

NEWCASTLE ELEMENTARY SITE COUNCIL BYLAWS

ARTICLE I. NAME

The official name of the council is the Newcastle Elementary Site Council (NESC).

ARTICLE II. PURPOSE AND FOCUS

Section 1. The purpose of the Newcastle Elementary Site Council is to provide a forum for collaboration between the school staff, parents, and the community. NESC is established to advance the District's mission, 'All Students Learning Well', through strong shared planning, communication and shared decision-making. As outlined in the district policy, the purpose of NESC is to:

- A. foster continuous improvement of the school's educational program,
- B. blend the values and perspectives of staff, parents, and community
- C. foster effective communications among all stakeholders in Newcastle Elementary, and
- D. provide an effective venue for creative school-wide planning and problem-solving.

Section 2. NESC's focus is on matters directly and indirectly relating to the improvement of student learning such as:

- A. achievement data
- B. Newcastle Elementary Continuous Improvement Plan and local budget to support it
- C. effective transition of students to middle school
- D. enrichment and remedial opportunities for students
- E. policies/procedures
- F. school culture and learning climate
- G. safety/security
- H. deterrents to harassment; fair treatment for all
- I. support for staff; and their work environment
- J. concerns related to school rules and student discipline
- K. planning for and improvement of school facilities

Section 3. NESC will not focus on matters purely administrative in nature; matters controlled by state and federal law, District policy and /or administrative procedure, external agencies or negotiated contracts; or matters that fail to contribute significantly to the District's mission.

ARTICLE III. COUNCIL MEMBERSHIP

Section 1. NESC is comprised of 10 members:

- A. Principal
- B. Principal's Secretary (non-voting, non-elected position)-*Acts as secretary for the committee*
- C. One Community Member – 1 community member at large who works or lives in Newcastle Elementary attendance area
- D. PTSA President or PTSA Representative
- E. Two Parents
 - a. 1 Parent with a child in kindergarten, first grade, or second grade
 - b. 1 Parent with a child in third grade, fourth grade or fifth grade
- F. Four Newcastle Elementary Staff Members
 - a. 1 teacher representing kindergarten through second grade
 - b. 1 teacher representing third through fifth grade
 - c. 1 representing specialists
 - d. 1 representing classified staff

ARTICLE IV. COUNCIL RESPONSIBILITIES

Section 1. Council responsibilities shall fall within the provisions outlined in Article II of these Bylaws and include but will not be limited to the following:

- A. Assist in establishing policies related to improving student learning.
- B. Assist in developing and reviewing long-term goals for the school and reviewing progress towards the goals.
- C. Provide a forum for comments, suggestions, and concerns related to the school.
- D. Establish and provide direction to committees for specific purposes and special projects.
- E. Foster parent involvement, promote parent education, build community teamwork, and assist in communicating school business to the community.
- F. Appoint representative(s) to serve on committees as requested by the Council and District.
- G. Attend NESC meetings.
- H. Provide input to NESC.
- I. Participate in NESC discussions.
- J. Serve on committees when needed.

Section 2. Principal

- A. Acts as a NESC participant and represents the interests of students, staff, and community at all times.
- B. Retains ultimate responsibility and accountability for the school.
- C. Provides yearly summary of assessment data.
- D. Provides review of the school's Continuous Improvement Plan.
- E. Provides an overview of the budget.
- F. Reviews policies and procedures as required by the district and/or state or requested by NESC.
- G. Supplies NESC with information that may help NESC in carrying out its responsibilities.
- H. Liaison between NESC and Newcastle Elementary Staff.
- I. Sets Agenda and meeting times

Section 3. Community Representative

- A. Keeps NESC apprised of community issues.
- B. Brings community perspective to NESC

Section 4. Parent Representatives

- A. Keeps NESC informed of any concerns/issues within the parent community.
- B. Brings parent perspective to NESC.

Section 5. PTSA Representative

- A. Acts as a liaison between the NESC and the PTSA.
- B. Provides a report of PTSA activities at regular NESC meetings.
- C. Provides a report of NESC activities at PTSA Board of Director Meetings.

Section 6. Staff Representatives

- A. Provides a report to NESC of recent staff activities.
- B. Brings staff concerns/issues to NESC in which NESC may provide assistance.
- C. Brings staff perspective to NESC

Section 7. Principal's Secretary-non-voting member, non-elected position

- A. Takes accurate minutes of NESC meetings and presents the minutes for approval at the next meeting.
- B. Distributes and posts meeting minutes.
- C. Responsible for producing and sending meeting notice to the NESC.
- D. Maintains NESC organizational records
 - a. Bylaws
 - b. Minutes
 - c. Membership Records
 - i. Address
 - ii. Telephone number
 - iii. Email Addresses
 - d. Membership Attendance Records

ARTICLE V. ELECTIONS, TERMS, AND ATTENDANCE

- Section 1.** Elected positions consist of 2 parent positions, 1 community representative and 4 staff positions. Each member will serve a two-year term, except for the first year of existence, when half of the NESC will be elected for a 1 year term and half for a two year term. This will provide for a rotation of NESC members. Elected individuals cannot serve two terms consecutively.
- Section 2.** Non-elected positions consist of:
- A. Principal- No term limits
 - B. Principal's Secretary-No term limits
 - C. PTSA President or appointed PTSA Representative-Serves a 1 year term
- Section 3.** Selection of NESC members will take place in May each year.
- Section 4.** Nominating Committee: The first year will be comprised of the principal and 2 Core Team members (1 Newcastle Elementary Staff Members and 1 Parent). Proceeding years the Nominating Committee will be elected by NESC and will consist of 1 staff member, 1 parent, and the principal. Positions vacated prematurely will be replaced by appointment by the Nominating Committee.
- Section 5.** Members will be recruited through the school newsletter or special bulletin.
- Section 6.** A perspective NESC member should meet the following criteria:
- A. School-Wide Focus. Each member must be able to place individual concerns aside in order to support the good of the whole.
 - B. Strong Communication Skills (good listener, ability to paraphrase, ability to question, etc.)
 - C. Each member must have available time and commitment to attend meetings.
 - D. Each member must support NESC decisions. Once the NESC has voted, the membership shall support the decision.
- Section 7.** Persons interested in serving on the NESC will complete a NESC application.
- Section 8.** All applicants will go through a screening process performed by the Nomination Committee. Applicants must meet the criteria outlined in section Six (6). After screening, all qualified nominees will be put in a pool and selected via a lottery process.
- Section 9.** Any member who is unexcused from 2 NESC meetings shall have to resign from their position on NESC. NESC's Nominating Committee will fill the vacated position. The replacement will serve out the remainder of the term. Under extenuating circumstances, NESC may approve to waive unexcused absences.
- Section 10.** Any member who repeatedly and utterly disrupts or impedes NESC in its functions, or who is consistently unreliable in performing assigned tasks, may be removed from membership by a majority vote of NESC.

ARTICLE VI. CONDUCTING BUSINESS

- Section 1.** Meetings will be held once a month during the school year. Additional meetings may be called by a majority vote of NESC.
- Section 2.** Individuals from the community may complete a request form to be added to NESC's meeting agenda. Topics should be appropriate such as those outline in Article II, section ii. In accordance with district policy, comments and concerns relative to school personnel will not be heard in this forum. Any such concerns will be directed to the person with whom one has a concern and/or to the principal.
- Section 3.** At the discretion of NESC, closed meetings may be held. The meetings(s) may be held before or after a regular meeting or on a separate date and time. Examples of topics, which may take place in a closed meeting, are; dealing with selection of representatives to serve on committees, or determining the appropriate procedures to process an issue.
- Section 4.** A copy of Minutes from each meeting will be provided to NESC members for approval or correction. One copy of approved minutes will be sent to the School Board, one copy published and posted on the school's website, and additional copies available to the public in the school office.

Section 5. NESC may create committees as deemed necessary. NESC shall write a statement of purpose for the committee. NESC members may serve on committees, including as chairperson. The chairperson shall maintain a list of members for inclusion in NESC records.

Section 6. When an issue(s) arises which, requires a vote be taken by the school community, NESC shall conduct the vote.

Section 7. By a NESC vote, a matter under NESC purview may become school policy or it may be a recommendation to the Newcastle Elementary Staff, the Issaquah School District Administration, or the Issaquah School District Board, or State Legislature, as deemed appropriate.

ARTICLE VII. BYLAW AMENDMENTS AND PERFORMANCE REVIEW

Section 1. NESC shall review the bylaws annually. NESC shall approve these bylaws, and any amendments or changes annually.

Section 2. NESC shall do a performance review at the close of each school year.