

Nishimoto Elementary School

Bylaws for the School Site Council

Article I

The name of this council shall be the Nishimoto School Site Council, hereafter referred to as the SSC.

Article II

Role of Council

The School Site Council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all its elated categorical resources. The School Site Council has responsibility for these duties:

- Analyze and evaluate the academic achievement of all students in the school.
- Obtain recommendations from school site advisory, standing and special committees regarding the focus of the School's Single Plan for students Achievement.
- Develop and approve the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
- Recommend the school plan, including related budget expenditures, to the local governing board.
- Provide ongoing monitoring of the implementation of the plan and budgets/expenditure.
- Revise the school plan, including expenditures, timelines and evaluation criteria, as needed.
- Participate in all local, sate and federal reviews of the school's program for compliance and quality.
- Annual evaluate the effectiveness of the schools progress toward meeting school goals to raise student achievement for all students.
- Encourage broad representation of parents, community members, teacher and students, if appropriate, including all socioeconomic, ethnic and programmatic groups represented in the school in leadership roles and in the activities of the School Site Council.
- Carry out al other duties assigned to the council by the district governing board and by state or federal law.

The role of the SSC shall be:

1. To develop and recommend the school improvement plan
2. Have ongoing responsibility to review with the principal, teachers, and other school personnel the implementation of the school improvement program and to assess periodically the effectiveness of such program.
3. Annually review the school improvement plan, establish a new school improvement budget, and if necessary make modifications in the plan to reflect changing improvement needs and priorities
4. Carry all other duties and responsibilities assigned to it in the Education Code of the State of California and by the school district's governing board.

Article III

Membership/Term of Office

Section 1- Size and Composition

- A. The council shall be composed of:
 - 1. The principal or his/her designee
 - 2. Representatives of the classroom teachers elected by the teachers at the school (3)
 - 3. A representative of other school personnel elected by other staff, including Vice Principal, TSAs (teachers without a class roster), counselors, librarian, and classified staff (1)
 - 4. Community representatives elected by the parents and by the community at large (5)
 - 5. There shall be a minimum of 5 staff members and 5 parent/community members as stipulated in the California Department of Education's School Site Councils
 - 6. The SSC will strive to have the terms of members staggered with one-half of members rotating out each year. The teachers will represent a majority of the staff members. An official membership list shall be maintained at the school.

Section 2 – Term of Office

- A. The principal or his designee shall serve continuously.
- B. Teacher representatives serve two-year terms. Terms of members are staggered so that during a given school year two members are in their first year and two members are in their second year.
- C. Other school personnel shall serve a two-year term.
- D. Community representatives serve two-year terms. Terms are staggered so that during a given school year at least one member is in a first year and at least two members are in their second year. The following year, two members will be in their first year and one member will be in a second year.
- E. All alternates will be elected for one-year terms.

Section 3 – Voting Rights

- A. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted.
- B. An alternate representative may not cast a vote in absence of the selected representative. The role of the alternate is for information collection only.

Section 4 – Termination of Membership

- 1. A member shall no longer hold membership should he/she cease to be a resident of the area or no longer meets the membership requirements under which he/she was selected; e.g., a parent becomes employed by the district.
- 2. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of 3 consecutive months. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.
- 3. Any member may resign by filing a written resignation to the site council chairperson.

4. Vacancy - Any vacancy on the Council that occurs during the term of a member shall be filled according to the following, in order of importance:
 - a. Seating of a previously elected alternate member, if one is available, to fill the remainder of the term of the vacant seat, or
 - b. An election of a new member by the appropriate representative group, or
 - c. Appointment of a new member to fill the remainder of term (selected by the remaining peer group members, not the council as a whole).
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Article IV

Officers

Section 1 - Officers

The officers of the SSC shall be a chairperson, co-chairperson, secretary, and such other officers as the council may deem desirable

Section 2 – Election and Term of Office

The offices of the School Site Council shall be elected annual at the September meeting and shall serve a term of one year or until a successor has been elected. Any member of the Site Council, including the principal may serve in any office capacity.

Section 3- Removal of Officers

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, would be served.

Any officer shall no longer hold office should he or she cease to be resident of the school or no longer meets the office requirements under which he or she was selected. The officer's service shall automatically terminate for any officer who is absent from all regular meetings for a period of three consecutive meetings

Section 4 – Vacancy

A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled by a special election of the School Site Council. This special election will be included in the posted meeting agenda.

Section 5 – Chairperson

1. The chairperson shall preside at all meetings of the school site council and may sign all letters, reports, and other communications of the SSC. (The chairperson will get the agenda to SSC members forty-eight hours before a meeting).
2. The chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the site council from time to time.

Section 6 - Vice-Chairperson

1. The duties of the co-chair shall be to represent the chairperson in assigned duties and to substitute for one chairperson during his/her absence.
2. The co-chair shall perform such other duties as from time to time may be assigned by the chairperson or by the school site council.

Section 7 - Secretary

1. Shall keep the minutes of the meetings of the SSC, both regular and special and shall promptly transmit to each of the members and to school district official copies of the minutes.
2. See that all notices are duly given in accordance with the provisions of these by laws.
3. Be custodian of the school site council records; keep a register of the addresses and telephone numbers of the SSC; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the school site council. Should both the chairperson and the co-chair be unavailable, the secretary shall preside at the SSC meeting.

Article V Committees

Section 1- Standing and Special Committees

The School Site Council may, from time to time, establish standing or special committees to perform various functions as prescribed by the Council. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the Council and are advisory to it. A standing or special committee may exercise the authority of the Council. A standing or special committee may be abolished by a vote of the Council.

The purpose of the committees is to:

- Gather and analyze data.
- Examine materials, staffing or funding possibilities.
- Propose to the Council strategies for improving the instructional practices.

Section 2- Standing and Special Committee Membership

Unless otherwise determined by the Council, The Council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

Section 3 – Standing and Special Committee Term of Office

The Council shall determine the membership terms of all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

Section 4 – Standing and Special Committee Rules

Each standing and special committee will establish procedural rules that are consistent with the Council's by laws and the district governing board.

Article VI

Meetings of the School Site Council

Section 1 – Regular Meetings

School Site Council shall meet regularly at least six times during the regular school year, except by a vote of the council.

Section 2 – Special Meetings

The Chairperson, Principal, or a majority vote of the School Site Council may call special meetings. Such meetings may be conducted when school is not in session.

Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessed by all members of the public, including handicapped persons. The school principal and council chairperson shall determine alternative meetings sites jointly.

Section 4 – Notice of Meetings

Public notice shall be given of all meetings at least 72 hours in advance of each meeting date. Notice must include the date, time and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

The Council shall not take any action on any item of business unless that item appears on the posted agenda or unless the Council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action comes to the attention of the council or committee subsequent to the posting of the agenda.

Section 5 - Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance consists of a quorum is in attendance.

Section 6 – Quorum

The present of 51 percent of the total membership shall be required order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a quorum of the membership is present.

Section 7 – Conduct of Meetings

All regular and special meetings of the SSC shall follow Roberts Rules of Order or an appropriate adaptation thereof.

The Council by majority vote may suspend or adopt such rules of operations as are deemed necessary for the effective conduct of business.

Section 8 – Meetings Open to the Public

All meetings of the Council and its appointed committees shall be open to the public. Any member of the public shall be able to address the Council during the meeting on any item, within the subject matter jurisdiction of the Council. Every agenda for regular meeting shall provide an opportunity for members of the public to directly address the School Site Council on any item of interest to the public, before or during the Council's consideration of the that item. The Council may not take any action on any item of business unless that item appears on the posted agenda or unless Council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the Council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The School Site Council will provide opportunities for the public to comment on matters that are not on the agenda, but the Council may take no action. Three minutes of the council meeting are public records and are available to the public.

Any materials provided to the School Site Council shall be made available to any member of the public who request the materials pursuant to the California Public Records Act [Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1].

Section 9 – Length of Meetings

Meetings shall be limited to one hour in length. In the event that all agenda items have not been covered, a vote must be taken to extend the meeting for 15 minutes.

Section 10 – Communication With the Local Board of Education

The School Site Council shall implement that rules and regulations as defined local board policy. The Council may communicate with the board by submitting a letter to the Board of education office. A school site Council may request to speak at a local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related budget found in the school's Single Plan for Student Achievement. The Board of Education will provide written notification to the Council about their concerns.

Section 11- Uniform Complaint Procedures

Annually, the School Site Council shall participate in training about the district's Uniform Complaint Procedures. This training will review procedures for filing a complaint. If any School Site Councilmember or member of the public believes that the School Site Council has taken an action that is in violation of the legal authority, the individual or group may file a uniform complaint form with the district.

Article VII Amendments

An amendment of these bylaws may be made at any regular meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to Council members at least 2 days prior to the meeting at which the amendment is to be considered for adoption.
