

Laurelwood School Site Council By-Laws

Article I: Name

The name of this committee shall be the Laurelwood School Site Council (SSC).

Article II: Purpose

The purpose of this Council shall be to:

1. Develop and recommend the School Plan (Single Plan for Student Achievement or SPSA).
2. Share responsibility with the principal, teachers and other school personnel for reviewing the implementation of the School Plan and periodically assessing program effectiveness.
3. Annually review the School Plan, establish a budget consistent with the Education Code requirements, and make modifications as needed.
4. Take other actions as required by the Education Code and the SCUSD School Board.

Article III: Membership

Section 1. Council Composition

In accordance with Education Code requirements, the SSC shall consist of ten voting members: five community members/parents; the principal; one classified employee; and three certificated employees (teachers). Alternates (up to a maximum of five community members/parents and/or five school members) may also serve as non-voting members.

Section 2: Election of Community Members

1. Vacancies will be announced through all available forms of school communication, including the Laurelwood Letter in January.
2. Parents and/or community members will be elected by parents of the students attending the school through a school-wide election process.
3. Parent nominations and elections will occur in May. If vacancies remain after the May nominations/ elections cycle, a second nominations/ elections cycle will occur in September.
4. Interested potential members will submit their names to a school office staff designee within the nomination period. Parents shall be informed of the date nominations begin/end, and the location of nomination forms to be returned. The nomination period shall be at least seven (7) days.
5. Nominees not elected will be invited to serve as alternates, up to a maximum of five (5).

6. Alternates may attend the SSC meetings and take an active role in SSC responsibilities and discussions. However, an alternate will have voting power only when substituting for an absent member. Alternates voting for absent members will be chosen on a rotating basis.

Section 3. Election of Staff Members

Certificated and classified staff members will be elected as follows:

1. Certificated members will be chosen by other certificated members by consensus or by lot during the selection of adjunct duties in the fall.
2. Classified members will be selected by consensus or by lot by classified personnel in the fall.

Section 4. Term of Office

Voting members shall serve for one two-year term commencing with the end of the May meeting. Terms will be staggered to promote continuity.

Section 5. Attendance

Members who are absent two consecutive meetings or three meetings within the school year will be removed from SSC.

Section 6. Resignations and Appointments

Resignations will be accepted upon written notice to the co-chairpersons. The co-chairpersons will appoint a replacement from among the alternates approved by the larger parent group. If no alternates are available, the position will be appointed by the voting members of the SSC to finish the remaining term of the vacated seat.

Article IV: Duties of Council Members

All voting council members will:

1. Attend all meetings unless emergencies occur.
2. Notify the co-chairpersons or the principal when unable to attend.
3. Accept positions as officers or subcommittee members when so appointed or selected unless unable to carry out the duties entailed.

Article V: Officers

Section 1. Officers will be selected from the voting members of the SSC.

Section 2. The officers of this Council shall be two co-chairpersons, a secretary, and a parliamentarian.

Section 3. Officers will be elected by the Council at the September meeting.

Section 4. Officers will assume their duties immediately after election.

Article VI: Duties of Officers

Section 1. The co-chairpersons shall develop the agenda for meetings with the principal and will preside at all meetings. Co-chairpersons will alternate presiding at meetings. One chairperson will preside at meetings from September to December and the other chairperson will preside from January to May.

Section 2. In the absence of both co-chairpersons, a meeting can proceed, but no voting can occur.

Section 3. The secretary shall keep minutes of all meetings, attend to correspondences, and send out publicity as directed; in the absence of the co-chairpersons, the secretary will preside over meetings.

Section 4: The parliamentarian shall assist the co-chairpersons in maintaining order; should be familiar with the committee's by-laws, parliamentary procedures and Robert's Rules of Order.

Section 5: The principal and/or co-chairpersons will send out meeting reminders and post the agenda as required by the Education Code.

Article VII: Meeting and Quorum

Section 1. Meetings shall be open to the public. Regular meetings will be held according to a pre-selected schedule on Tuesday of the following months: September, October, November, December, January, March, April, and May. Unless posted otherwise, meetings will be held at 6:00 pm at Laurelwood. Emergency meetings may be called by the co-chairpersons and/or the principal no less than three days in advance of member reminders and posting of the agenda of such a meeting.

Section 2. A simple majority (with at least 3 parents and 3 staff) of the voting membership shall constitute a quorum.

Section 3. Changes to meeting dates and times may be called by the co-chairpersons or principal at least 72 hours in advance. Notice of changes will be communicated directly by phone or email to all members.

Article VIII: Agendas

Section 1. The co-chairpersons and principal will set the agenda for each meeting.

Section 2. The agenda and pertinent information will be sent with meeting reminders to SSC members and will be posted in the school office and on the SSC webpage, at least 72 hours before every meeting (usually the Friday before the Tuesday meeting date).

Section 3. Members may request that an item be put on the agenda by notifying the co-chairpersons or the principal at least one week before the meeting.

Article IX: Amendment

These by-laws can be amended at any regular meeting by the two-thirds vote of the SSC after such a proposed change has been posted in advance on the agenda.

Article X: Sub-Committees

Section 1. Either co-chairperson shall have the authority to appoint sub-committees as s/he considers necessary at any time or as directed by a majority of the members present.

Section 2. When appropriate, the Laurelwood staff and community shall have the opportunity to participate on sub-committees. Notification of such opportunities will occur through regular school communication.

Article XI: Operating Rules

Section 1. Meetings will be governed by these by-laws.

Section 2. The Council will aim to make most decisions by consensus, except for those areas requiring a vote by Education Code requirements (approval of the school plan, budget approval, and by-laws changes).

Section 3. Decision requiring a vote will be decided by a simple majority of those voting members present unless a by-laws change, which requires a 2/3rds vote.

Section 4. Disputes will be settled by Robert's Rules of Order.

Approved on September 8, 2015, Laurelwood School Site Council