

**SAN MATEO - FOSTER CITY SCHOOL DISTRICT**

# Lead Elementary School



## School Site Council Bylaws

Created 2019-20

## ARTICLE I - DUTIES OF THE SCHOOL SITE COUNCIL

The school site council of Lead Elementary School, is hereinafter referred to as the council, shall carry out the following duties:

- Develop and approve the Single Plan for Student Achievement
- Obtain recommendations for the proposed Single Plan for Student Achievement from all stakeholders and any applicable school advisory committees (Ed Code 64001)
- 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 whenever the need arises
- Submit the modified 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 council by the district governing board and by state law

## ARTICLE II - MEMBERS

### Section A. Composition (EC 52012, 52852 and 54724)

The council shall be composed of the following members: the principal, teachers elected by other teachers, other school personnel elected by other school personnel, parents elected by other parents, in secondary schools students elected by the entire student body, and community members elected by such parents. Classroom teachers are the majority on the school staff side. Each member has equal voting rights. **The principal is responsible for the elections of staff members.**

At an elementary level, the council shall be constituted to ensure parity. Half of the membership shall be **(a)** principal, classroom teachers and other school personnel (staff side); and half shall be **(b)** parents, or other community members elected by the parents (parent side). The council will be made up of no fewer than 10 members.

### Parent Members

A parent is a person who is a mother, father, or legal guardian of a student attending a particular school, but who is not employed at the school attended by such student. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school site (EC 52852 and 54722).

### **Teacher Members**

A teacher is defined as an employee of the school whose duties require them to provide direct instruction to the pupils for the full time for which they are employed (EC 33150).

### **Other School Personnel**

Other school personnel is defined as a person who does not provide direct instruction to pupils for the full time for which they are employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the principal.

### **Community Members**

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, or classified staff of the school with which the council is affiliated.

The Lead Elementary School SSC will be composed of:

- 3 - classroom teachers
- 1 -other school staff members
- 5 - parents or community members
- 1 - the school principal

### **Section B. Term of Office**

Council members shall be elected for a (2) two-year term. If the term is for two years, half or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining shall number elected during even years. At the first regular meeting of the 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 council. Absentee ballots shall not be permitted. Voting by proxy is not permitted.

### **Section D. Termination of Membership**

The council may, by affirmative vote of two-thirds of all its members, suspend or expel a member. 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 a duly noticed regular election or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

## **ARTICLE III – OFFICERS**

### **Section A. Officers**

The officers of the council shall be: chairperson, vice-chairperson, secretary, parliamentarian and other officers the council may deem desirable. All officers are elected by the entire membership of the SSC. It is not a Lead SSC requirement to have all officers at this time.

### **Section B. Duties of Officers**

#### **The Chairperson shall:**

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

#### **The Vice-Chairperson shall:**

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

#### **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.
- Be custodian of the records of the council.
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of the school advisory committees, 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.

#### **The Parliamentarian shall:**

- Assist the chairperson in maintaining order.
- Should be familiar with the committee's bylaws, parliamentary procedures and Robert's Rules of Order.

### **Section C. Election and Term of Office**

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

### **Section D. Removal of Officers**

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

### **Section E. 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 IV – SUBCOMMITTEES**

### **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 school site council.

### **Section B. Membership**

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

### **Section C. Term 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 of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of members present shall be the act of the committee, provided a quorum is in attendance.

## **ARTICLE V – MEETINGS OF THE COUNCIL**

### **Section A. Meetings**

The council shall meet on a nearly monthly basis, with five to eight meetings within one school year. The chairperson may call special meetings of the council by majority vote of the council. All meetings must be open to the public.

### **Section B. Place of Meetings**

The council shall hold its regular meetings at a facility provided by the school, unless such 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 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 venues: Principal Newsletter, Lead sign marquee, Main Office display case, and school calendar on website. All required notices shall be delivered to council and committee members no less than seventy-two hours, and no more than five (5) days in advance of the meeting, personally or by mail (or email).

**Section D. Administrative responsibility**

The principal shall have the responsibility for the proper function and implementation of the SSC.

**Section E. Conduct of meetings**

Meetings of the council shall be conducted in accordance to the rules of order established by EC Section 3147 (c), and with Roberts Rules of Order or an adaptation thereof approved by the council.

**Section F. Meetings open to the public**

All meetings of the council, and 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 proposed amendment must be submitted to council members at least five (5) days prior to the meeting at which the amendment is to be considered for adoption.