

BYLAWS OF SCHOOL SITE COUNCIL Live Oak High School

ARTICLE I: Role of the Committee

The committee will act as an advisory committee to the Board of Education concerning issues related to the following categorical programs: Programs for Limited English Proficient students, 1882 Staff Development, Gifted and Talented Education. The committee will have the responsibility to:

- Establish and maintain communication among members of the committee, the Board of Education, the schools, district staff, and parents.
- Insure compliance with the requirements of each categorical program.
- Determine educational needs of eligible students.
- Make recommendations concerning program implementation and design.
- Approve program procedures and budgets through the Consolidated Application.
- Monitor Program performance.

This committee has oversight to categorical funds and also approves the School Plans, implements program change within the school, and provides oversight to pragmatic change at the school.

ARTICLE II Membership

Section 1 – Composition

The committee shall be comprised of members representing the Programs for Limited English Proficient students, 1882 Staff Development, Gifted and Talented Education.

The committee will ensure balance between (a) school personnel, and (b) parents, community members and students. (A majority of members may not be school personnel.) The committee will include either 12 members depending on the decision of the English Learners Advisory Committee as follows:

	School Personnel	Parents/Students/Community Reps
ELAC	1 Teacher	1 Parent
All School	1 Administrator 3 Teachers 1 Other School Personel	2 Parents 2 Students 1 Community Rep/Parent
Total	6	6

Section 2 – District Representative Term of Office

All members of the committee shall serve for a two-year term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee.

Section 4 – Termination of Membership

Membership shall terminate for any member who is absent from three consecutive meetings. The member will be notified. They will be replaced by election.

Section 5 – Resignation

Any member may resign by filing a written resignation with the committee chairperson or school site principal. This person will be replaced by election.

Article III Officers

Section 1 – Officers

There will be an elected chairperson or co-chairpersons for the committee.

Section 2 – Election and Term of Office

The officers of the committee shall be elected by the committee at the first meeting of the year.

Section 3 – Removal

An officer may be removed by a majority vote of members in attendance whenever, in the judgement of the committee, the best interests of the committee would be served and, just cause is presented.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by majority vote of the committee present at the meeting for the unexpired portion of the term.

Section 5 – Chairperson

The committee chairperson/s shall preside at all meetings and may sign all letters, reports, and other communications. In addition, the chairperson shall perform such other duties as from time to time may be assigned by the committee.

Section 6 – Secretary

The principal will function as corresponding secretary. A recording secretary will record minutes at each meeting.

Section 7 – District Advisory Committee Representatives (DACIE)

The committee will appoint three representatives to DACIE. At least one of these representatives need to be a member of the school committee.

ARTICLE IV Meetings

Section 1 – Regular Meetings

The committee shall meet a minimum of seven times a year.

Section 2 – Special Meetings

Special meetings can be called by motion of the committee and/or chairperson. Special meetings will count as regular meetings for the purpose of representation.

Section 3 – Notice of Meetings

Public notice shall be given of all regular and special meetings. Any change in the established date, time, or location must be given through special notice mailed to all members.

Section 4 – Quorum

A quorum will be defined as one-half + 1 of the membership.

Section 5 – Decisions

All decisions shall be made only after an affirmative vote of a majority of the members in attendance. Proxy notes will not be allowed.

Section 6 – Conduct of Meetings

All regular and special meetings shall be conducted in accordance with the Standard Code of Parliamentary Procedure or in accordance with an appropriate adaptation thereof. Minutes shall be kept and sent to all members within two weeks.

Section 7 – Meetings Open to the Public

All regular and special meetings shall be open to the public.

Section 8 – Recommended Activity Timeline

October:	Review plan and budget
November:	Approve budget and plan
December:	Review components of school plan
January:	Discuss any major changes or new directions for the school plan for subsequent year.
February:	Review school plan for needed changes.
March:	Evaluate program plans. Review all other school budgets.
April:	Review and decide on tentative categorical budget.
May/June:	Elect officers: English Learners Advisory Committee meets and decides on representation

(every two years).

ARTICLE V Amendments

The Bylaws of the Committee may be amended at any regular meeting by majority vote of the members in attendance. Notice of intent to amend bylaws must be given at the prior meeting

or sent to all committee members prior to the meeting. Amended bylaws will become effective at the following meeting.

ARTICLE VI Elections

Section 1 – Time and Method of Election

Election of members shall be completed by October 15 of each year. The principal will be responsible to see that the elections will be solicited for each category of membership. Nominations will be conducted by ballot. The positions available will be in the back-to-school mailer in August. The election will be held in September at Back-to-School night.

Section 2 – Purpose of the Election

The purpose of the election shall be to fill existing vacancies, and to replace members whose terms expire at the end of June.

Section 3 – Assumption of Membership

Those persons elected in October will assume their duties of office immediately, and shall serve for a period of two years.

Section 4 – Vacancy

Any vacancy on the committee occurring during a term of office, shall be filled by election or nomination.