

Rio Tierra Junior High School
Site Council Bylaws

Article I

The name of this council shall be the Rio Tierra School Site Council

Article II

Role of Council

The school improvement plan, including a budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school improvement plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all duties and responsibilities assigned to it in the Education Code of the State of California.

Article III

Members

Section 1 – Size and Composition

A School with population of over 300 pupils shall operate a SSC that has the representation of all of the following:

- One principal
- Three teachers, selected by the teachers
- One school staff member representing the other school personnel, selected by the other school personnel

- Four parents or community members selected by parents or community members, and one pupil selected by the pupils.

A school with a population of fewer than 300 pupils may operate an SSC that has the representation of all of the following:

- One principal
- One teacher, selected by the teachers
- One school staff member representing the other school personnel, selected by the other school personnel
- If the school is an elementary school, three parents or community members selected by parents, or if the school is a secondary school, two parents or community members selected by parents, and one pupil selected by the pupils (*EC* Section 65001[d][1])

In other words, the minimum number of SSC members for schools with fewer than 300 pupils is a total of six (6) (e.g. 1 principal, 1 teacher, 1 school staff, 3 parents/community members or pupils). Additionally, the local governing board or body of the LEA shall obtain approval from its local bargaining unit, if applicable (*EC* Section 65001[d][2]). When possible, additional parents or community members and classroom teachers will be added to the School Site Council so long as parity between school staff and parent community members is maintained.

The needs and resources of the school improvement program require that

membership include board representation of parents, students, and staff, including all socioeconomic and ethnic groups represented in the school attendance areas. Representation on the council shall be: the principal, representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils

attending the school selected by such parents, and pupils selected by pupils attending the school. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parents and pupils. Selections (elections) should occur no later than October of appropriate representatives to serve on the School Site Council.

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. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except for the principal) shall serve for a one-year term. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote for council. The elected alternate shall vote in the absence of the representative. Telephone and electronic voting shall 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. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive months. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

Section 5 – Transfer of Membership

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

Section 6 – Resignation

Any member may resign by filing a written resignation with the local school district governing board.

Section 7 – Vacancy

Any vacancy that occurs on the School Site Council, during the school year, shall be filled by site counsel appointment for the remainder of the school year. Appointees may run for the remainder of the term. In the special election, the affected population (parents, students or teachers) will be notified of the vacancy; allowed to volunteer for the position to vote.

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 interests of the council would be served thereby.

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

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

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, 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 bylaws; be custodian of the School Site Council records; keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the secretary by such member; 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.

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

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 shall appoint members to various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and 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 government not inconsistent with their bylaws or with rules adopted by the School Site Council or with policies of the governing board.

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 act of a majority of the members present at a meeting at which 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 conduct a minimum of 4 regularly scheduled meetings per year.

Section 2 – Special Meetings

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

Section 3 – Place of Meetings

The School Site Council shall hold its regular scheduled meeting and special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons. School Site Council Meetings can be held virtually over Zoom or other electronic meeting platforms.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting via the school message board and on the school web page. 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, hour.

and location of the meeting; and shall be delivered either personally or by mail to each member not less than 72 hours or more than two weeks 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

A vote by at least 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 adaption thereof.

Section 8 – Meeting 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.

Confirmation

The following representatives to the School Site Council have reviewed the above listed bylaws and approve their contents within.

Principal Signature

Date

SSC Chair Signature

Date

Staff Member Signature

Date

Parent Signature

Date
