

Valley View Community Council By-Laws
Valley View Elementary School
(Approved 16 Oct 2013)

By-Law I—Name

The name of this council shall be the Valley View Community Council (VVCC).

By-Law II—Purposes and Responsibilities

The purposes and responsibilities of the Valley View Community Council will be to:

- A. Build consistent and effective communication among parents, employees, and administrators.
- B. Allow parents an opportunity to be actively involved with the school in the education of their children.
- C. Develop a School Improvement Plan based on the academic needs of the students as determined through critical review of testing results and other indicators of student success.
- D. Develop a School Land Trust Plan for the allocation and expenditure of School Land Trust funds, focusing on the greatest academic needs of the students.
- E. Participate in the development of the Professional Development Plan for school employees.
- F. Develop a Child Access Routing Plan, as needed.
- G. Develop a Reading Achievement Plan.
- H. Advise the school administration on local school issues.
- I. Provide an opportunity for issues of concern in the community to be presented to the school administration.
- J. Encourage participation on the VVCC, including recruiting potential applicants to apply for open positions.

By-Law III—Officers

- A. Officers—The officers of the VVCC shall be a Chair, a Vice-chair, and a Secretary.
- B. Terms—The officers shall be elected annually for a one-year term. The chair shall be elected in May for the following school year. Vice-chair and Secretary shall be elected in September for the current school year. Vacancies in any office may be filled for the balance of the term by a majority action of the VVCC.
- C. Duties—The duties of the Chair shall be to prepare agendas and conduct all meetings of the VVCC. The duties of the Vice-chair shall be to take the place of the Chair when he/she is absent in the conducting of all meetings. The duties of the secretary shall be to take minutes of all VVCC meetings.

By-Law IV—Membership

- A. Selection—Parent or guardian members shall be elected by secret ballot of parents or guardians of students attending the school. School employee members, except the principal, shall be elected by secret ballot of school employees. The number of parent/guardian members must exceed the number of employee members by at least two. Membership is capped at 15 members. Selection of members shall be in accordance with current and applicable state laws.

B. Terms—Members, except the principal, shall serve a two-year term. Initial terms shall be staggered so that approximately half of the council members stand for election in any one year. There are no term limits for parents/guardians. They may serve if they have a child attending Valley View during the two-year term.

C. Participation—It is expected that each member shall participate in a minimum of 75% of the monthly meetings unless otherwise excused.

D. Orderly Replacement of Inactive Members—In any four-month period, should a member fail to attend, without formal excuse, a minimum of 75% of the meetings, he/she may be replaced. Should this occur, they will be notified of such by the Chair. The appointment of a replacement will be made by majority action of the VVCC.

E. Resignation—Should a member need to resign from the VVCC, he/she should notify the Chair as soon as possible. The appointment of a replacement will be made by majority action of the VVCC.

By-law V—Meetings

A. Quorum—A majority of the VVCC, when present at any meeting, shall constitute a quorum for conducting business. The action of a quorum is the action of the council.

B. Open Meetings—VVCC responsibilities do not allow for closed meetings, in accordance with state law.

C. Special Meetings—Special meetings of the VVCC may be called at any time by the Chair of the VVCC.

D. Frequency—VVCC meetings will generally be held once a month during the school year (September through May) unless otherwise determined by a majority of the VVCC. A proposed meeting schedule for the school year will be posted on the school website and provided to parents/guardians by a direct delivery method.

E. Place and Time of Meetings—Meetings will generally be held at Valley View Elementary School, at a time agreed upon by a majority of the VVCC.

F. Agenda—Agendas for all meetings, including meeting place and time, will be emailed to council members and posted on the school website approximately one week before each meeting.

G. Agenda Items—Agenda items may be given to the Chair at least one week before each meeting.

H. Minutes—Minutes of all VVCC meetings will be provided to all members and will be posted on the school website. Minutes are to be kept for three years.

By-Law VI—Amendments

These by-laws may be amended, repealed, or altered, in whole or in part, by a majority vote of the VVCC at any duly organized meeting of the VVCC. All decisions must comply with applicable state laws.