

Bylaws of the Dunwoody High School Council

Article I: Name

A school council has been established in the Dunwoody High School in the DeKalb County School District on February 12, 2008. The name of the school council shall be the Dunwoody High School Council, hereinafter referred to as the school council, organized under the authority of state law (O.C.G.A 20-2-85 – 20-2-86).

Article II: Purpose

The establishment of school councils is intended to help local boards of education by bringing parents (for the purpose of this document, the term parent includes legal guardians) and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement.

The members of the school council are accountable to the constituents they serve and shall:

1. Maintain a school-wide perspective on issues;
2. Regularly participate in school council meetings;
3. Participate in information and training programs;
4. Act as a link between the school council and the community;
5. Encourage the participation of parents and others within the school community; and
6. Work to improve student achievement and performance.

Article III: School Council Authority

The school council shall advise and make recommendations to the principal, area superintendent, superintendent, and local board of education on matters relating to school improvement and student achievement.

The school council shall participate in the selection of the school principal in accordance with the written policy of the local board of education.

The school council shall review and approve the school improvement plan.

The school council shall review school site budget and expenditure information, and site average class sizes by grade.

The school council has the authority to appoint committees, study groups, or task forces for such purposes as it deems helpful and may utilize existing or new school advisory groups.

Dunwoody High School

5035 Vermack Road

Dunwoody, Georgia 30338

<http://www.dekalb.k12.ga.us/dunwoody>

Bylaws of the Dunwoody High School Council

The school council shall have the same immunity as the local board of education in all matters directly related to the functions of the school council.

Article IV: Role of the School Council

The school council provides advice and recommendations to the school principal, area executive director, superintendent and, when appropriate, the local board of education, on any matter related to student achievement and school improvement, including but not limited to, the following:

1. Student attendance and academic achievement;
2. School board policies;
3. School improvement plans;
4. Curriculum and assessments;
5. Report cards issued or audits of the school conducted by the Office of Student Achievement;
6. Development of a school profile which shall contain data as identified by the school council to describe the academic performance, academic progress, services, awards, interventions, environment, and other such data as the school council deems appropriate;
7. School budget priorities, including school improvement plants;
8. School-community communication strategies;
9. Methods of involving parents and the community;
10. Extracurricular activities in the school;
11. School-based and community services;
12. Community use of school facilities;
13. Student discipline;
14. Reports from the principal regarding progress toward the school's student achievement goals, including progress within specific grade levels and subject areas and by school personnel;
15. The method and specifications for the delivery of early intervention services or other appropriate services for underachieving students.

Article V: Membership

Effective July 1, 2007: HB 208 attached to SB 72 amends Code Section 20-2-86, ©, (d), (e) and (J).

Membership on the school council shall be open to principal, teachers, parents, business persons, and other such members as the school council may specify in its bylaws. Members of the school council shall not receive compensation to serve on a school council.

Bylaws of the Dunwoody High School Council

The property and business of the school council shall be managed by a minimum of seven school council members of whom a majority shall constitute a quorum.

Members of the school council shall include:

1. A number of parents or guardians of students enrolled in the school, excluding parents who are also employees of the school, so that such parents make up a majority of the school council and at least two of whom shall be business persons;
2. At least two certified teachers who are employed at least four of the six school segments at the school, excluding any personnel employed in administrative positions;
3. The school principal;
4. Other members such as, but not limited to, staff, students, and representatives of school related organizations; and
5. Other community business persons who are not parents, may serve on the school council as specified in these bylaws and shall be selected by the other members of the school council. However, this would require that two additional parents be elected to maintain a majority on the council.
6. DHS School Council Membership: 1 principal, 2 teachers, 1 business partner (non DHS parent/guardian), 5 DHS parents/guardians, 2 being business persons.

Article VI: Terms

Effective July 1, 2007: HB 208 attached to SB 72 amends Code Section 20-2-86, ©, (d), (e), and (j).

Upon the expiration of terms of the two business person council members in office on July 1, 2007, these member positions shall subsequently be filled by parent council members; provided, however, that additional business persons may serve on the council if provided for in the bylaws. Members of the school council shall serve for a term of two years. The terms of council members shall be staggered. Council members may serve more than one term.

Article VIII: Elections

Elections shall take place in the month of April.

The electing body for the parent members shall consist of all parents and guardians eligible to serve as a parent member of the school council.

The electing body for the teacher members shall consist of all certificated personnel eligible to serve as a teacher member of the school council.

Dunwoody High School

5035 Vermack Road

Dunwoody, Georgia 30338

<http://www.dekalb.k12.ga.us/dunwoody>

Bylaws of the Dunwoody High School Council

General Statements

- For the purpose of this document, the term parent is inclusive of legal guardians.
- Every parent of students enrolled in the school is eligible for membership on the school council except for employees who are parents of students in the school where they are employed.
- School council members must be 18 years of age or older, with the exception of student representatives.
- Parents of students in the highest grade in the school can serve on the school council but shall vacate the position when their child leaves the school.
- Parents of students in the highest grade of a feeder school be advised that they can be nominated to serve on the school council in the new school and can vote in the election.

Nomination & Election Procedures

Parents

- The principal notifies all parents of children in the school that they are eligible to be nominated or that they may nominate other parents for the number of parent seats open on the school council.
- Nominations must open no less than two weeks prior to election date and will close the day preceding elections.
- The notification shall be determined through the following actions by the principal:
 - Compose a letter/flyer announcing the upcoming election to parents that defines the purpose of the school council and includes an invitation for submittal of nominations for the number of parent positions open.
 - Place an announcement of election date, place, and times in the PTA newsletter, if timing is appropriate.
 - Post the announcement on the school marquee and school web page.
 - Request that a paragraph be written (no more than 100 words) including biographical information, reason why nominee would make a good representative, and attach a picture of nominee. (Photo is optional.)
 - Nominations are to be returned to the principal who daily verifies that nominees will serve if elected.
 - The principal shall develop a list of nominees and post on school bulletin boards and other conspicuous areas where announcements are normally posted.
 - The election polling location in the school will need to be identified and the time for voting between 7:00 am and 7:00 pm.
 - The names of the nominees will be posted at the polling site and on the ballot.
 - Prepare a list of students with parents' names.

Bylaws of the Dunwoody High School Council

- When parents arrive to vote, check off their name and provide a numbered ballot that corresponds to the number beside the name on the list of students. Provide only one ballot per parent.
- No write-in votes will be allowed.
- Direct parents to the voting booth. After voting, ballots are placed in the ballot box.
- Following the closing of the polls at 7:00 pm, have three persons (not administrators) previously identified to count votes in public.
- Determine the winners by those receiving the most votes. The names are given to the principal who shall announce winners within 24 hours.
- Any nominee requesting a recount shall cause the count to be taken again.
- Announce the results of the election the following day to all parents by notice to be taken home by students, posted on bulletin boards, marquee, website, etc.

Nomination & Election Procedures

Teachers

- For the purpose of this document teachers shall be defined as all certificated personnel, who serve four of six segments per day in the school, excluding administrators; hereafter personnel will be referred to as teachers.
- One teacher representative is elected biannually by faculty, and other, a Talk Team Leader, is elected biannually by the other Talk Team Leaders. Teacher representatives may serve multiple terms.
- The lead time for teacher nominations, election date and posting the names of nominees are the same as stated previously. The principal verifies that nominees will serve, if elected.
- The election of teacher nominees is to be held during the school day. Each teacher shall receive and sign for a numbered ballot with nominees' names.
- After voting, the ballot is placed in the ballot box. The ballot box should be monitored by two persons appointed by the principal. The votes will be tallied at the close of the school day by a committee comprised of one teacher from each grade or from three departments who are not nominees.
- The teacher(s) with the most votes will be declared the member(s) on the school council.

Nomination & Election Procedures

Community Business Persons and Other Members

- Community business persons and other members may be identified to serve on the school council, providing the bylaws allow for such members and parents maintain a majority.
- The principal will determine a list of community businesses and other members after receiving recommendations from the faculty. The Chamber of Commerce, Rotary Club, 100 Black Men, school organizations, etc. may be elected by business persons to serve.

Bylaws of the Dunwoody High School Council

- The principal will ask these business persons and other members if they would agree to serve, if selected.
- The principal, teachers, and parents on the school council will convene to select business persons and other members from the list of recommendations.
- The principal shall notify those selected to serve.
- Term of Business Person will be for 2 years.

The council may select community business persons and other members providing that parents hold a majority on the council.

Article VIII: Vacancies

The position of a school council member shall be automatically vacated if:

1. A member resigns by delivering a written resignation to the school council;
2. A member no longer meets the qualifications specified by law;
3. A member is removed by an action of the school council.

The school council may by a majority vote determine a position vacant if it finds that a member of the council is no longer active in the council due to inactivity. (See definition below.) The school council shall determine the effective date of a vacancy.

An election within the electing body for a replacement to fill the remainder of an unexpired term shall be held within 30 days, unless there are 90 calendar days or less remaining in the term in which case the vacancy shall remain unfilled.

If a council member misses more than 3 meetings and training sessions of the school council or more than 30% of meetings and training sessions of the school council, the chairperson of the school council shall contact the school council member and inquire as to his/her intent to remain active in the school council. The chairperson shall report to the school council at its next meeting regarding the school council member's intention to remain active.

Article IX: Meetings

All meetings of the council shall be open to the public. The school council shall meet 8 times annually (A minimum of four meetings a year, twice in the first semester and twice in the second semester) on the second Tuesday of the month.

Bylaws of the Dunwoody High School Council

Date	Time	Location
August	4:00 PM	DHS conference room or media center
September	4:00 PM	DHS conference room or media center
October	4:00 PM	DHS conference room or media center
November	4:00 PM	DHS conference room or media center
January	4:00 PM	DHS conference room or media center
February	4:00 PM	DHS conference room or media center
March	4:00 PM	DHS conference room or media center
April	4:00 PM	DHS conference room or media center
May	4:00 PM	DHS conference room or media center

The school council shall also meet at the call of the chairperson, or at the request of a majority of the members of the school council.

Notice by e-mail shall be sent to school council members at least seven days prior to a meeting and shall include the date, time, and location of the meeting. School councils shall be subject to the Open Meetings Act in the same manner as local boards of education.

The school council secretary shall be responsible for notifying, in writing, the local newspaper designated as the legal organ of the county of any and all meetings of the school council at least twenty-four hours in advance of the meeting.

A quorum must be present in order to conduct official school council business. A quorum is comprised of a majority of school council members. All questions shall be determined by a majority vote of members present with the exception of adoption or changes to the bylaws requiring a 2/3 vote of members present. Each member of the school council is authorized to exercise one vote. Proxy votes are not allowed. Members must be present in order to vote.

Bylaws of the Dunwoody High School Council

Article X: Minutes

School councils shall be subject to the Open Records Act, relating to the inspection of public records, in the same manner as local boards of education. A summary of the subjects acted on and the members present at the meeting of the school council shall be made available to the public for inspection at the school office within fourteen business days following the meeting. The minutes shall be provided to the school council members, each of whom shall receive a copy of such minutes, and the Office of Governmental Relations within 20 days following each school council meeting. The official minutes shall be open to public inspection once approved by the school council immediately following the next regular meeting of the school council.

Minutes at a minimum shall include the names of the school council members present, a description of each motion or other proposals, a record of all votes, student and staff attendance report, and topics of discussions. In the case of a roll-call vote, the name of each school council member voting for or against a proposal or abstaining shall be recorded. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

Article XI: Officers of the School Council

The officers of the school council shall be a chairperson, vice chairperson, and secretary. Officers shall be elected at the first meeting of the school council following the election of school council members; provided, however, that the chairperson shall be a parent member. Officers shall be elected for a term of 1 year and may serve more than one term.

The Principal may serve as vice-chairperson.

The chairperson shall develop the agenda for all meetings, preside at all meetings of the school council, and perform such other duties as required by law or as shall be requested by the school council.

The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the school council.

The secretary shall act as the clerk of the school council, record all votes and minutes of all proceedings, give notice of all meetings of the school council, and shall perform such other duties as may be required by law or as shall be requested by the school council.

Bylaws of the Dunwoody High School Council

Article XII: Duties of the Principal

The school principal shall have the following duties pertaining to school councils:

1. Cause to be created a school council by convening the appropriate bodies to select school council members; setting the initial agenda, meeting time, and location; and notifying all school council members of same.
2. Call meetings of the electing bodies after providing public notice at least two weeks before such meetings.
3. Communicate all school council requests for information and assistance to the area executive director and then to the superintendent if necessary and inform the school council of responses or actions of the area executive director and superintendent if necessary;
4. Develop the school improvement plan and school operation plan and submit the plans to the school council for its review, comments, recommendations, and approval;
5. Provide monthly student and staff attendance reports;
6. Provide progress reports regarding the school's student achievement goals; and
7. Perform all of the duties required by law and the bylaws of the council.

Article XIII: Board of Education Responsibilities

The local board of education shall provide through the superintendent all information not specifically made confidential by law, including but not limited to, school site budget and expenditure information and site average class sizes by grade, to the school council as requested or as required by state law or state board rule.

The local board shall designate, with the superintendent, an employee of the school system to attend school council meetings as requested by a school council for the purpose of responding to questions the school council may have concerning information provided to it by the local board or actions taken by the local board. The central administration shall respond to requests for information from a school council.

The local board of education through the superintendent shall receive and consider all recommendations of the school council, including the annual report, as follows:

1. Public notice shall be given to the community of the local board's intent to consider school council reports or recommendations;
2. Written notice shall be given to the members of the school council at least seven days prior to such local board meeting, along with a notice of intent to consider a school council report or recommendation;
3. The members of the school council shall be afforded an opportunity to present information in support of the school council's report or recommendation; and

Bylaws of the Dunwoody High School Council

4. The local board of education shall respond to each recommendation of the school council within 60 calendar days after being notified in writing of the recommendation.

The local board of education through the superintendent shall provide a training program to assist schools in forming a school council and to assist school council members in the performance of their duties. Such program shall address the organization of school councils; their purpose and responsibilities; applicable laws, regulations, and meeting procedures; important state and local school system program requirements; and a model school council organization plan. Additional training programs shall be offered to school council members annually.

Article XIV: Bylaws

The school council shall adopt the bylaws as it deems appropriate to conduct the business of the school council. The adoption of bylaws or changes thereto requires two-thirds affirmative votes.

Article XV: Parliamentary Authority

Roberts Rules of Order, Newly Revised 10th Edition shall be the governing parliamentary authority for school councils in all cases applicable but not inconsistent with these bylaws.

Article XVI: Reports to Office of Governmental Relations

All school councils shall be required to send to the Office of Governmental Relations the following information:

- Approved bylaws, using the 2007 Revised Model Bylaws
- Agenda & Minutes submitted within twenty (20) days following each school council meeting
- Meeting schedule submitted annually to include date, time, and location
- Completed Member Information Template and list of officers