Coyote Creek

Bylaws for School Site Council

Coyote Creek Elementary School Site Council By-Laws

ARTICLE I NAME
The name of this committee shall be the Coyote Creek Elementary School Site Council.

ARTICLE II PURPOSE
The purpose of this council shall be to:

1. Annually develop and recommend to the San Ramon Valley Unified School district Board of Education the Coyote Creek Elementary
School Improvement Plan.
2. Annually review the implementation of the Single Plan for Student Achievement (SPSA).
3. Annually assess the effectiveness of the Single Plan for Student Achievement.
4. Annually establish, implement and review the effectiveness of a school improvement plan (SIP) budget, consistent with the Education code, and if necessary, make modifications in the plan to reflect changing needs and priorities.
5. Take other actions required by the Education Code.

ARTICLE III MEMBERSHIP
Section 1 – Size and Composition

The School Site Council shall be composed of 10 members: Principal, three teachers, one representative of other school personnel, and five parents. The School Site Council membership may increase as the school population grows.

The needs and resources of the School Improvement Program require that members include representation of parents and staff. All socio-economic and ethnic groups represented in the school attendance area will be encouraged to participate. Representation on the council shall be; the principal, representatives of teachers selected by teachers at the school; other personnel selected by other school personnel at the school and parents of pupils attending the school selected by such parents. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) an equal number of parents.

Classroom teachers shall constitute the majority of those persons representing school staff.

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

Section 2 – Term of Office

All members of the council shall serve for a two-year term beginning on July 1. Elections will be held in April or May to fill terms ending the following June 30. Classroom

teachers and other school personnel shall be elected by the school staff. Parent members shall be elected by a ballot of school parents, limiting each family to one vote. Ballots will be provided to all parents/families. The council may designate two runners up as alternates who would be eligible to complete the school year for any unforeseen parent vacancies. If the election does not result in any runner-up candidates, then no alternates will be designated.

Section 3 – 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. A member may not cast a vote if they were absent from the meeting when discussion of the matter was held. The elected alternate shall vote in the absence of the representative, provided that alternate was present for all discussion related to the vote during the current meeting or prior meetings. Absentee ballots shall not be permitted.

Section 4 – 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 selected; e.g., a parent becomes employed by the district. Board members may elect to terminate the membership of any other board member who is absent from all regular meetings for a period of two consecutive months and a total of three months during the same school year.

Section 5 – Transfer of Membership

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

Section 6 – Resignation

Resignation will be accepted only upon written notice to the chairperson.

ARTICLE IV OFFICERS

Section 1 – Officers

The officers of the School Site Council shall be a chairperson, vice chairperson, secretary and such other officers as the council may deem desirable.

Section 2 – Election and term of Office

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

Section 3 – Removal

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

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – 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 incident to the office of chairperson and such other

duties as may be prescribed by the School Site Council from time to time.

Section 6 – Vice Chairperson

In the absence of the chairperson, the vice-chairperson shall assume the duties of the chairperson.

Section 7 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to each of the members, to the school district site council representative, and to such other persons as the School Site Council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these by-laws; be custodian of the School Site Council records; keep a register of email addresses and telephone numbers for each member of the School Site Council which shall be furnished to the secretary by such members, and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council. In the absence of the chairperson and vice- chairperson, the secretary shall preside.

ARTICLE V COMMITTEES

Section 1 – Regular Meetings

The School Site Council shall meet monthly throughout the school year, preferably on the last Tuesday or Thursday of each month. The December meeting may be skipped due to scheduling. Meeting place and time will be scheduled at the first meeting on the new School Site Council.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by the 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 readily accessible by all members of the public including handicapped persons.

Section 4 – Notice of Meetings

Notice shall be given of regular meetings at least 72 hours in advance of the meeting. The meeting agenda will be posted publicly, either online or hard copy, or both and shall be distributed to members. Any change in the established date, time of location must be given special notice. Any notice shall state the day, hour, and location of the meeting; and shall be delivered either personally, by mail or telephone, to each member not less than 48 hours prior to the date of such meeting.

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 is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership shall be required 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 the members then holding office concur therein by their votes.

Section 7 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with *Robert's Rules of Order* or in accordance with an appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.