

Chapman Elementary



School Site Council Bylaws



ARTICLE I – NAME OF THE COUNCIL

The Chico Unified School District has established the Chapman Elementary School Site Council. Hereinafter, the School Site Council may be referred to as the SSC.

ARTICLE II- ROLE OF THE COUNCIL

The SSC is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The SSC will:

- Analyze and evaluate the academic achievement of all students in the school.
- Obtain recommendations from the school site advisory, standing, and special committees regarding the focus of the *School's Single Plan for Student Achievement*.
- Develop and approve the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
- Recommend the school plan, including related budget expenditures, to the local governing board.
- Provide ongoing monitoring of the implementation of the plan with budgets/expenditures.
- Revise the school's plan, including expenditures, timelines, and evaluation criteria, as needed.
- Participate in all local, state, and federal reviews of the school's program for compliance and quality.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Encourage broad representation of parents, community members, teachers, and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the SSC.
- Carry out all other duties assigned to the council by the district governing board and by state law.

ARTICLE III - MEMBERS

Section I: Size and Composition (EC 52012, 52852 and 54724)

The council shall be composed of the following members: Half of the representation on the council shall be from the school staff. This council half will include:

- Principal
- Teachers, selected by teachers (Classroom teachers shall constitute the majority)
- Other school personnel

-and-

The remaining half on the council shall be:

- Parents or community members, selected by parents at the school

Parent Members

A parent is a person who is a mother, father, or legal guardian of a student attending a particular school, but who is not employed at the school attended by such student.

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school site (EC 52852 and 54722).

Teacher Members

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time for which he/she is employed (EC 33150).

Other School Personnel

Other school personnel is defined as a person who does not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the principal.

Community Members

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, or classified staff of the school with which the council is affiliated.

Section 2: Term of office

Council members shall be elected for a 2 year term. However, in order to achieve staggered membership, one-half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of member selected during the event years.

At the end of each representative member's term, membership terminates. In order to continue to serve as a council member, the member must be re-selected by the appropriate representative group.

Section 3: Selection/Election of Members

Election of council members shall be held each year in September. The following procedures shall be followed in nominating and selecting members:

- **Teachers:** Classroom teachers will submit interest in membership in writing at the first staff meeting of each new school year. If more than 3 teachers are interested, the principal will create a ballot and have staff vote for 3. The principal will collect and tally votes.
- **Parents/Guardians:** Parents/Guardians will submit interest in membership in writing to the principal by September 15 of each new school year. A ballot will be sent home with interested candidate names and voted on by families. Ballots will be returned to the office and tallied by the principal.

- **Other School Personnel:** Other staff will submit interest in membership in writing at the first staff meeting of each new school year. If more than 2 'other' staff are interested, the principal will create a ballot and have staff vote for 2. The principal will collect and tally votes.

Section 4: 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. Absentee ballots and voting by proxy is not permitted.

An alternate representative may not cast a vote in the absence of the selected member.

Section 5: Termination of Membership

A member shall no longer hold membership should he/she cease to be a resident of the school or no longer meets the membership requirements under which he/she was selected.

The SSC, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

Section 6: Transfer of membership

Membership on the council may not be assigned or transferred.

Section 7: Resignation

Any council member may terminate his/her membership by submitting a written letter of resignation to the Council chairperson.

Section 8: Vacancy

Any vacancy on the council occurring during the term of an elected member shall be filled by:

- An election of a new member by appropriate representative group,
- Appointment of a new member to fill the remainder of the term (selected by the remaining peer group members, not the Council as a whole), or
- Seating a previously elected alternate member to fill the remainder of the term of the vacant seat.

ARTICLE IV – OFFICERS

Section 1: Officers

The officers of the council shall be: chairperson, vice-chairperson, secretary, any other officers the council may deem desirable.

Section 2: Election of Officers

All officers are elected annually by the entire membership of the SSC. Any member, including the principal, may serve in any officer capacity.

Section 3: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all council members.

Section 4: Vacancy in an Officer Position

A vacancy in any office because of resignation, removal, disqualification, death, or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the SSC. This special election will be included in the posted meeting agenda.

Section 5: Duties of Officers

The chairperson shall:

- Preside at all meetings of the council.
- Sign all letters, reports and other communications of the council.
- Perform all duties corresponding to the office of 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.
- Provide all notices in according with these bylaws.
- Be custodian of the records of the council.
- Keep a register of the names, addresses and phone numbers, and term of office for each council member.
- Maintain a register of 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.

ARTICLE V – COMMITTEES

Section 1: Standing and Special Committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. All appointed individuals and committees serve at the pleasure of the SSC and are advisory to it. No standing or special committee may exercise the authority of the Council. The purpose of the committees is to:

- Gather and analyze data
- Examine materials, staffing, or funding possibilities
- Propose to the SSC strategies for improving the instructional practices

Section 2: Standing and Special Committee Membership

Unless otherwise determined by the council, the 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 3: Standing and Special Committee Term of Office

The council shall determine the terms of office for members of a committee. This term shall be communicated to the committee at the beginning of their assignment.

Section 4: Standing and Special Committees Rules

Each committee will establish procedural rules that are consistent with the SSC bylaws and district governing board.

ARTICLE VI – MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1: Meetings

The council shall meet regularly on the second or third Friday of each month. The chairperson may call special meetings of the council by majority vote of the council. All meetings must be open to the public.

Section 2: Place of meetings

The council shall hold its regular meetings at a facility provided by the school, unless such 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 council.

Section 3: Notice of meetings

Written public notice shall be given of all meetings at least 72 hours in advance of meeting indicating date, time, location of the meeting, and contain an agenda describing each item of business. Changes in the established date, time or location shall be given special notice.

All required notices shall be delivered to council and committee members no less than seventy-two hours, and no more than 7 days in advance of the meeting, personally, by e-mail, or mail.

The SSC will notify representative groups of the meetings schedules through:

- School Bulletin
- Signs posted on entry/exit doors
- Building marquee

Section 4: Quorum

51% of the SSC in attendance at the meeting will constitute a quorum. No decision of the SSC shall be valid unless a quorum of the membership is present.

Section 5: Conduct of meetings

Meetings of the council shall be conducted in accordance to the rules of order established by EC Section 35147 (c), and the *Robert's Rules of Order* or an adaptation thereof approved by the council.

Section 6: Meetings open to the public

All meetings of the council, and committees established by the council, shall be open to the public. Any member of the public shall be able to address the SSC during the

meeting on any item within the subject matter jurisdiction of the SSC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the SSC on any item of interest to the public, before or during the SSC consideration of that item.

The SSC may not take any action on any item of business unless that item appears on the posted agenda or unless council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The SSC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the SSC.

The minutes of the SSC are public records and are available to the public.

Section 7: Communication with the Board of Education

The SSC shall implement the rules and regulations as defined in local board policy. The SSC may communicate with the board by submitting a letter to the Board of Education office. A SSC may request to speak at a local board meeting by following district procedures for communication with the school board.

The Board of Education has the right to deny the content and related budget found in the school's Single Plan for Student Achievement. The Board of Education will provide written notification to the SSC about their concerns.

Section 8: Uniform Complaint Procedures

The SSC shall participate in training about the district's uniform complaint procedures. If any SSC member or member of the public believe that the SSC has taken an action that is in violation of the legal authority, the individual or group may file a uniform complaint form with the district.

ARTICLE VII – AMENDMENTS

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of proposed amendment must be posted as a part of the agenda and must be submitted to council members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.