Bylaws of the John F. Kennedy Elementary
School Site Council
(Includes English Learner Advisory Committee)

Article I Duties of the School Site Council

The school site council of John F. Kennedy Elementary School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for and review of 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 governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each 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 10 members, selected by their peers, as follows:

- Three Classroom teachers
- One other classified school staff member
- Five Parents and/or community members
- The school principal shall be an ex officio member of the council

Council members chosen to represent parents may be employees of the school district so long as they are not employed by this school.

Section B. Term of Office
Council members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the council, each member's current term of office shall 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.

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 chairperson.

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 appointment of the council for the period of time until the next regular election.

Article III. Officers

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

The chairperson shall:

- Preside at all meetings of the council
- Signs all letters, reports and other communications of the council Perform all duties incident to the office of the chairperson
- 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
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the following other persons including: Educational Services Department, members of the ELAC Committee Provide all notices in accordance with these bylaws
- Be the custodian of the records of the council
- Keep a register of the names, addresses, email accounts and
- telephone numbers of each member of the council, the chairpersons 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 chairperson or the council

The parliamentarian shall:

- Report to the Chair
- Assist and support the Chair in maintaining order and adhering to time schedules as approved by the membership
- Assist with the coordination of motions
- Assist with the election and voting procedures

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

Section C. Removal of Officers
Any officer may be removed from their office by a two-thirds vote of all members.

Section D. 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 office.

Article IV. Committees

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 council.

Section B: Other Standing and Special Committees
The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

Section C: Membership
Unless otherwise determined by the council, the council chairperson shall appoint members of standing of special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office
The council shall determine the terms of office for members of the committee.

Section E: Rules
Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing boards.

Section F. Quorum
A majority of the members of the committee shall constitute a quorum, unless other wise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Section G. English Learner Advisory Committee (ELAC)
Purpose: The purpose of the ELAC is to advise the principal and staff on bilingual programs and services to ELL students.

TASKS:
The **ELAC** will:

- Advise the principal and staff on development of a detailed master
- plan for bilingual education for inclusion in the individual school plan, which is approved by the NUSD governing board.
- Assist in the development of the school's needs assessment. Assist in the administration of the school's language census.
- Assist in finding ways to make parents aware of the importance of regular school
- Designate one parent member to serve on the District English Learner Advisory Committee (DELAC)

Section B: Composition and Membership

- Composition of the committee shall be ELL parents in at least the same percentage as there are ELL students at the school, with parity for school personnel.
- The majority of membership of parents of ELL students shall not be employed by the district.
- Election of members will occur where parents of ELL students have an opportunity to vote.
- The chairperson of the ELAC Committee will preside at ELAC meetings and sign letters, reports, and other communications of the ELAC.
- Members of the ELAC shall receive training and materials necessary to carry out their responsibilities.
- Designate members to serve on the District English Learner Advisory Committee who will attend all the DELAC meetings.

Article V: Meetings of the Council

Section A: Meetings
The council shall meet regularly on the third Thursday of the month and as needed. The council shall meet at least four times in a school year. Special meetings must abide by 72 hours notice and all other meeting requirements articulated under the Greene Act.

Section B: Place of Meetings

The council shall hold its regular meetings in the Library-Media Center, a facility that is accessible to the public, including handicapped persons, unless it is unavailable. Alternate meeting places may be determined by the chairperson or by the 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 the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: Marquee, Office, Newsletters, and Website.

Section D: Quorum
The act of majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council shall constitute a quorum.

Section E: Conduct of Meetings
Meetings of the council will be conducted in accordance with the rules of order established by Education Code Section 35147, and with Robert's Rules of Order or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public
All meetings of the council, and of subcommittees 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 VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the council by vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the council members at least three days prior to the meeting at which the amendment is to be considered.

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of the membership present.

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