

**School Site Council ByLaws
For
Norma Coombs Elementary School
2020-21**



ARTICLE I - DUTIES OF THE SCHOOL SITE COUNCIL

The school site council of Norma Coombs 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
- 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

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, and community members elected by such parents. Classroom teachers are the majority on the school staff side. Each member has equal voting rights.

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.

Teacher Members

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time for which he/she is employed or full-time non-classroom teachers.

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 he/she is employed. This category may include classified staff 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 Norma Coombs SSC will be composed of:

- 3 teacher members
- 1 other school personnel member
- 5 parent members or community members
- The school principal

Section B Term of office

Council members shall be elected for a 2-year term. At the first regular meeting of the council, each member's current term of office 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 President.

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: Chair, Co-Chair, Secretary, and other officers the council may deem desirable. All officers are elected by the entire membership of the SSC.

Section B - Duties of Officers

The Chair 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 the Chair.
- Have other such duties as are prescribed by the council

The Co-Chair shall:

- Represent the Chair in assigned duties
- Substitute for the Chair 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, email addresses and telephone numbers of each member of the council, the officers 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 Chair or the council

Section C: Election and Term of Office

The officers shall be elected annually, at the September meeting of the council, and shall serve for two years, 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 Chair shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chair.

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 governance 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 regularly on the 4th Thursday of each month. The Chair 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 Chair 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 meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: flyers, school marquee, and Blackboard Connect phone call. All required notices shall be delivered to council and committee members no less than seventy-two hours, and no more than 5 days in advance of the meeting, personally or by mail (or e-mail).

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 5 days prior to the meeting at which the amendment is to be considered for adoption.