

John E. Steinbeck Elementary School Site Council By-Laws

Article I Duties of the School Site Council

The school site council of **John E. 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* (SPSA) 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 school district governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make recommendations to modify the plan whenever the need arises.
- Provide modification recommendations of plan to school administrator(s), so in turn, site administrators can submit the revised plan to the governing board for approval.
- Annually, (and at each semester, trimester, etc), 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
- 2 Other school staff members (*1 classified & 1 OTHER*)
- 5 Parents or community members

School site council members chosen to represent parents may be employees of the school district.

Section B: Term of Office

School Site Council members shall be elected for **2 to 3 (*maximum*)**-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

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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. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The school site council may, by an affirmative vote of the majority of its members, suspend or expel a member. The School Site Council may suspend or expel a member, should the member be absent to two (2) consecutive SSC meetings without a valid excuse or three (3) consecutive meetings with or without a valid excuse. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

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 regular elections.

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 (ie., School site and District English Language Advisory Committee Representative, Member, ect.).

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.

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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 parents present at the school site council meetings.
- 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

Prior to an officer's two or three-year term ending, elections shall be held to determine who the successor shall be. Elections shall be held until a successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a majority vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by regular elections.

Article IV

Committees

Section A: Subcommittees

The school site council may establish and/or 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: Terms of Office

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

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Section C: 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 D: 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 members 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

The school site council shall meet regularly, on a monthly basis. 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, of all meetings, shall be given 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: *Parent Newsletters, School Site Council Parent Reminder Notices, and/or the school site's phone messenger system.*

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

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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.

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 the majority of members present. Written notice of the proposed amendment must be submitted to school site council members at least two days prior to the meeting at which the amendment is to be considered for adoption.

*These School Site Council By-Laws were reviewed and approved by the **John E. Steinbeck School Site Council**.*

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James Jones

School Site Council President

10/01/2020

Date

Genaro Anaya

Elementary School Principal

10/01/2020

Date