



# Campbell Middle School School Council Fact Sheet

O.C.G.A. § 20-2-85 – 86

## Why were School Councils Established?

Georgia's A+ Education Reform Act of 2000 required that school councils be established in every public school by October 1, 2003.

## What is the Role of School Councils?

School councils are policy-level advisory bodies to the Principal, Superintendent, and local board of education. They may advise and make recommendations on any matter related to school improvement and student achievement.

## What is the Purpose of School Councils?

The purpose of school councils is to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.

## Who Serves on School Councils?

The 2007 General Assembly made changes in the school council law that requires parents to be the majority members. It still, however, allows flexibility in the membership of a school council.

## What is the Composition of School Councils?

At a minimum, the School Council is composed of seven members:

1. The Principal
2. Two certificated teachers elected by the teachers
3. Four parents (or guardians) elected by the parents; two of the parents must be businesspersons
4. Two businesspersons, selected according to the school council's bylaws.

The school council may, within its bylaws, increase the number of members as long as parents remain in the majority. The school council shall select the businesspersons to serve.

## What are the Expectations of School Council Members?

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
6. Work to improve student achievement and performance.



# SCHOOL COUNCIL BYLAWS

## **Article I: Name**

The name of this school council is the Campbell Middle School Council, hereinafter referred to as the school council organized under the authority of Georgia state law (O.C.G.A. § 20-2-85 and § 20-2-86) and Cobb County School District (CCSD) Board of Education Policy BBFA and Administrative Rule BBFA-R.

## **Article II: Purpose**

The purpose of this school council is to be an advisory body focused on bringing the community and school closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. The school council is expected to develop and nurture participation, bring parents 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.

## **Article III: School Council Authority**

The school council advises and makes recommendations to the principal, Cobb County Board of Education, and the CCSD superintendent on matters relating to school improvement and student achievement. The school council shall:

1. as necessary, participate in the selection of the school principal in an advisory role;
2. review and approve the school improvement plan.
3. review school site budget and expenditure information, and class sizes by grade.
4. have the same immunity as the local board of education in all matters directly related to the functions of the school council.
5. have 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.

## **Article IV: Role of the School Council**

Campbell Middle School Council is an advisory body and provides advice and recommendations to the school principal and, when appropriate, the Cobb County Board of Education, and the CSSD school superintendent, on any matter related to student achievement and school improvement, including but not limited to, the following:

1. School board 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. Development of a school profile containing 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;
6. School budget priorities, including school capital improvement plans;

7. School-community communication strategies;
8. Methods of involving parents and 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; and
14. The method and specifications for the delivery of early intervention services or other appropriate services for underachieving students.

#### **Article V:     Membership A. Size and Composition**

The Campbell Middle School Council shall consist of nine (9) members (hereinafter may also be referred to as representatives):

1. five (5) parents/guardians (two of whom must be businesspersons),
2. two (2) certificated 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. one (1) community business person (who may also be a parent) such as a Partner in Education or other business owners in the community.

At all times, parent/guardian members, including parent-businesspersons, must comprise a majority of the composition of the council.

#### **B. Accountability**

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.

Each member of the council, as a community representative, shall be accorded the respect and attention deserving of such election.

#### **C. Compensation**

Members of the school council shall not receive compensation to serve on the school council.

**Article VI: Terms**

All council members, except the principal, shall be elected to a two-year term. The principal shall serve continuously so long as he/she is the principal of Campbell Middle School.

Terms of office of council members shall be staggered with the terms of half its members expiring each year.

School council members may serve more than one but no more than two two-year terms provided the requirement that parent/guardian members, including parent-businesspersons, comprise a majority of the membership of the council. Those desiring to serve a second two-year term will be named on the ballot for consideration by the respective electing body.

The term of office for council members shall commence on June 1st and conclude on May 31<sup>st</sup>.

**Article VII: Elections A. Electing Bodies**

The electing body of the parent members, including parent-businesspersons, shall consist of all parents and guardians eligible to serve as parent members on the Campbell Middle School Council. All parents, regardless of whether they are parent-businesspersons, may cast votes for all parent council members, including parent businessperson council members to fill the open positions each year.

The electing body for the certificated teachers/instructional staff members shall consist of all certificated teachers/instructional staff members eligible to serve in that capacity on the school council.

The businessperson shall be selected by the principal. The principal may do this each year or every other year but at no time shall a businessperson serve more than two consecutive years. Consideration should be given to formal Partners in Education, a neighborhood business or an informal business supporter for this position.

**B. Election Timing**

The Campbell Middle School Council will hold general elections for new members during the spring semester concurrent with a schoolwide staff meeting and the annual PTSA elections to allow for efficiency in gathering the electing bodies and to ensure collaboration between all organizations.

**C. Nomination Procedures**

1. Each spring semester typically in March, on behalf of the school council, the principal will coordinate the nomination process. Nominations will be accepted at the school office for a two [2] week period.
2. To determine the number of openings available for election, the principal will first verify the intent of those on the school council who are willing to serve the second year of their elected term.
3. The principal will, with one [1] week's notice, publicize the date(s) during which nominations will be accepted, the location to submit nominations, and the specific requirements for nominations. This notice will be provided to all electing bodies.
4. The principal will announce that nominations are being accepted, the time frame during which nominations will be accepted, the deadline nominations are due, and the details for elections. In addition to utilizing the school automated phone dial-out and e-mail systems to ensure that at least one email, one text, and one automated call be sent to all parents and families, the principal will utilize at least one (or more) of the following basic communication channels:
  - a. Post notices on the school's public bulletin board and website;
  - b. Make announcements at various meetings involving parents, community members, and staff;
  - c. Provide message(s) on the school outdoor marquee;

- d. Insert information items and announcements in staff daily bulletins, and school and organization newsletters, as the publication calendar permits;
  - e. Encourage the PTSA to also announce through its communication channels;
  - f. The school council may also choose to: send informational mailings to parents/families.
5. The principal shall accept nominations for school council members on Cobb County School District Administrative Form BBFA-4 in each of the defined categories of school council membership and shall verify that those nominated are qualified for and willing to serve as a member of the Campbell Middle School Council.
  6. All members of the electing bodies may submit a nomination/s.
  7. Self nominations will be accepted.
  8. The principal will provide the final ballot for review by the school council chairperson for final confirmation of the nominees.

#### **D. Election Procedures.**

1. On behalf of the school council, the principal will coordinate the election process.
  2. Within two [2] business days following the confirmation of nominees, the principal will use the same communication channels outlined for the nomination process to share information about the nominees, how voting will occur, and when voting will occur.
  3. The principal shall appoint at least three individuals to count and record the votes.
  4. For a ballot to be valid, members of the electing bodies must be physically present at the school during the publicized election date(s) to cast a vote for school council representatives. No member of an electing body may cast a proxy vote for another member.
    - a. Ballots will be available in the school office for at least five school days before the meeting at which a final call for ballots is made;
    - b. The final call for parent and parent/business-person ballots will be made at the PTSA meeting during which PTSA elections occur (typically the April meeting).
    - c. The final call for certificated teacher/instructional staff ballots will be made at a schoolwide staff meeting just prior to the PTSA meeting during which PTSA elections occur (typically the April meeting).
  5. Each qualified member of the electing body may cast only one ballot. The principal or his/her designated staff will maintain the official list of individuals who have cast ballots to ensure only one ballot per person has been cast.
  6. There will be one ballot for parent and parent business-persons and one ballot for certificated teachers/instructional staff for use by each of those electing bodies.
  7. Each qualified member of an electing body may vote for only the number of school council representatives that are open for that specific year as stated by category on the ballot.
  8. The election of school council members shall be determined by plurality. The nominees receiving the highest numbers of votes in each category will be considered elected. Example: if there are three open positions for parents, the three nominees that receive the highest numbers of votes will be confirmed as elected. If there is a tie for the third position, the principal must conduct subsequent vote for only that position. This would apply to a tie in a category with two openings or to a tie in a category for one opening.
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### **Article VIII: Vacancies**

The position of a Campbell Middle 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; or
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. A member may be considered no longer active if he/she fails to attend two consecutive meetings of the school council, including trainings. The effective date of a vacancy shall be determined by the school council.

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 and included in the scheduled election process outlined previously.

### **Article IX: Meetings, Quorum, and Voting**

All meetings of the school council shall be open to the public subject to the Open Meetings Act.

The school council shall meet six (6) times annually. Meeting dates and locations for the following school year will be established at the May meeting of the school council and published on the school calendar; all newly elected and returning members should attend.

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 of meetings will comply with the CCSD requirements and GA Open Meetings Act requirements.

A quorum must be present in order to conduct official school council business. A quorum is comprised of a majority of school council members.

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. Members may request a roll-call vote, and in such case, the name of each school council member voting for or against a proposal or abstaining shall be recorded.

The chairperson is responsible for creating meeting agendas with input from the school principal and should consider use of BBFA-5: Model Agenda for School Council Meetings.

An item may be added to the meeting agenda at the request of three or more council members.

### **Article X: Minutes**

The Campbell Middle School Council shall be subject to the Open Records Act.

Minutes of Meetings should generally follow Cobb County Board Policies and Administrative Rules BBFA-6: Model Minutes for School Council Meetings.

A summary of the subjects acted on and the members present at meetings of the school council shall be made available to the public for inspection at the school office within two [2] business days of the meeting.

Meeting minutes shall be provided to the school council members, each of whom shall receive a copy of such minutes, within twenty [20] days following each school council meeting. The official minutes shall be immediately open to public inspection after they are approved by the school council at next regular meeting of the school council.

Minutes shall include: the names of the school council members present at the meeting; the names of all guests present at the meeting, a concise description of each motion or other proposal made, and decisions reached, voting records as called for in Article IX, if necessary, and informational content as deemed appropriate.

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**Article XI: Officers of the School Council – Election & Duties**

The officers of the Campbell Middle School Council shall be a chairperson, vice chairperson, and secretary. The principal will facilitate officer elections

The school council will elect the officers of the school council at the first meeting of the school council after June 1 if there is a vacancy in an officer position or positions

The term of the officers of the school council shall be no more than two [2] years.

In the event of a vacancy in officer position at any time during the school year, the school council will elect a school council member to fill the vacancy at the next meeting following the vacancy.

The chairperson shall be a parent or a parent businessperson.

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.

**Article XII: Duties of the Principal**

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

1. Ensure an active school council is in place and operating each year;
2. Coordinate the nomination and election process and 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 local school superintendent and inform the school council of responses or actions of the local school superintendent;
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 progress reports regarding the school’s student achievement goals;
6. Aid in development of the agenda for each meeting of the council after taking into consideration suggestions of council members and the urgency of school matters;
7. Perform all of the duties required by law and the bylaws of the council.

**Article XIII: Board of Education and Central Administration Support & Responsibilities**

The school council can expect support from the Cobb County School District per paragraph C of District Administrative Rule BBFA-R “Local School Councils.” This includes providing school councils with model bylaws, training, support and information, responding to school council recommendations and reports, and the school council’s advisory role in a principal vacancy.

To request information from the Cobb County School District Board of Education, the school council will utilize District form BBFA-2 “School Council Request for Information.”

To submit recommendations to the Cobb County School District Board of Education, the school council will utilize District form BBFA-3 “School Council Recommendation to the Cobb County Board of Education.”

School council members shall participate in the annual training offered by the Cobb County Board of Education designed to assist council members in the performance of their duties such as: 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.

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**Article XIV: Authority**

The Official Code of Georgia, Title 20- Education, Chapter 2, - Elementary and Secondary Education, Article 4A – Community Involvement in Education: § 20-2-85 – “Legislative findings; role of local boards of education and school councils” and § 20-2-86 – “Operation of school councils; training programs; membership; management; roles and responsibilities” govern the operations of this school council as may be amended from time to time by Georgia legislature.

Cobb County School District Board Policy BBFA and Administrative Rules Section BBFA-R provide the guiding governance and operations of the school council.

These bylaws and operations of this school council shall comply with the above authoritative documentation; any revisions to the above will be incorporated into these bylaws without the need for revision thereof.

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

**Article XV: Bylaws**

The Campbell Middle School Council may amend or revise its bylaws as it deems appropriate to conduct the business of the school council, or to comply with changes suggested by the Cobb County School District or State of Georgia. The adoption of bylaws amendments or revisions requires a two-thirds affirmative vote of the recorded quorum.

Document Record:

Adopted - March 3, 2013.

Revised - January 25, 2016 (*All Council members in attendance, all affirmative votes*).