

**Lake Forest Hills Elementary
School Council
Bylaws**
Revised and approved: November 2024

Article I: Name

The school council has been established in Lake Forest Hills Elementary (LFH) of the Richmond County Board of Education (RCBOE) since 2014. The name of the school council shall be the LFH School Council hereinafter referred to as the Council, organized under the authority of state law.

Article II: Purpose

The establishment of the Council is intended to help RCBOE by bringing parents and the community together with LFH teachers and administrators to create a better understanding of, and mutual respect for, each other's concerns, and share ideas for DFA improvement. The Council shall represent the community of parents and businesses.

The members of the Council are accountable to their constituents they serve and shall:

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

Article III: School Council Authority

The Council shall advise and make recommendations to the principal, RCBOE and Richmond County School Superintendent on matters relating to school improvement and student achievement.

The Council shall review and approve the School Improvement Plan.

The Council shall review site budget and expenditure information, and class sizes by grade.

The 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.

The Council shall have the same immunity as RCBOE in all matters directly related to the functions of the Council.

Article IV: Role of the School Council

The Council provides advice and recommendations to the school principal and, when appropriate, RCBOE and the School Superintendent, on any matters related to student achievement and school improvement, including but not limited to, the following:

1. RCBOE policies;
2. School improvement plans;
3. Curriculum and assessments;
4. Report cards issued, or audits of, the school conducted by the Office of Student Achievement;
5. Review the School Profile which shall contain data as identified by the Council to describe the academic performance, academic progress, services, awards, interventions, environment, and other such data as the Council deems appropriate;
6. School budget priorities, including school capital improvement plans;
7. School-community communication strategies;
8. Methods of involving parents in the community;
9. Extracurricular activities in the school;
10. School-based and community services;
11. Community use of school facilities;
12. Student discipline and attendance;
13. 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;
14. The method and specifications for the delivery of early intervention services or other appropriate services for underachieving students.

Article V: Membership

Membership of the Council shall be open to principals, teachers, parents, business representatives and other such members as the Council may specify in its bylaws. Members of the Council shall not receive compensation for serving as members of the Council. There must be a minimum of seven members on the Council. Members of the Council shall include:

1. At least two parents or guardians of students enrolled in school, excluding parents or guardians who were also employees of the school;
2. Two businesspersons;
3. Two non-administrative teachers;
4. The school principal;
5. Additional members as deemed appropriate by the Council.

Article VI: Terms

Council members shall be elected for three-year terms. Terms are staggered so that no more than 50% of the Council is rotating off at a given time. Council members may serve more than one term.

Article VII: Elections

Elections shall take place in August of each year.

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

The electing body for the teacher members shall consist of all certified personnel eligible to serve as a teacher member of the Council.

The businesspeople shall be selected at the discretion of the School Principal.

Additional members shall be selected as needed.

Article VIII: Vacancies

The position of the Council members shall be automatically vacated if:

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

The Council may, by a majority vote, determine a position vacant if it finds that a member is no longer active. Inactivity is defined as: failing to attend at least 50% of Council meetings. The effective date of the vacancy shall be determined by the Council.

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

Article IX: Meetings

All meetings of the Council shall be open to the public. The council shall meet at least four (4) times annually. The Council shall also meet at the call of the chairperson, or at the request of most of the members of the Council.

Written notice shall be sent to Council members at least seven (7) days prior to a meeting and shall include the date, time and location of the meeting. The Council shall be subject to the Open Meetings Act in the same manner as RCBOE.

A quorum must be present to conduct official Council business. A quorum is comprised of a majority of Council members and must be no fewer than four (4). Every question shall be determined by a majority vote of members present. Each member of the Council is authorized to exercise one vote. Proxy votes are not allowed. Members must be present to vote.

Article X: Minutes

The Council shall be subject to the Open Records Act, relating to the inspection of public records, in the same manner as RCBOE. A summary of the subjects acted on and the members present at the meeting of the Council shall be made available to the public for inspection at the school office within two (2) business days of the meeting. The minutes shall be provided to the Council members, each of whom shall receive a copy of such minutes, within twenty (20) days following each Council meeting. The official minutes shall be open to public inspection once approved, immediately following the next regular meeting of the Council.

Minutes at a minimum should include the names of the Council members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll call

vote, the name of each 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 Council shall be the chairperson, vice chairperson, and secretary. Officers shall be elected at the first meeting of the Council following the election of members. The term of the officers shall be three years.

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

Article XII: Duties of the Principal

The school principal show how the following duties pertaining to the Council:

1. Cause to be created a school council by convening the appropriate bodies to select Council members; setting the initial agenda, meeting time, and location; and notifying all Council members of the same;
2. Call meetings of the electing bodies after providing public notice at least two (2) weeks before such meetings;
3. Communicate all Council requests for information and assistance to the School Superintendent and inform the Council of responses or actions of the School Superintendent;
4. Develop the School Improvement Plan and School Operations Plan and submit said plans to the Council for its review, comments, recommendations, and approval;
5. Provide progress reports regarding the school's Student Achievement Goals;
6. Perform all of the duties required by law and the bylaws of the Council.

Article XIII: Board of Education Responsibilities

RCBOE shall provide all information not specifically made confidential by law, including but not limited to, school site budget and expenditure information and class sizes by grade, to the Council as requested or as required by state law or state board rule.

RCBOE shall designate an employee of the school system to attend Council meetings as requested for the purpose of responding to questions the Council may have concerning information provided to it by RCBOE or actions taken. RCBOE Central Administration shall respond to requests for information from the Council.

RCBOE shall receive and consider all recommendations of the Council, including the annual report, as follows:

1. Public notice shall be given to the community of RCBOE's intent to consider Council reports and recommendations;
2. Written notice shall be given to the members of the Council at least seven (7) days prior to such RCBOE meeting, along with a notice of intent to consider a Council report recommendation;
3. The members of the Council shall be afforded an opportunity to present information and support the Council's report a recommendation;
4. RCBOE shall respond to each recommendation of the Council within sixty (60) calendar days after being notified in writing of the recommendation.

RCBOE shall provide a training program to assist LFH in forming a Council and to assist Council members in the performance of their duties. Such programs shall address the organization of school councils, their purpose and responsibilities, applicable laws, rules, regulations and meeting procedures, important state and local school system program requirements, and a model school council organization plan.

Additional training program shall be offered to Council members annually.

Article XIV: Bylaws

The Council shall adopt the bylaws as it deems appropriate to conduct the business of the Council. The adoption bylaws and changes there to requires 2/3 affirmative votes.

Article XV: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the governing parliamentary authority for the Council in all cases applicable but not inconsistent with these bylaws.