at the beginning of the meeting. Participants' comments will be limited to three minutes for each topic. Those wishing to present to the Site Council shall make their desire known beforehand to the facilitator. When public testimony is presented to the Site Council it should be made in either a declarative statement or pose a question. If a reply is in order, the Site Council will present their comments at the next regularly scheduled meeting. By allowing the Site Council members to discuss the issue at hand with their constituencies, the Site Council validates the strength of process to which we are committed.

d. Committees

Standing or special committees may be created as required. Non-Site Council members are encouraged to participate in committee activities. The Site Council will provide public notice of committee positions and offer a two-week sign up period.

e. Agenda

Members may suggest agenda items to the facilitator and/or the principal no less than ten days before the meeting. A meeting agenda and appropriate background material will be available to members no less than seven days before each meeting.

f. Minutes

The secretary will make copies of minutes available to the Superintendent and the Friends of Gastineau School (FOGS) Chair within one week of each meeting. Agendas will be published in the school newsletter prior to each meeting and updated agendas will be posted on the Site Council bulletin board at Gastineau School.

g. Contact

Each representative shall ensure that the secretary, facilitator, and principal, all know how to contact him/her. This is particularly imporatant for any Site Council decision-making that needs to occur during school breaks (winter, spring, and summer).

XI. AMMENDMENT

Bylaws may be amended by an affirmative vote of nine or more Site Council members.