Joaquin Miller Elementary School
SCHOOL SITE COUNCIL BY-LAWS

ARTICLE I: PURPOSE

1. The responsibility of the school site council is both decision-making and advisory.
2. The purpose of the SSC shall be to review and approve the annual school improvement plan and the budget related to categorical funds.
3. The SSC shall update the school improvement plan on a continuing basis.

ARTICLE II: MEMBERSHIP AND TERM LIMITS

1. The SSC will consist of 14 official members, designated as follows: (1) The principal of Miller Elementary School, (4) Four classroom teachers, (2) Two additional school staff member which includes a classified representative, and (7) Seven parents or community members.
2. Members of each sector will be elected by that population.
3. Alternates may be elected at the discretion of each sector.
4. All members, excluding the principal, will serve a two-year term.

ARTICLE III: ELECTED OFFICERS

1. A chairperson will be elected to SSC. The chairperson will lead the meeting agenda items and discussions. The chairperson will work closely with the principal.
2. A secretary will also be elected to the SSC. The secretary shall record, correct and distribute minutes at each SSC meeting. Copies of the minutes will be distributed to all members of the SSC.

ARTICLE IV: MEETINGS

1. Meetings will be held in the Miller Elementary School Library or online at 6:30 pm.
2. A meeting agenda that includes the time, date and location of the meeting will be posted at the front office of the school and at the dismissal gates at least 72 hours prior to a meeting.
3. Meeting dates shall be established at the first meeting in the fall, with a minimum of four meetings scheduled annually.
4. Special meetings will be called if necessary. Advance notification shall be required for the calling of these special meetings.
5. A quorum of members in attendance shall be required for voting. This quorum shall be defined as 50% plus one member of the council. Approval must be by a majority of that quorum.
6. Most votes shall be by verbal response and will include official members or their alternates.
7. Should formal balloting be required, official members will have one vote each.