

# El Toyon SCHOOL SITE COUNCIL BYLAWS

## Article I Duties of the School Site Council

The school site council shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

## Article II Members

### Section A: Composition

The school site council shall be composed of 12 members (secondary) 10 members (elementary), selected elected by their peers, as follows:

Elementary:

|   |   |   |                                  |
|---|---|---|----------------------------------|
| 3 | Classroom Teachers-must be the majority of School members | 5 | Parents and/or community members |
| 1 | Other school staff  |   |                                  |
| 1 | Principal   |   |                                  |
| 5 | Total   | 5 | Total                            |

Secondary:

|        |   |     |                                  |
|--------|---|-----|----------------------------------|
| 3 or 4 | Classroom Teachers-must be the majority of School members | 2-3 | Parents and/or community members |
| 1 or 2 | Other school staff  | 3   | Students                         |
| 1      | Principal   |     |                                  |
| 6      | Total   | 6   | Total                            |

Elected parent representatives may be employees of the school district as long as they are not employed at this school.

### Section B: Term of Office

School site council members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

### **Section C: Voting Rights**

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

### **Section D: Termination of Membership**

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

- The member can no longer uphold the duties for which they were elected.
- The (community) member no longer resides in the school attendance boundaries.
- The (parent) member no longer has a student enrolled at the school
- Automatic termination for unexcused absence from 3 consecutive meetings. (written warning given after 2<sup>nd</sup> missed meeting)

Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

### **Section E: Transfer of Membership**

Membership on the school site council may not be assigned or transferred.

### **Section F: Vacancy**

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by first: chairperson appointing the candidate from original election who obtained the next highest number of votes; second: new school-wide election whereby top vote getter will complete the term of the vacancy; or third: new school-wide election whereby the top vote getter will fulfill a complete term as identified in Article II, Section B. Term of Office.

## **Article III Officers**

### **Section A: Officers**

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, DAC representative and other officers the school site council may deem desirable.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incidental to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

- Prepare agenda in conjunction with the SSC committee members.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.
- May be appointed to preside over special committees.
  - Submit monthly updates on the special committees.
- Perform other duties as assigned by chairperson.

The secretary shall:

- Keep and take minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the school website.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.
- Keep accurate and updated copies of the school site council bylaws.

The District Advisory Committee representative shall:

- Attend all monthly meetings held by the District Advisory Committee.
- Report to the School Site Council the news from the meetings.
- Perform other duties as assigned by the Chairperson.

## **Section B: Election and Terms of Office**

The officers shall be elected annually, at the first meeting of the school site council and shall serve for one year, or until each successor has been elected.

## **Section C: Removal of Officers**

Officers may be removed from office by two-thirds vote of all the members.

## **Section D: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

# **Article IV Committees**

## **Section A: Subcommittees**

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member

representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

### **Section B: Other Standing and Special Committees**

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

### **Section C: Membership**

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. (Membership on special committees may be open to nominations from the floor at the direction of the school site council). A vacancy on a committee shall be filled by appointment made by the chairperson.

### **Section D: Terms of Office**

The school site council shall determine the terms of office for members of a committee.

### **Section E: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

### **Section F: Quorum**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **Article V Meetings of the School Site Council**

### **Section A: Meetings**

The school site council shall meet regularly on the third Tuesday (that is a school day) of each month. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

### **Section B: Place of Meetings**

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

### **Section C: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venue: school website.

All required notices shall be delivered to school site council and committee members no less than 72 hours, personally or by mail (or by e-mail).

#### **Section D: Quorum**

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

#### **Section E: Conduct of Meetings**

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147c, and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council. The New San Juan High School will adhere to the district-wide agenda template to conduct efficient and organized meetings.

#### **Section F: Meetings Open to the Public**

All meetings of the school site council and of committees established by the school site council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. Public input may occur on any item on the current agenda, with prior notification to the chair, not to exceed three (3) minutes per speaker.

### **Article VI Amendments**

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.