

PALMA CEIA ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL BYLAWS

Article I Duties of the School Site Council

The school site council of Palma Ceia Elementary School hereinafter referred to as the **School Site Council (SSC)**, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
- 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 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 II Members

Section A: Composition

The School Site Council shall be composed of **10** members selected or elected as follows:

- The school principal
- 5 parents or community members who are not employees of the school, selected by the parents
- 3 classroom teachers selected/elected by classroom teachers.
- Other school personnel selected/elected by other school personnel.

Elected parent representatives may be employees of the school district as long as they are not employed at this school.

The principal is an active, voting member of the council. SSC attendance and responsibilities cannot be assigned to a vice principal or other designee. S/he has no administrative authority over the council. The principal may not veto a decision of the council or make plan or budget changes without SSC approval.

Section B: Term of Office

School Site Council members shall be elected for 2 year terms. 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 C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. When it is necessary to approve an item before the next SSC meeting, the principal will survey the members to ask for permission to vote by email. If the majority agrees, members may vote via group email. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The School Site Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

- The member can no longer uphold the duties for which they were elected.
- The (parent) member no longer resides in the Palma Ceia school attendance boundaries.

Unexcused absences will end in automatic termination after 3 consecutive meetings are missed. (Written or electronic warning given after 2nd missed meeting)

Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council chairperson.

Section E: Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the School Site Council occurring during the term of a duly elected member shall be filled as follows:

1. Chairperson appointing the candidate from original election who obtained the next highest number of votes.
2. New school-wide election whereby top vote getter will complete the term of the vacancy.
3. New school-wide election whereby the top vote getter will fulfill a complete term as identified in Article II, Section B. Term of Office.

Article III Officers

Section A: Officers

The officers of the School Site Council shall be a Chairperson, Vice-Chairperson, and Secretary.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the School Site Council.
- Prepare agenda in conjunction with the Principal.

The vice-chairperson shall:

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

The secretary shall:

- Keep agendas, flyers/notices of council meetings

- Keep and take minutes of all regular and special meetings of the School Site Council.
- Submit true and correct copies of the flyers, agenda, minutes, and sign-in sheet of such meetings to the designee at the HUSD office.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the School Site Council.
- Keep a register of the names, addresses, and e-mail and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the School Site Council has regular dealings as furnished by those persons.
- Keep evidence of input from other school advisory committees.
- Keep accurate and updated copies of the School Site Council bylaws.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the school site.

Section C: Removal of Officers

Officers may be removed from office by 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 School Site Council for the remaining portion of the term of office.

Article IV Committees

Section A: Subcommittees

The School Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

Section B: Other Standing and Special Committees

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

Section C: Membership

Unless otherwise determined by the SSC the School Site Council chairperson shall appoint members of standing or special committees. (Membership on special committees may be open to nominations from the floor at the direction of the School Site Council). A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The School Site Council shall determine the terms of office for members of a committee.

Section E: Rules

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

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the School Site Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

**Article V
Meetings of the School Site Council**

Section A: Meetings

The School Site Council shall meet at least 6 times per academic school year. Special meetings of the School Site Council may be called by the chairperson or by a majority vote of the School Site Council.

Section B: Place of Meetings

The School Site Council shall hold its regular meetings at a facility provided by the school, unless such a 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 School Site 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: Flyer, Monthly Newsletter and Marquee in front of school.

Section D: Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the School Site Council. A quorum shall be a simple majority of the total membership.

Section E: Conduct of Meetings

Meetings of the School Site Council shall be conducted in accordance with *Robert's Rules of Order* or an adaptation thereof approved by the School Site Council.

Section F: Meetings Open to the Public

All meetings of the School Site Council and of committees established by the School Site Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. Public input may occur on any item on the current agenda, with prior notification to

the chair, not to exceed three (3) minutes per speaker.

Article VI Amendments

An amendment of these bylaws may be made at any regular meeting of the School Site Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to School Site Council members at least 5 days prior to the meeting at which the amendment is to be considered for adoption.