

Preston Elementary School Site Council

School Site Council

BY-LAWS

Article I: Name:

The Name of this council shall be Lena M. Preston Elementary Site Council, Hereinafter referred to as the SSC.

Article II: Role/Purpose

The Purpose of the SSc shall be to assist the school to bring about the most effective programs in accordance with the guideline set by the State. The purpose of the SSC shall be to carry out the following duties:

- 1.) Make recommendations for, and review the proposed Single Plan for School Achievement (School Plan), with input from all school advisory committees.
- 2.) Oversee the development of and approval for the School Plan and related expenditures in accordance with all state and federal laws and regulations.
- 3.) Recommend the School Plan and expenditures to the governing Board of Education for approval.
- 4.) Provide ongoing monitoring of the implementation of the plan with the principal, teachers and other staff members.
- 5.) Make modifications to the School Plan for governing Board approval whenever a material change is made in planned activities or related expenditures, as defined by Board policy and procedures.
- 6.) Annually help evaluate the School Plan and progress made toward school goals and strategies to raise the academic achievement of all students.
- 7.) Carry out all other duties as assigned to the council by the Board and by state laws.
- 8.) Serve as a vehicle for communication between community and school.

Article III: Membership

Section 1: Composition

The SSC shall be composed of the school principal, or assistant principal in the event the principal cannot attend; (3) three certificated staff selected by teachers at the school; (1) other school personnel selected by the other school personnel at the school; (1) English advisory Parent representative, and (4) parents/legal guardians of pupils attending the school selected by such parents. Council members representing parents shall not be employees of the school site. Two (2) alternates shall be annually for the classroom teacher, other personnel ELAC, and (2) two alternates for the classroom teacher, other personnel, ELAC, and (2) two alternates for the parent/guardian category.

Section 2: Election of Members

The Council members and alternates will be volunteers. Their names will be put on a ballot during the first trimester. An election will occur only if more nominations are received than there are positions to be filled. Notification of the elevation will be sent to all interested parties two weeks in advance. A reminder will be sent two days in advance. An alternate shall serve in the absence of a regular member at any meeting.

Section 3: Terms of Office

All members of the council shall serve for a two-year term. Members may serve only two (2) consecutive terms.

Section 4: Voting Rights

Each member, or alternate, shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. There shall be alternates for each position. Alternates can attend meetings and vote in the absence of a quorum of elected members.

Section 5: Termination of Membership

A teacher or other school personnel shall no longer hold membership should he/she cease to be assigned to this school.

A parent shall no longer hold membership should he/she cease to have a child enrolled at Preston Elementary School or no longer meet the membership requirements under which they were selected, i.e., a parent becomes employed by the school site.

Membership may be terminated for any member who is absent, without prior notification from three meetings per year. (The council may waive this requirement in the event of extenuating circumstances)

Section 6: Transfer of Membership

Membership in the School Site Council is not transferable or assignable, except in the case when an alternated becomes a voting member.

Section 7: Resignation

Any member may resign by submitting a written letter to the SSC chairperson.

Section 8: Vacancy

Any vacancy of the SSC occurring during the term of office shall be filled by the seating of a previously elected alternate member to fill the remainder of the term.

Article IV Officers

Section 1: Officers

The officers of the School Site Council shall be Chairperson, Vice-Chairperson, Secretary, DAC representative.

Section 2: Election and Term of Office

The officers of the SSC shall be elected annually and shall serve for one year. The officers will be elected at the first meeting of the SSC.

Section 3: Removal

Any officer may be removed by two-thirds vote of all members present at the SSC whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4: Vacancy

A vacancy in any office shall be filled by election at the next SSC meeting for the remaining portion of the term of office.

Section 5: Chairperson

The chairperson shall assist with agenda planning and preside at all meetings of the SSC and may sign all letters, reports, and other communication of the SSC. In addition the Chairperson shall perform by the School Site Council from time to time.

Section 6: Vice-Chairperson

The duties of the Vice-Chairperson shall be to represent the chairperson in the assigned duties and to substitute for the Chairperson during his or her absence. The Vice-Chairperson shall perform such other duties as from time to time be assigned by the Chairperson or the SSC

Section 7: Secretary

The Secretary shall keep the minutes of the meetings, both regular and special, and shall promptly transmit to each of the members, to the school district, and to such other person as the School Site Council may deem true and correct copies of the minutes of such meeting, see that all notices are duly given in accordance with provisions of these By-laws, be custodian of the School Site Council records, keep a register of the postal and e-mail address and telephone number of each member of the SSC, (with their permission) which shall be furnished to the Secretary by each member, and in general, perform all duties incident to the office of Secretary and other duties as from time to time may be assigned to the office by the chairperson of the SSC.

Section 8: DAC Representative

The DAC representative shall represent Preston Elementary on the RUSD advisory Committee. The DAC representative shall faithfully communicate the interest of Preston Elementary School and vote on behalf of the SSC. The DAC representative shall serve at the pleasure of the SSC.

ARTICLE V Meetings of the SSC

Section 1: Regular Meetings

No less than eight SSC meetings shall be held during the school year, time and day shall be determined by the council at the first meeting of the school year.

Section 2: Special Meetings

The chairperson, with a majority vote of members, may call special meetings. These meetings shall be posted 72 hours prior to the meeting date. In addition, members will be notified by telephone if considered necessary. These meetings shall also be open to the public.

Section 3: Place of Meetings

The SSC shall hold its meetings in a facility provided by the school and readily accessible by all members of the public.

Section 4: Notice of Meetings

Public notice shall be given of regular meetings at least seventy-two hours in advance of the meeting. Any change in the establishment date, time or location must be given in writing; shall state the day, hour and location of the meeting; and shall be delivered either personally or by mail, or via student to each member not less than forty-eight hours or more than two weeks prior to the date of such meeting.

Section 5: Quorum

The presence of **six (6)** members 51% of elected members including the administrative representative shall be required in order to constitute a quorum necessary for the transactions of the business of the SSC. No action taken shall be valid unless a majority of the members concur by their votes. A parent who is a voting member of his/her designated alternate must make up part of the quorum.

Section 6: Decision of the SSC

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 is in attendance.

Section 7: Conduct of Meetings

All regular and special meetings of the SSC shall be conducted in accordance with **ROBERTS RULES OF ORDER** or an appropriate adoption thereof.

Section 8: Meeting Open to Public

All regular and special meetings of the SSC shall be open at all times to the public.

ARTICLE VI Amendments

These BY-Laws may be amended at any regular meeting by a two-third vote of the membership in attendance and in accordance with the District policy and the Education Code. Amendments will be proposed at regular scheduled meetings and considered for adoption at the subsequent meeting of the council.

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