

**PARKWOOD ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL
BYLAWS**

Article I Name

The name of this committee shall be the Parkwood Elementary School Site Council

Article II Purpose

The purpose of this council shall be to:

1. Develop and recommend the school improvement plan.
2. Have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of the program.
3. Annual review of the school improvement plan, establish a new school improvement budget consistent with the educational code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
4. Take other actions as required by the education code.

Article III Membership

Section 1: The council shall be composed of the Principal and representatives of: the school personnel, shall be elected by school personnel; and parents or other community members, shall be elected by such parents.

The council shall be constituted to ensure parity between: (a) the principal and other school personnel; and (b) parents or other community members selected by parents.

Council members representing parents, other community members, or pupils may be employees of the Madera Unified School District providing their assignment is not at Parkwood Elementary School.

Section 2: The membership of this council shall not exceed ten.

Section 3: Resignations will be accepted and acted upon by the council at a regular meeting upon notification to the chairperson that a member cannot complete their term. Members missing three consecutive meetings without prior notification of reason to the Principal shall be dropped from membership.

Section 4: Members shall serve for two years (1 term). No member may serve for more than one term consecutively. However, in order to achieve staggered membership, one-half or the nearest approximation thereof, of the members representing parents or community members and one-half or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section 5: Membership in the school site council is not transferable or assignable. No person shall serve on more than one school site council in the Madera Unified School District at any one time.

Section 6: An election for parent members of the council will be held within the first 60 days of school. Parents will be given a nomination form to notify the school of their desire to be placed on the SSC election ballot. Election to the council (staff members) will be held at the first staff meeting in September of the current year.

Section 6 Any vacancy on the council shall be filled for the remainder of the school year by appointment by the Principal. A previous member may be appointed to serve the remainder of the school year. An appointed member may be nominated for the following year.

Article IV Officers

The officers of this council shall be a chairperson, a vice-chairperson and a secretary. Officers shall be nominated and elected by majority vote of the council at its first regular meeting.

Article V Meeting and Quorum

Section 1: Meetings shall be held at regular intervals, throughout the year. There shall be no less than five meetings a school year. The dates shall be determined by agreement of the council.

Section 2: All meetings shall be open to the public. Participation will be encouraged. Only council members may vote.

Section 3: A simple majority of the membership shall constitute a quorum as long as there are at least three members from the community and three members from the staff.

Section 4: The meetings will be governed by these bylaws, and Robert's Rules of Order will settle any dispute.

Article VI Amendment

These bylaws may be amended at any regular meeting by a two-thirds vote of those present at the meeting providing all members have been notified of the change.

Article VII Duties of Officers

Section 1: It shall be the duty of the chairperson to preside at all meetings.

Section 2: In the absence or disability of the chairperson, the vice-chairperson shall assume the duties of the chairperson.

Section 3: Should both the senior officers be unavailable, the secretary shall preside.

Section 4: The secretary shall keep the minutes of meetings and shall send notices of meetings and/or agenda, attend to correspondence, and send out publicity as directed.

Article VIII Election of Officers

Section 1: The chairperson, vice chair person and the secretary shall be elected at the ~~last~~ ^{first} meeting of the school year.

Modification **Section 2:** New officers shall assume their duties at the ~~close of the last meeting~~ ^{1st and meeting} of the current school year.

Section 3: Should any member of the council resign before new elections are held, the Principal shall appoint a member to assume the office until the next election.