

**Spanaway Elementary School  
School Site Council  
Bylaws**

**I. Philosophy**

Spanaway Elementary is a school where students are valued for who they are and for what they are in the process of becoming. We are all here to facilitate the education of our school community.

**II. Purpose**

The purpose of the School Site Council shall be:

1. To focus on topics related to the quality of the instructional program, which may include, but are not limited to: Communication, Committee Reports, Budget, Personnel, Related Projects, Policies, Procedures.
2. To receive input from Spanaway parents, staff and students related to these issues.
3. The SSC shall be the catalyst for restructuring at Spanaway Elementary.

**III. Responsibilities of the Site Council**

1. To make decisions regarding issues, which impact the instructional program, organization, budget, hiring practices.
2. To elicit ideas and opinions from the groups it represents.
3. To coordinate restructuring efforts.

**IV. Decision Making**

1. Consensus will be the decision-making procedure utilized.
  - a. Consensus is defined as members of the council coming to a decision, which all members are able to support.
2. When staff members or parents become aware of agenda items about which they have concerns or suggestions, it is the individual's responsibility to contact her/his representative serving on the SSC and share that concern.
3. Between each meeting SSC reps will meet with their constituents as needed.
4. When appropriate, issues will be brought to a staff meeting and/or PTA meeting to receive additional input.
5. When consensus has not been reached on a specific issue, the principal will make an interim decision. This decision will be based on information presented by the council members. Interim decisions will remain on the agenda until consensus is reached.

**V. Membership**

1. There shall be representation on the council for parents, students, certified staff, classified staff, community and administration from Spanaway Elementary.
2. Membership includes **one or two** parents (one from PTA executive board or designee), two teachers (one from each area of K-3 and 4-6), one specialist, one or two classified employees, **a minimum of one** community/business representatives, one 5th grade student, one 6th grade student, and the school Principal as chairperson.

## **V. Membership (cont'd)**

3. Site council members shall be elected by the area they represent in the first four weeks of the new school term in which rotations are due.

- Parent representatives shall have a three-year term or less if they no longer have a child enrolled at Spanaway Elementary.
- PTA executive position shall change with PTA elections.
- Student members will be selected in 5th grade and serve two years during their 5th/6th grade years. Students will be nominated by staff in April of their 4th grade year and selected by site council in May. New student members will attend the last meeting in June before their rotation starts.
- K-3, one classified, and Specialist representative will rotate in September of odd years.
- 4-6 and one classified representative will rotate in September of even years.
- Business/Community representative will be at the discretion of the Site Council.

4. In the event of a resignation, an appointment of a member will be made by the Site Council to complete that school year. In the event that a representative group does not have a representative, the Site Council will appoint a representative.

## **VI. Meetings**

1. The meeting times and dates will be determined the 1st meeting of the school year as is convenient for current members. Any member may request special meetings. Regular meetings will occur on a monthly basis.

2. All meetings are open. Any person may express opinions or ideas on the agenda issues. The chairperson may set a time limit for public comment.

3. Just prior to the meeting, non-members may sign up to speak on any topic on the agenda.

4. All members shall be voting members.

5. The chairperson may appoint a facilitator for meetings. Site council may make decisions and send them to the chairperson for final approval.

6. The secretarial function shall be assigned at the first meeting of the school year.

7. There shall be a tentative agenda for every meeting discussed at the end of the site council meeting. Anyone may submit items through a council member. Such requests shall be submitted to the school secretary, who shall prepare the agenda and share it with council members. A copy will be emailed to all council members and Spanaway Elementary staff prior to the meeting.

8. Minutes shall be published and distributed by email by the secretary (minute taker) to all council members, all Spanaway Elementary staff, Assistant Superintendent of Elementary Schools, and the PTA.

9. Site council meetings will be canceled in the morning of the scheduled meeting, or at the time of the meeting, when there is less than (50% + 1) members who would be able to attend. It is the intent of the by-laws for site council to keep a knowledgeable core in place during site council meetings, while at the same time ensuring the electoral process that represents the constituents.

**VII. Evaluation**

1. An informal evaluation of the council process will be ongoing throughout the year.

**VIII. Amendments**

1. The bylaws may be considered for amendment at any time.