

The Hildreth Elementary School Council By-Laws
Hildreth Elementary School
Harvard, MA 01451

ARTICLE I: GENERAL

- A. The name of the organization is the Hildreth Elementary School Council (HES Council), and it represents the Hildreth Elementary School staff, the parents of current Hildreth Elementary School students, and the Harvard community at large. The HES Council serves as a representative school building-based group to advise the HES Principal.

ARTICLE II: PURPOSE

- A. The purpose of the HES Council is to continually advocate for educational excellence at HES. Strong staff, parent and community partnerships will be forged to help shape school policies and programs. All decisions and recommendations made by the HES Council will reflect the district Strategic Plan.
- B. To fulfill the purpose stated above, the HES Council will assist in:
 - (a) The setting of education goals;
 - (b) The assessment of the needs of the school in light of these goals;
 - (c) The identification of the educational needs of the students attending the school;
 - (d) The review of the annual school building budget;
 - (e) The formulation of an annual School Improvement Plan as described in section 59C and as described by the Harvard School Committee in their document entitled "School Councils" of 12/8/95.

ARTICLE III: MEMBERSHIP

- A. The membership of the HES Council will consist of the HES Principal who will co-chair the Council; and an equal number of members of the HES professional staff and parents of students attending the school not employed by HES on a regular basis; and two other persons (designated "community representatives") who are neither parents nor teachers of students at HES. To the extent possible, the HES Council will be broadly representative of the townspeople of Harvard.
- B. Members elected or appointed to the HES Council will serve three-year terms. Members will not serve more than two consecutive terms. Elections will be held on an as needed basis. In the case of a member being elected or appointed or replacing a member not completing a term, the new member will complete the unexpired term and then be eligible for two additional terms.

ARTICLE IV: ELECTIONS

- A. Parent members will be elected by the parents of students attending HES in elections held in May by the local recognized parent-teacher organization.
- B. Staff members will be elected by the faculty.
- C. Community representatives will be recruited by the HES Principal from a pool of community leaders and members of community organizations interested in working for school improvement.
- D. Newly elected or appointed members will attend meetings as apprentices until they take office in September, replacing outgoing members.

ARTICLE V: PROCEDURES

- A. The HES Council will follow the provisions of the Open Meeting law (Chapter 39 of the General laws of the Commonwealth). A schedule of meeting dates and times will be determined at the first meeting of the year. Additional meetings may be called at the discretion of the chairs.
- B. At the first meeting of the year, a parent member/s will be elected to serve as co-chair/s with the HES Principal. Ideally, this member/s will have at least one year's experience serving on the Council prior to becoming co-chair. A secretary will be chosen at this time.
- C. Minutes of each meeting will be kept, published, and distributed to members within a reasonable time after each meeting. Minutes will be made available on the school website.
- D. A notice of meetings with a tentative agenda will be published prior to each meeting and posted publicly. Items for the next meeting's agenda will be discussed at the conclusion of each regular meeting. The co-chairs will prepare and distribute the agenda. Non-members of the HES Council may propose future agenda topics by contacting a Council member or attending an open meeting.
- E. A quorum consists of more than half of the total members of the HES Council, provided at least one parent representative and one staff representative are present.
- F. The HES Council will seek consensus on all its decisions, but if, after reasonable discussion, consensus cannot be reached, then a majority vote of the quorum present will constitute a majority decision.
- G. Concerns brought before the Council should be general and not include specific staff, child, or parent identification. If there are questions or concerns about specific classroom issues, parents should address the issue with an appropriate staff member, and if needed subsequently involve the principal.
- H. New issues or topics brought to the Council during open meeting will be heard, but not discussed. At the principal's discretion the topics will be reviewed and may be added to a future meeting agenda.

ARTICLE VI: SUBCOMMITTEES

- A. The HES Council will reserve the right to establish subcommittees as needed. Any HES Council subcommittee may include non-members.

ARTICLE VII: AMENDMENTS

- A. The By-Laws may be amended at a regular meeting of the HES Council by a majority vote of the total membership of the Council. Such amendments must be presented to the members at a meeting for a first reading, but may not be adopted by the membership until a subsequent meeting