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Central Elementary  
School Site Council Bylaws  
2010-2011

Article I  
Duties of the school Site Council

The School Site Council of Central Elementary School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in the district governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.

Article II  
Members

Section A: Composition

The council shall be composed of 14 members, selected by their peers, as follows.

- 5 Classroom teachers
  - Co-Chairperson
  - Secretary
  - Union Representative

- 2 Other school staff member  
Classified staff representative  
Administrator
- 7 Parents or Community Members

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

#### Section B: Term of Office

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 of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minute of the meeting.

#### Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted. Members may elect an alternate who shall vote in the absence of the representative or submit their vote by email using the procedure for voting by mail as described in *Robert's Rules of Order*.

#### Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive months. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

#### Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

#### Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by:

- Selection of alternates
- Appointment of the chairperson

### Article III Elections

With the exception of the principal, all council members shall be elected by their constituent groups using secret ballots. Elections will be conducted at the beginning of each school year. Elections must be documented by written ballots. Ballots must be "counted" by an ad-hoc committee consisting of parents and school staff.

Nominations may be by peer group, i.e. grade levels or self nomination. Potential parent members will be voted on by the households of Central Elementary. Each Central Elementary household shall be eligible to cast one vote for each open parent stakeholder seat. Certificated teaching staff shall elect the appropriate number of representatives (refer to Size and Composition). Non-certificated staff shall elect their representative from among their group.

- A. Principal, union representatives are members by virtue of their positions.
- B. Council teacher co-chairperson is elected by a school wide vote of union members.
- C. Council Secretary is selected by the council.
- D. The parent co-chairperson of the council shall be elected from the council by the council.

In the implementation of this procedure, no person(s) shall be discriminated against, based upon race, creed, religion, gender, ethnicity, age, marital status, sexual orientation or disability.

### Article IV Officers

#### Section A: Officers

The officers of the council shall be a chairperson, vice chairperson, secretary and other officers the council may deem desirable.

The co-chairperson shall:

- Collaborate with the principal in developing agendas and informing all members and other interested parties of upcoming meetings.
- Preside at all meetings of the council.
- Sign all letters, reports and other communications of the council.
- Be the gate keeper, making sure everyone's voice is heard, following *Robert's Rules of Order*
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.

The parent co-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.
- Perform other duties as are prescribed by the council.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses and telephone numbers of each member of the council and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

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

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

#### Section C: Removal of Officers

Any officer may be removed from office by a 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 council, for the remaining portion of the term of office.

### Article V Committees

#### Section A: Sub-Committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

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

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

#### Section C: Terms of Office

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

#### Section D: Rules

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

#### Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

### Article VI Meetings of the Council

#### Section A: Meetings

The council shall meet regularly at least once per month. The day and time of meetings will be determined each year by the council. Special meetings of the council may be called by the chairperson or by the majority vote of the council.

#### Section B: Place of Meetings

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

#### Section C: Notice of Meetings

Written public notice of all meetings shall be given 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 writing and shall state the day, hour and location of the meeting.

All required notices shall be delivered to council and committee members no less than 72 hours and no more than 14 days in advance of the meeting, personally, or by mail (or email).

#### Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

#### Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147(c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

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

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## 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 submitted to council members at least one day prior to the meeting at which the amendment is to be considered for adoption.