

# Happy Valley Union Elementary School District DISTRICT SITE COUNCIL BYLAWS

## ARTICLE I: NAME OF COMMITTEE

The name of this Committee is the Happy Valley Union Elementary School District Site Council. Throughout these bylaws it is referred to as the "SSC."

## ARTICLE II: OBJECTIVES

The *HVUESD* SSC will follow State guidelines. The SSC is expected to:

- 1.) **Advise** the school regarding the planning, budgeting, implementation and evaluation of the School Site Plan. (See EC [*Ed Code = state education laws*] 52853.)
- 2.) **Study and refine the School Site Plan (Balanced Scorecard)** to meet the educational needs and learning styles of all students. At HVUESD the needs of our at-risk students will be especially supported: Chronically absent, socioeconomically disadvantaged, low achieving students, students with special needs, foster and homeless students, and others as deemed by student data. The LCAP/School Site Plan will include related staff development activities for adults working with these students. (EC 52853)
- 3.) **Support the Goals of the District:**
  - A. All students and staff will engage in a Multi-tiered System of Supports focusing on literacy across the content areas.
  - B. Implementation of a Multi-Tiered System of Supports (MTSS), focused on Social Emotional Learning
  - C. Strengthening a Safe School Community
- 4.) **Emphasize the role of the parent as the first teacher of the child** and provide opportunities for all parents to develop the intellectual, social, and physical abilities of their children.
- 5.) **Take other actions** as required by the California Education Code.

# Happy Valley Union Elementary School District

## DISTRICT SITE COUNCIL BYLAWS

### ARTICLE III: MEMBERSHIP AND ELECTION

Section 1. **Composition and Size.** To meet State guidelines for elementary schools, the SSC will consist of a minimum of ten members (*6 member waiver on file for two years starting 2017-2018 school year*) and include a broad representation of parents/community members, and staff. The SSC will include a range of socioeconomic and ethnic groups representative of the school student body. (See EC 52853.)

- A) 1. Half of the SSC will consist of the principal, classroom teachers, and other school personnel. (Teachers will be the majority of this half of the SSC).
2. Every staff and faculty member will be elected by their respective peer groups.
- B) 1. The other half of the SSC will consist of parents and community members. (Parents will be the majority of this half of the SSC.) *[If a school is identified as a State of California Immediate Intervention/Underperforming Schools Program (II/USP), parents/community members must constitute at least 51% of the SSC.]*
2. No employees of the school site may serve as a parent or community representatives of their SSC where they work (although they can serve for the staff half of the SSC).
3. All parents and community representatives will be elected by parents of the school.
- C) The SSC will have at least these minimum number of members:
- 1 Principal
  - 0 Other Administrator
  - 3 Classroom Teachers
  - 1 Other School Staff
  - 5 Parents or Community Members

**10 total**

*(If the council is larger, the ratios shown in "A & B" above must be maintained.)*

Section 2. **Election of Members and Term of Office.** The election procedures must be consistent with the District policy. Elections for SSC members will occur every year, during the even-numbered years. Elected members and alternates and will serve for two years until their successors have been

# Happy Valley Union Elementary School District

## DISTRICT SITE COUNCIL BYLAWS

elected and qualified. Newly elected members will assume their office at the regular meeting during the month of October. *(Staggered terms are recommended to establish better continuity of experience on the council. Consider having some members run for a one-year term to begin the staggering. You would then run elections each year.)*

- Section 3. **Termination of Membership.** Membership should automatically terminate for any member who is absent from *(three)* consecutive meetings. The SSC may also suspend or expel a member for cause by affirmative vote of two-thirds of all the members of the SSC.
- Section 4. **Alternates.** An appointed or elected alternate may be seated in place of an absent SSC member. Any seated alternate will have voting power for the meeting at which he/she is officially seated by the SSC.
- Section 5. **Vacancy.** Any vacancy on the SSC will be filled for the remainder of the unexpired term through the appointment of a duly elected alternate. The alternate who received the most votes in the regular election shall be appointed. If the composition of the SSC falls below minimum membership and no alternatives are available, vacancies for the unexpired term must be filled by a new regular election.

### ARTICLE IV: OFFICERS

- Section 1. **The officers** of the SSC will be: Chairperson, Vice Chairperson, Secretary, and other officers as the SSC deems desirable.
- Section 2. **Election and Term of Office.** The officers of the SSC shall be elected bi-annually by majority vote of the SSC members and shall serve for the term of their election.
- Section 3. **Duties.** The duties of the officers:
- Chairperson**
1. Preside at all meetings and sign documents as directed by the SSC.
  2. Prepare an agenda for each meeting and publicly post the agenda at the school site 72 hours in advance of each SSC meeting.

# Happy Valley Union Elementary School District DISTRICT SITE COUNCIL BYLAWS

## **Vice-Chairperson**

1. Assume the duties of the Chairperson during his/her absence.
2. Perform other such duties as be assigned by the Chairperson or by the SSC.

## **Secretary**

1. Receive and handle all mail addressed to the SSC.
2. Keep a current roster of SSC members, including addresses and telephone numbers.
3. Keep the minutes of all meetings, including attendance and summary reports.
4. Transmit true and correct copies of the minutes of such meetings to members of the school site council.
5. Provide all notices in accordance with these bylaws.
6. Be custodian of the records of the school site council.

## **ARTICLE V: COMMITTEES**

The SSC will form any committees required to carry on the work of the Council.

Section 1. **Quorum.** The quorum for any committee meeting will be a majority (i.e. greater than 50%) of its members.

Section 2. **Selection of committee members.** The committee chairperson and members of committees will be appointed by the SSC Chair, subject to the ratification by the Council.

Section 3. **Reporting responsibilities.** Committee chairs will present work plans and recommendations to the SSC for approval.

## **ARTICLE VI: DUTIES OF SSC MEMBERS**

SSC members will:

1. Attend all council meetings on time, or inform the secretary of the expected absence to assign an alternate.
2. Accept a position as a committee officer or member when appointed or elected.

# Happy Valley Union Elementary School District DISTRICT SITE COUNCIL BYLAWS

3. Actively participate in the provided workshops and training sessions to increase knowledge of the school site council's purpose and functions.
4. Regularly report SSC proceedings and actions to their own peer groups, and bring back peer group recommendations to the SSC.
5. Review and approve budgets and school plans (i.e. Balanced Score Card).

# Happy Valley Union Elementary School District

## DISTRICT SITE COUNCIL BYLAWS

### ARTICLE VII: MEETINGS

- Section 1. **Regular Meetings.** Regular meetings of the SSC will be held as scheduled at the beginning of each school year 3:00 pm at Happy Valley Elementary Library.
- Section 2. **Notice of Meetings.** Members must be notified of regular meetings at least 72 hours in advance. A meeting notice and agenda must also be posted at Happy Valley Elementary, Happy Valley Primary and Happy Valley School District Office at least 72 hours prior to each meeting.
- Section 3. **Emergency Meetings.** Emergency meetings may be called by the Chairperson, the principal or by a majority vote of the SSC. A meeting notice and agenda must be posted in a public location at the school site at least 24 hours prior to an emergency meeting.
- Section 4. **Meetings Open to School Community.** All regular and emergency meetings of the SSC or special committees will be open at all times to members of the school community. Notification will be posted in a timely manner according to Article VII, Section 2.
- Section 5. **Order of Meetings.** All regular and emergency meetings of the SSC will be conducted in accordance with Robert's Rules of Order or an appropriate adaptation. Meetings of the SSC shall be conducted with the intention of reaching consensus. In the event the SSC reaches an impasse which prohibits business from being conducted, the following action will be taken: The SSC will take a vote with majority vote required for the decision.
- Section 6. **Comments** by the parent, community members, administrators, staff, faculty or parents not on the SSC. The SSC will welcome comments and limit the time to two minutes to hear comments only as necessary to complete the business outlined in the meeting agenda.
- Section 7 **Quorum.** A quorum shall consist of greater than 50% of the SSC membership that are in attendance.

# Happy Valley Union Elementary School District DISTRICT SITE COUNCIL BYLAWS

## ARTICLE VIII: AMENDMENTS

These bylaws may be amended by the SSC. The proposed amendments must have been presented and discussed at one regular meeting and noted on the agenda for review. Written notice of the proposed amendment must be submitted to site council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption. The amendment must have at least two thirds of the members present to pass.

SIGNED BY:

\_\_\_\_\_  
SSC CHAIRPERSON                      DATE: \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL                              DATE: \_\_\_\_\_

*Signatures of other SSC members:*

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NAME                                      DATE: \_\_\_\_\_

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