

# **Aptitud Academy at Goss School Site Council**

## **Bylaws**

### **Article I - Name**

The Alum Rock Union School District has established the Aptitud School Site Council. The School Site Council may be referred to as the SSC or the Council.

### **Article II - Role**

Under California state law the SSC is to serve as the school community representative body for determining the focus of the school's academic program and all related categorical resources.

The Council has responsibility for the following duties:

- Evaluating the academic achievement of all students
- Obtaining recommendations from school advisory and standing committees regarding the focus of the *School's Single Plan for Student Achievement*.
- Developing and approving the school plan and all related expenditures in accordance with state and federal regulations.
- Providing ongoing monitoring of the implementation of the plan and budget/expenditures.
- Revising the school plan, including expenditures, timelines, and evaluation criteria.
- Participating in any government reviews of the school's program for compliance and quality.
- Annually evaluating the effectiveness of the school's progress toward meeting school goals to raise student achievement.
- Encouraging a broad representation of parents and community members in the activities of the SSC.
- Carrying out all other duties assigned to the Council by the governing board and by state and federal law.

### **Article III - Membership**

The SSC will be composed of 10 members. Half of the members shall be from the school staff: 1 principal, 3 classroom teachers, 1 other school personnel.

The remaining half of the Council shall be parents/guardians or community members selected by the parents at the school.

All members of the Council shall serve for a 2-year term.

Elections of council members shall be held in September/October of each year.

Each Council member shall have one vote. Absentee ballots shall not be permitted. Alternative representatives may not cast a vote in the absence of a selected member.

Membership is terminated if the council member ceases to be a resident or no longer meets the requirements. Membership shall automatically terminate for any member who is absent for 3 *consecutive regular meetings*.

The Council may suspend or expel a member by a two-thirds vote of all members.

Membership may not be assigned or transferred.

Vacancies on the Council may be filled by an election by the appropriate group, appointment, or the seating of an alternate.

#### **Article IV - Officers**

The officers of this organization shall be the Chairperson, work with the principal to organize, convene & lead meetings

Vice-Chairperson serves in the absence of chair/president

Secretary. Records actions & activities

All persons on the Council may serve in an official capacity.

The officers for the Council shall be selected annually.

Any officer may be removed from office by a two-thirds vote of all council members.

#### **Article V - Duties**

The chairperson shall preside at all meetings, sign all letters, reports, and communications of the Council.

The Vice-Chairperson shall substitute for the chairperson in his/her absence and represent the Council in assigned duties.

The secretary shall keep minutes, promptly provide minutes for the district and school community, maintain the member register, provide meeting notices, and perform other duties as assigned.

#### **Article VI - Committees**

The School Site Council, from time to time, may establish standing or special committees. All committees will include representation from various representative groups. The Council shall determine the membership terms of all committees.

A standing or special committee may be abolished by a vote of the Council.

#### **Article VII - Meetings**

The Council shall hold its regular meetings at the same time and day of each month. The day and time for meetings shall be determined by all Council members at the beginning of each school year.

The Council shall hold its regular meetings at a facility provided by the school.

There shall be a minimum of 8 regular meetings a year.

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting. This written notice shall specify the date, time, location, and agenda of the meeting.

Quorum is defined as 51% of the Council. No decisions shall be made unless a quorum is present.

The meeting shall be governed by *Robert's Rules of Order*.

All meetings of the Council and committees shall be open to the public.

Each meeting agenda will include a time for public comment.

The minutes of the Council are public records and are available to the public.

The SSC shall participate in training about the district's uniform complaint procedure.

#### **Article VIII - Bylaw Amendments**

An amendment to these bylaws may be made at any regular meeting of the Council by a two-thirds vote with the appropriate notice to all Council members.

These bylaws were developed from *The Administrator's Guide to School Site Councils* (2007-2008) pages 11-21.

Signatures of the members of the School Site Council

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_