long beach unified school district

Smith Elementary School

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School Site Council By-Laws

Article I: Name

The name of the committee shall be the **Smith** Elementary School Site Council**.**

Article II: Purpose of School Site Council

The school site council of **Smith Elementary School** hereinafter referred to as the school site council. The purpose of this council shall be to:

- Obtain recommendations for, and review of the proposed S*ingle Plan for Student Achievement* from all school advisory committees.
- Develop and approve the plan and related expenditures in Title 1 and **LCFF** Budgets 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 evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

Article III: Membership

Section 1: Composition

The school site council shall be composed of at least **10** members but no more than 20, selected by their peers, as follows:

- __ Classroom teachers
- __ Other school staff members
- __ Parents or community members
- The school principal shall be an ex officio member of the school site council.

**School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. Two members of the same home may not serve at the same time.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel; and (b) parents of pupils attending the school or community members.

Section 2: Terms of Membership

School site council members shall be elected for **2** year terms. Parent members may serve for more than two terms consecutively.

At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

Section 3: Termination of Membership
A member shall no longer hold membership should him/her no longer meets the membership requirements under which he/she was elected, e.g. parent of student no longer attends **Smith** Elementary.

Membership shall automatically terminate for any member who is absent from three consecutive meetings.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson and the principal.

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

Section 4: Transfer of Membership
Membership on the school site council may not be assigned or transferred.

Section 5: Vacancy
Any vacancy on the school site council will be filled by alternates selected during the selection process.

If alternates are available, any vacancy will be filled for the remainder of the school year by two-thirds vote of the council. If the unexpired term is for another full year, the term for that year will be filled by the regular selection process.

Section 6: Voting Rights
Each member is entitled to one vote. Absentee ballots shall not be permitted.

A quorum must be present before the council can vote on any issue. A quorum will consist of 50% + 1 members present, if not all members in attendance.

All School Site council meetings are considered public meetings. Guests may not vote on any issue discussed by the School Site Council.

Article IV: Selection of Members

Section 1: Nomination Procedures
A bulletin will be sent to all parents of students attending the school giving them an opportunity to (a) indicate an interest in serving on the council or (b) nominate a community member.

Teacher members of the Leadership Team, selected by their peers, will be eligible to serve on the council.

Section 2: Notification of Selection
Written notification of the selection meetings shall be provided to all parents, teachers and other school personnel prior to the meeting.

Section 3: Selection Process
The selection of parent member or community members will take place during Back-to-School Night or separate election the first trimester.

The selection of teacher and other staff members will take place in the third trimester of the school by October.

Selection 4: Selection of Alternates
Alternate members will be selected through the above established procedure.

Selection 5: Record of Selection
The notice of the elections, a summary of ballots cast and a roster of council members will be kept on file for five years.

Article V: Meetings of the School site council

Section 1: Regular Meetings
Regular meetings will be held at least six times a year or once a month when school is not in session. Special meetings of the school site council may be called by the chairperson.

Regular meetings will be held at a facility provided by the school and readily accessible by all members of the public.

Regular Meetings will be held in a facility provided by the school and readily accessible to all members of the public. Each School Site Council agenda shall include a dedicated time for Public Comment, which is intended to give opportunity for meeting attendees to speak to the council on items that are included on the agenda. Public Comment will be limited to a total time of 15 minutes, with a maximum of 3 minutes per speaker. If, in the sole discretion of the members of the SSC, there is need for more time for Public Comment, an SSC member may motion for a vote to extend the time.

Section 2: Notice of Meetings
Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. The notice will state the day, hour and location of the meeting.

All meetings shall be publicized in the following venues: School Calendar, fliers, and School Messenger.

Any changes in the established date, time or location must be given special notice.

Members will receive special notification through mail invitation, fliers and/or phone calls.

Article VI: Officers

Section 1: Types of Officers
The officers of the school site council shall be a chairperson, vice-chairperson and a recording secretary.

Section 2: Duties of Officers

The chairperson shall:
- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site 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 school site council.

- Transmit the minutes of such meetings to the Principal and she will type them up for distribution to members.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Should both senior officers be unavailable, the recording secretary will preside.

The principal shall:
- Send notices of meetings and/or agendas, and send out publicity notices as required.

Section 3: Election and Terms of Officers
All officers will be elected at the first council meeting of the year.

Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy can be filled.

Article VII: Committees

Section 1: Special Committees
A special committee may be established at any time, if the majority of the members on the council indicate a need for such a committee.

No special committee may exercise the authority of the School Site Council.

Section 2: Membership
Membership on any special committee must be representative of the composition of the council.

Section 3: Records
Minutes of any special committee meeting will be mailed to all council members upon approval from the chairperson and principal.

Minutes for all special committee meetings will be filed with the chairperson and principal within five days of the committee meeting.

Article VIII: Communication

Section 1: Records of Council Meetings
Copies of the notices of the meetings, agendas, minutes, and sign-in sheets shall be kept in the School Site Council Notebook for five years.

Copies of all records of council meetings will be sent to the office of **Equity, Access/College & Career Readiness Office** within 10 days of the meeting. Minutes will be provided to members at the next meeting of the School Site Council.

Section 2: Communications
Communications from individual members on the School Site Council must first be submitted to the chairperson and principal before distribution to all council members.

Article IX: Amendments to By-laws
These bylaws may be amended at any regular meeting by a two-thirds vote of the membership, a quorum being present.

Article X: Meeting Conduct Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Bylaws Revised: September 27, 2022