

Newberry Springs Elementary School

School Site Council Bylaws

Adopted on October 13, 2011



ARTICLE I – TAME OF COUNCIL

The name of this council shall be the Newberry Springs Elementary School Site Council.

ARTICLE II – TOLE OF COUNCIL

The Single Plan for Student Achievement (SPSA), including a budget of discretionary funds, shall be developed and approved by the School Site Council.

The School Site Council, following approval of a Single Plan for Student Achievement by the school district governing board, shall have an ongoing responsibility to review with the principal, teachers, other school personnel, and parents/community members the progress of implementation of the school plan and to assess yearly its effectiveness. Modifications or changes in the plan or budget shall be recommended and approved or disapproved in the same manner with consideration of the recommendations from all stakeholders. The council shall carry out other duties and responsibilities assigned to it in the California Education Code. The council will also serve as a forum for parents and community members to voice their concerns about the school environment.

ARTICLE III – T EMBERS

Section 1 – Size and Composition

The School Site Council shall be composed of no less than 10 members consisting of five parents or community members, five staff members including the principal, teachers holding the majority of the staff configuration, according to Education Code.

Representation on the council shall be: the **principal**, at least **three classroom teacher representatives** elected by the teachers at the school, **one other school personnel** elected by the other school personnel at the school, **five**

parents of the pupils/community members elected by the parents of the students at the school.

The council shall be composed to ensure parity between (a) the principal, classroom teachers, and other school personnel and, (b) equal numbers of parents/community. Council members representing parents/community members may be employees of the district, but may not serve as a parent representative at the site of their employment.

Section 2 – Term of Office

All members of the council shall serve for a **two-year term**. At the conclusion of a member's second term, at least one full year shall elapse before such member may be elected for a new term.

Section 3 – Alternates

A list of alternates will be established from all the nominees on the ballot for a position on the council but were not voted in. The list shall be prioritized in accordance with the total votes garnered by the nominees. In the event of a tie, names will be drawn from a container with the order established by the order of the names pulled. In the event of a vacancy, the nominee with the next highest votes will be contacted and seated on the School Site Council.

Section 4 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council in person. No absentee ballots shall be permitted.

Section 5 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was elected. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The council, by two-thirds vote of all the members, can suspend or expel a member.

Section 6 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 7 – Resignation

Any member may resign by filing a written resignation with the local School Site Council.

Section 8 – Vacancy

Any vacancy on the council shall be filled for the balance of the term from the list of alternate nominees from the group the individual is representing that was established at the time of that election. In the event that an alternate is unavailable the council by simple majority may appoint a replacement member until the next cycle of elections.

Section 9 – Elections

Elections for the school employee representation of the council shall be completed in August of the new school year so that new members are in place prior to the adoption of the final budget.

The principal of the school shall facilitate the elections. The principal will also insure by way of an in-service prior to the election, that the entire staff shall know the responsibilities of the School Site Council and of their opportunity to be part of council.

The elections for parent/community member representation of the council shall be completed in August of the new school year. The principal will insure by several forms of communication, including letters, flyers, announcements at parent group gatherings, posted agendas, marquis announcements, etc., that all parents are advised of their right and responsibility to be part of the council.

ARTICLE IV – OFFICERS

Section 1 – Officers

The officers of the council shall be a chairperson, co-chairperson, secretary, sergeant at arms and such other officers as the council may deem desirable. Each member of the council may hold only one office each year.

Section 2 – Election and Term of Office

The officers of the School Site Council shall be elected annually at the first meeting of the year and shall serve for one year or until a successor has been elected.

Section 3 – Removal

Any officer can be removed by a two-thirds vote of all the members sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be thereby be served.

Section 4 – Vacancy

A vacancy of any office shall be filled by the School Site Council for the remainder of the term.

Section 5 – Chairperson/Co-Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incidental to the office of the chairperson and such duties as prescribed by the School Site Council. The chairperson, with the assistance of the principal, shall prepare the agendas for the meetings. If the chairperson is not present for a School Site Council meeting the co-chairperson will fulfill the duties of the chairperson for that meeting.

Section 6 – Secretary

The principal or a designee of the principal shall serve as secretary and shall keep the minutes of the School Site Council meetings, both regular and special. The secretary shall promptly transmit to each of the members, the school district, and other persons as the School Site Council may deem necessary, true and accurate copies of the minutes of such meetings, see that all notices are duly given in accordance with the provisions of these bylaws, be custodian of the School Site Council records and keep a roster of the address and telephone numbers of each member of the School Site Council that shall be furnished to the secretary by such member. The secretary shall and, in general, perform all duties incidental to the office of secretary and such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

ARTICLE V – COMMITTEES

Section 1 – Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

The purpose, rationale, description, and guidelines of standing committees shall be attached or removed from these bylaws as an addendum with a two-thirds vote of the council. The purpose, rationale, description, and guidelines of special committees shall be contained in the minutes of the meeting that approved the committee.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council may appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or with rules adopted by the School Site Council.

Section 5 – Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum and the act of a majority of members present at a meeting where a quorum is present shall be the act of the committee.

Section 6 – Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI – MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1 – Regular Meetings

The School Site Council shall meet a minimum of six times per year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

Section 3 – Place of Meetings

The School Site Council shall hold its regular meetings and its special meetings in a facility provided by the school that is readily accessible to the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of all regular meetings at least 72 instructional hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing, shall state the day, time, and location of the meeting, and shall be delivered either personally, email or by mail to each member.

Section 5 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum (one-half plus one of the members) are in attendance.

Section 6 – Quorum

The presence of one-half plus one of the total memberships shall be required to attend in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of members then holding office concur therein by their votes.

Section 7 – Conduct of Meetings

All meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order.

Section 8 – Meetings Open to the Public

All meetings of the School Site Council and standing or special committees shall be open at all times to the public. An opportunity to address the council for a maximum of three minutes each will be provided at the beginning of each meeting.

Heidi Chavez – Principal

Cindy Anderson – Teacher

Elaine Lambert – Teacher

Robin Acosta – Teacher

Theresa Lopez – Staff

Paula Blessing – Community Member

Cindy Hiatt – Parent

Jennifer Sanchez – Parent

Helen Sullivan - Parent

Vaughn Ulm – Community Member