

Mariemont Elementary School Site Council Bylaws

ARTICLE I – NAME OF THE COUNCIL

The San Juan Unified School District has established the Mariemont Elementary School Site Council. Hereinafter, this school site council may be referred to as the council.

ARTICLE II – ROLE OF THE COUNCIL

The school site council 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 school site council has responsibility for the following duties:

- Analyzing and evaluating the academic achievement of all students in the school;
- Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the school's Single Plan for Student Achievement;
- Developing and approving the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan including related budget expenditures to the local governing board;
- Providing ongoing monitoring of the implementation of the plan and budgets/expenditures;
- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school's program for compliance and quality;
- Annually evaluating the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students;
- Encouraging 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 school-site council; and
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

Every two years, an English Learner Advisory Committee may elect to have the school site council serve as the site leadership body for the EL program. If this occurs, the school site council will assist the principal and staff in:

- Developing a detailed school plan for EL students as a part of the Single Plan for Student Achievement that is submitted to the local board of education;
- Developing the school's needs assessment for EL students;
- Adminstrating the school's language census; and
- Assuring that efforts have been made to notify EL parents of the importance of regular school attendance.

ARTICLE III – MEMBERS

Section 1: Size and Composition

The school site council will be composed of 10 members.

Half of the representation on the council shall be from the school staff, which will include:

1. 1 Principal;
2. 3 Teachers, selected by teachers; (NOTE: Classroom teachers shall constitute the majority of those persons representing the school staff)
3. 1 Other School Personnel.

The remaining half on the council shall be:

1. 5 Parents or community members, selected by parents at the school.

Section 2: Term of Office

All members of the council shall serve for a term of 2 years. 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 members elected during the even 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

Elections of council members shall be held each year in May or at the beginning of the following school year. Annually, the school site council will establish an Election Committee composed of a teacher, other school personnel, parent, and student, if appropriate, to oversee the election of council members.

Election Committee Duties:

- Supervise the election procedure,
- Identify nominees based on the nominating procedure,
- Unseal and count the ballots,
- Declare elected representatives based on the election procedure.

Section 4: Voting Rights

Each member of the council shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted, and 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 or she cease to be a resident of the school or no longer meet the membership requirements. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive meetings. The council can suspend or expel a member by an affirmative vote of two-thirds of all the members.

Section 6: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section 7: Resignation

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

Section 8: Vacancy

Any vacancy on the council that occurs during the term of a member shall be filled by:

- An election of a new member by the appropriate representative group,
 - Appointment of a new member to fill the remainder of the term (selected by the remaining peer group members).
-

ARTICLE IV – OFFICERS

Section 1: Officers

The officers of the council shall include a chairperson, vice-chairperson, secretary, and any other officers the council shall deem as desirable.

Section 2: Election of Officers and Terms of Office

The officers of the council shall be elected annually and shall serve a term for one year or until a successor has been elected.

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 shall be filled by a special election of the council.

Section 5: Officer Duties

The chairperson shall:

- Preside at all meetings,
 - Sign all letters, reports, and communications,
 - Perform all duties incident to the office.
-

Section 3: Standing and Special Committee Term of Office

The council shall determine the membership terms for all standing and special committees.

ARTICLE VI - MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1: Meetings

The council shall hold its regular meetings at 7:30 am on the third Thursday of the approved month. Special meetings may be called by the chairperson or by a majority vote of the council.

Section 2: Place of Meetings

Meetings shall be held at a facility provided by the school, unless alternative sites are determined by the school principal and council chairperson.

Section 3: Notice of Meetings

Written notice of the meeting shall be posted at least 72 hours in advance. This notice shall specify the date, time, and location of the meeting.

Section 4: Quorum

A quorum is constituted by the presence of 51% of the council members.

Section 5: Conduct of Meetings

Meetings shall be conducted according to the rules established by Education Code 35147 and Robert's Rule of Order.

Section 6: Meetings Open to the Public

All meetings shall be open to the public, and every agenda will provide an opportunity for public comment.

Section 7: Communication with the Local Board of Education

The school site council shall implement the rules and regulations defined in local board policy.

Section 8: Uniform Complaint Procedures

The school site council shall participate in annual training about the district's uniform complaint procedures.

ARTICLE VII - BYLAW 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, with written notice provided at least 3 days prior.

This document can serve as a reference for understanding the structure and responsibilities of the Mariemont Elementary School Site Council. If you need further modifications or details, feel free to ask!