

Heritage Elementary School

School Site Council

Bylaws



2019-2020

Revision date: November 19, 2019

Article I
DUTIES OF THE SCHOOL SITE COUNCIL

The school site council of Heritage Elementary School, hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain recommendations for, and review of the 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.
- Each quarter we will evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

Article II
MEMBERS

Section A: Composition

The school site council shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom teachers
- 1 Other school staff member
- 5 Parents or community members
- The school principal is a voting member of the school site council.

School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Selection/Election of Members

Teachers will be notified of the nomination process and will then be allowed to nominate self/other teachers to be a member of the school site council. Names will be placed on a ballot. Ballot will also include a place for a write-in candidate. Each teacher will be given a ballot and will cast votes for vacant teacher positions on the committee. The election committee will be responsible for counting the ballots. Ballots will be kept for three years.

Parents will be notified of the nomination process and will then be allowed to nominate self/other parents to be a member of the school site council. Names will be placed on a ballot. Ballot will also include a place for a write-in candidate. Each parent will be sent an electronic ballot via email and will cast votes for vacant parent positions on the committee. If a parent is unable to access the electronic ballot, a paper ballot will be available upon request in the school office. The election committee will be responsible for counting the ballots. Ballots will be kept for three years.

Other School Personnel includes classified employees such as clerical, instructional, custodial and food services staff. Administrative, certificated support staff and itinerant staff such as vice principals, certificated administrative assistants, resource teachers, counselors, nurse and school psychologist are also considered *Other School Personnel*. *Other School Personnel* will be notified of the nomination process and will then be allowed to nominate self/others to be a member of the school site council. Names will be placed on a ballot. Ballot will also include a place for a write-in candidate. Each *Other School Personnel* will be given a ballot and will cast votes for vacant *Other School Personnel* positions on the committee. The election committee will be responsible for counting the ballots. Ballots will be kept for three years.

Section C: Term of Office

School site 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 school site council, each member's current term of office shall be recorded in the minutes of the meeting.

Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall be permitted only if the absent member participates in the discussion of the voting item via web or phone conferencing.

Section E: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

- The member can no longer uphold the duties for which they were elected
- The (parent/community) member no longer resides in the Heritage school attendance boundaries
- Automatic termination for unexcused absences from 3 consecutive meetings (written warning given after 2nd missed meeting)

Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section F: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

Section G: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by 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 school site council shall be a chairperson, vice-chairperson, secretary, and other officers the school site council may deem desirable.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site 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 school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the following other persons: Heritage Computer Technician, the Chairperson of the English Language Advisory Committee (ELAC), and the chairpersons of all subcommittees and other standing and special committees as identified in Article IV (below).

- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the school site council and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

Article IV **COMMITTEES**

Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

Section B: Other Standing and Special Committees

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

Section C: Membership

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The school site council shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site council. The act of a majority of the member's present shall be the act of the committee, provided a quorum is in attendance.

Article V

MEETINGS OF THE SCHOOL SITE COUNCIL

Section A: Meetings

To the extent possible, the school site council shall meet regularly and strive to meet on the third Thursday for each month that school is in session. Different days are acceptable, as long as proper notice is provided per Section C. Council shall establish meeting schedule as early as possible. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

Section B: Place of Meetings

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site 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: school marquee, website and school site council bulletin board. All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

The act of a majority (6 members) of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum. In the absence of a quorum, an action item may be voted on via email.

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Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Section F: Meetings Open to the Public

All meetings of the school site council, and of committees established by the school site 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 school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.