

## **Sterling Elementary**

### **Site Based Management Council (SBMC) Bylaws**

#### **Advisory Purpose Statement**

- ◇ The focus of Sterling Elementary's SBMC is to improve the learning environment for all students and the entire school community. This will be accomplished by effective communication and cooperation through shared knowledge and decision-making by those most affected.

#### **Scope of Authority**

- ◇ Sterling Elementary's SBMC will seek consensus in an affirming environment characterized by mutual support and respect. Every member of the school community is represented by a person who will solicit input on issues before the group. The building administrator supports the concept of shared decision making. This support does not alleviate him/her of any responsibility or authority as the building leader of Sterling Elementary.
- ◇ The council will adopt a flexible format.
- ◇ The Council will decide which decision making process it will use:
  - Consensus
  - Simple Majority: 51% of the population
  - 2/3 Majority: 66 2/3% of the population
- ◇ Unresolved issues may be brought to the council for three meetings. A consensus decision made by the SBMC will be made at the fourth meeting.

#### **Representation**

- ◇ The SBMC will be comprised of a minimum of 7 members:
  - 1 building administrator
  - 1 support staff member
  - 2 certified staff members
  - 3 parents/community members
- ◇ Conditions:

- All groups must be represented at each SBMC meeting. If a member cannot attend a meeting, it is the responsibility of that member to have a designee from the group he/she represents attend as an alternate.
- Support and Certified staff representatives shall be selected in accordance with any language in the negotiated agreements and must be assigned to the school for more than 50% of their daily schedule.
- The non-parent community member will be elected by the seated members of the council following a nomination process conducted by the principal.
- Parent group will define membership. Parent representatives do not have to be active members of the PTA.
- In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to appropriately developed bylaws.
- Elected council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be board of education members. Ideally, parent and non-parent community members should not be employees of the district, except for short-term substitutes.

### **Selection**

- ◇ Anyone may volunteer to be nominated.
- ◇ A person may nominate another person within their own group, with the nominated person's consent.
- ◇ Election of candidates will be done by closed ballot.
- ◇ Representatives must be selected by own group.
- ◇ Representatives will be elected by 2/3 majority of the group to which they belong.
- ◇ Each representative will be elected to a 2 year term.
- ◇ Candidates may be elected for more than one consecutive term.
- ◇ Nominations and elections will take place each fall.
- ◇ Nominations and elections will be publicized.

### **Agenda/ Communication/ Meetings**

- ◇ Anyone can submit an agenda item to be considered for inclusion on the agenda.
- ◇ The agenda will be established before the meeting.
- ◇ Accepted agenda items will be placed within two meetings.
- ◇ Student issues will take priority if placed on the agenda.
- ◇ Meetings will be held quarterly.
- ◇ Meetings are open to any member of the Sterling School Community
- ◇ The SBMC has the authority to hold Executive Sessions.
- ◇ Executive sessions will be for information, discussion clarification or working. They are not decision-making meetings.
- ◇ Minutes will be made available via the school website.
- ◇ Representatives are responsible for communication with their constituents via group meetings and distribution of minutes.

### **Amendment Process**

- ◇ Amendments to the by-laws may be initiated by two methods:
  - Consensus of Advisory Council
  - Petition signed by 35 members or 30% of a representative group.
- ◇ Amendments will be read, and comments heard, at two consecutive Advisory council meetings. Action will be taken at the third meeting.
- ◇ Ratification will require 2/3 vote of each membership group in order to modify, change or delete an existing by-law.
- ◇ Members may vote by absentee ballot. Member must have ballot signed in front of their representative or designated witness. Ballots will be available from a representative or school office.

### **Advisory Council**

- ◇ The council will establish internal organization:
  - Set meeting times, days and places
  - Roles and responsibilities
  - Parameters of group
- ◇ The council will follow by-laws, board policy and the site council handbook (aka: the site council blue book.)
- ◇ Minutes will be taken and copies will be sent to the Superintendent after each meeting.
- ◇ The council will make recommendations to building administrator.
- ◇ The council will complete an annual self evaluation, as required by the district.