Grant School Site Council Bylaws

2025-2026

Article I
Duties of the School Site Council

The School Site Council (SSC) of Grant Elementary School, hereinafter referred to as the School Site Council or SSC, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the SPSA and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for the 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, evaluate 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

<u>Section A: Composition</u>

When student population is less than 300, the School Site Council shall be composed of 8 members, selected or elected by their peers, as follows:

- Two Classroom Teachers (General Education Teacher, Special Education Teacher, English Language Development Teacher, Reading Intervention Teacher, or Teacher on Special Assignment).
- One Other (Classified) School Staff member
- Four Parents/Guardians or Community Members
- The School Principal shall be an ex officio member of the SSC.

Elected Parent/Guardian representatives may be employees of the school district as long as they are not employed at this school.

Section B: Term of Office

School Site Council members shall be elected for a two-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. (This example assumes two-year terms; the language should be modified to reflect the length of term agreed to by the SSC.) 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 C: 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.

Section D: Termination of Membership

Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council Chairperson. The School Site Council may, by an affirmation vote of two-thirds of all its members, suspend or expel a member. If a member of the School Site Council is absent from two (2) scheduled meetings without prior notification to the Chairperson or the Principal, their membership may be suspended or expelled by an affirmation vote of two-thirds of all its members.

Section E: Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the School Site Council occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner such as:

- A regular election(s): Holding a regular election to fill the vacancy(s).
- Appointment: Appointment by the School Site Council for the period of time until the next regular election.
- Alternate Member: Seating a previously elected alternate member to fill the remainder of the term of the vacant seat.
- Current Year Election Candidates: The School Site Council elects a candidate from the pool of candidates in the current year's selection.

The specific method used to fill the vacancy may depend on the timing of the vacancy and the policies of the School Site Council.

Article III
Officers

Section A: Officers

The officers of the School Site Council shall be a Chairperson, Vice-Chairperson, a Secretary, and other officers the SSC 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 their absence.

The Secretary shall:

- Keep and take 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: Principal or designee and school Secretary.
- Provide all notices in accordance with the by-laws.
- Be custodian of the records of the School Site Council.

- Keep a register of the names, addresses, email, and telephone numbers of each member of the School Site Council.
- Perform other such duties as are assigned by the Chairperson or the School Site Council.
- Keep accurate and updated copies of the School Site Council by-laws.

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 members.

Section D: Officer 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
Subcommittees

Section A: Subcommittees

The School Site Council may establish and abolish subcommittees of its own membership to perform duties as prescribed by the School Site Council. At least one member representing teachers and one member representing parents/guardians shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

Section B: Membership

Unless otherwise determined by the School Site Council, the Chairperson shall appoint members of all subcommittees. A vacancy on a subcommittee shall be filled by appointment made by the Chairperson.

Section C: Terms of Office

The School Site Council shall determine the terms of office for members of a subcommittee.

Section E: Rules

Each subcommittee 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 subcommittee shall constitute a quorum, unless otherwise determined by the School Site Council. The act of a majority of the members present shall be the act of the subcommittee, provided a quorum is in attendance.

Article V
Meetings of the School Site Council

Section A: Meetings

The School Site Council shall meet regularly on a Wednesday in September, October, January, and April 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 that is 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 website and School Office. All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than 30 days in advance of the meeting, personally or by mail or by e-mail.

Section D: Quorum

The act of a majority 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.

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. Grant Elementary will adhere to the district-wide agenda template to conduct efficient and organized meetings.

Section F: Meetings Open to the Public

All meetings of the School Site Council and of subcommittees 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 72 hours prior to the meeting at which the amendment is to be considered for adoption.