

**East Bay Arts High School
School Site Council By-Laws**

Article I

Name

The name of this committee shall be the **East Bay Arts** School Site Council.

Article II

Purpose

The purpose of the Site Representative Council shall be to:

1. Ensure there is a system of checks and balances for transparency and accountability, supporting the notion that decisions about the school should be made as a collective body.
2. Annually review the Single Plan for Student Achievement (SPSA) and budget to ensure that it is consistent with state guidelines and recommend modifications to the plan to reflect changing improvement needs and priorities.
3. Take other actions as required by the Education Code or as other issues arise that impact the school site.

Article III

Membership

1. Should the student population exceed 299, the council shall be composed of the principal, 3 representatives elected by the teachers, one other school personnel elected by their peers, three students and two parents/guardians or other community members elected by the parents.
2. Should the student population exceed 299, the membership of this Council shall include no more than 10 voting members and can be expanded by council members in order to represent all stakeholder groups. No member has veto power.
3. Should the student population be fewer than 300, per California Department of Education guidelines, the council shall be composed of the principal, one teacher selected by the teachers, one school staff member representing the other school personnel, selected by the other school personnel, two parents/guardians or community members selected by parents and one student selected by the students.
4. The minimum number of SSC members for schools with fewer than 300 pupils is a total of six voting members. (e.g. one principal, one teacher, one school staff, three parents/guardians/community members or students).
5. Council members representing parents/guardians, other community members or pupils shall not be employees of the school district at the school site for more than 15 hours per week..
6. Resignations shall be accepted only upon written notice to the council chair.
7. Members shall be elected to serve for two years of existence of the council. Members may serve for more than one term consecutively (if there are no volunteer participants) upon approval of the SSC.
8. Should a member resign or a vacancy occur before the new elections are held, the chair shall appoint the next alternate as determined by a previous vote. If an alternate is not available then the chair shall seek volunteers. Should there be no volunteers, the chair shall make an appointment until the next election.
9. After a member has missed two consecutive meetings without notifying the chair of special circumstances, a vacancy shall be declared.
10. If a member cannot attend, the member may designate a parent representing that member with the power to vote after informing the chair of special circumstances. After a member has missed two consecutive meetings a vacancy will be declared.
11. The Council will elect officers at the first meeting: chairperson and secretary.

Article IV

Committees

1. The chairperson shall appoint such committees as they consider necessary or as directed by the majority of the Council members.

Article V

Elections

1. Families will be notified in writing at the beginning of the school year about the first meeting of the School Site Council (SSC) and will open up nominations for members. Parents/guardians may volunteer or be nominated for a position on SSC. Nominations will be submitted no later than 7 school days of notification. Additionally, families will be notified in September through a public notice about the first meeting of the School Site Council (SSC).
2. Parents/guardians nominated will be added to the ballot - the ballot will be distributed electronically, with paper option, if requested. The ballot will include a due date. Once the due date is reached, the ballots will be tallied and nominated candidates will be notified. The first SSC meeting agenda and minutes will reflect parent election results.

3. If there is more than one volunteer, school personnel representatives will be elected in the fall prior to the first Council meeting of the year. Teachers and staff may volunteer or be nominated. Written or electronic ballot voting will be held for teachers and staff for their peer representatives.
4. If there are more than two volunteers, students will be elected by a vote of their peers which will take place within the first 30 days of the school year for the upcoming year. Results of the balloting will be reviewed by the chair and at least one member of the council

Article VI Meetings

1. A minimum of 6 meetings will be held during the school year and are open to the public
2. Notices will be posted 72 hours prior to the meeting.
3. A quorum of the representatives is needed prior to voting and conducting business
4. Minutes will be published for all families in general and sent to district office staff and the superintendent's designee.

Article VII Amendments

1. The bylaws may be amended at any meeting if a quorum is present. A quorum is composed of 2/3 of the council membership.
2. The meetings will be governed by these bylaws and any decisions made by the Council will be reached by consensus.