

Shasta Meadows School Site Council Bylaws

Approved September 26, 2023

Article 1

Duties of the School Site Council

The school site council of Shasta Meadows School, hereinafter, referred to as the Shasta Meadows School Site Council, 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 whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in district 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, Education Code 64001.

Article II

Members

Section A: Composition

The school site council shall be composed of two numerically equal halves; (1) one representing the school staff with the majority of its members as teachers, including the principal and other staff representatives; 2) the other representing parents and community with a majority of its members parents of participating students in elementary schools.

Section B: Term of Office

School site council members shall be elected for 2 year terms and will be eligible for reelection to additional terms. Terms will be staggered to ensure continuity with one-half of the membership being elected annually. The following process will govern the el Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years.

A parent /community member shall no longer hold membership should he or she become employed by the district or, in the case of a parent member, no longer has a child enrolled at Shasta Meadows School. Membership shall automatically terminate for any member who is absent for all regular meetings for three consecutive meetings.

Any member may resign by filling a written resignation with the council.

Any vacancy on the council shall be filled for the remainder of the school year by the regular selection process. Alternate members may be selected during the initial election process and assume the position of a resigning member resigning during the school year.

Section C: Election Process for Teachers, School Staff, and Parent Representatives

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School staff members must be selected by peers in a democratically conducted process with teachers selecting teachers and 'other school staff' being selected by other school personnel. The parent/community half of the council must be selected by parents.

The following process will govern the election of parent representatives:

- 1) The principal will solicit candidates for vacant council positions by sending home via the school newsletter a summary sheet outlining SSC responsibilities and a candidate profile form with notice of final date forms will be accepted. Candidate profile forms for those individuals expressing interest in council membership will be available in the school office for inspection by the public.
- 2) A ballot containing the names of the prospective members will be distributed to parents for voting with an established closing date.
- 3) Ballots will be tabulated and the candidate(s) receiving the most votes will fill vacancies. All candidates will be notified of the outcome of the balloting and notice will be placed in a public location on the school campus.

Section D: 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. Absentee ballots shall not be permitted.

Section E: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or remove a member from the council. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Alternate Membership

Alternates will be selected or elected from each respective group represented on the council.

Section F: Vacancy

Any vacancy on the council members occurring during the time of a duly elected member shall be filled by nomination and majority vote of the council.

Article III Officers

Section A: Officers

The officers of the site council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- Preside at all meetings of the council.
- Sign all letters, reports and other communications of the council.
- 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.
- Provide correct and approved copies of the minutes of such meetings to members of the council and to the School Secretary for posting on the school web page.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the council.
- Keep a register of the names, addresses, telephone numbers, and email addresses of each member of the council membership.
- Perform other such duties as are assigned by the chairperson or the council.

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Section B: Election and Terms of Office
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The officers shall be elected annually at the first meeting of the council, which will be held within the first 60 days of the school year. Officers shall serve for one year or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members whenever, in the judgment of the council, the best interests of the council would be served thereby.
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Section D: Vacancy

A vacancy in any officer position shall be filled at the earliest opportunity by a special election of the site council for the remaining portion of the term of office.
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Article IV Committees

The school site council may establish and abolish standing committees as it may desire. No standing or special committee may exercise the authority of the school site council.

Article V Meetings of the School Site Council
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Section A: Meetings

The council shall meet regularly at least four times a year with a regular meeting schedule established at the beginning of the year.

Section B: Place of Meetings

The council shall hold its regular meetings in the library. Alternate meeting places may be determined by the chairperson or by majority vote of the site council.
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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: School Marquee, School Website, and weekly School Messenger communications.
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All required notices shall be delivered to the school site council in person, via email, or by phone.

Section D: Quorum – a simple majority of council members
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