



School Site Council Bylaws

ARTICLE I – NAME OF THE COUNCIL

The Natomas Unified School District has established the Two Rivers School Site Council. Hereinafter, the School Site Council may be referred to as the Council or SSC.

ARTICLE II – ROLE OF THE COUNCIL

The School Site Council is required, under state law, to service as the school community representative body for determining the focus of the school's academic instructional program and all its related categorical resources.

The School Site Council has responsibility for these duties:

- Analyze and evaluate the academic achievement of all students in the school.
- Obtain recommendations for school site advisory, standing and special committees regarding the focus of the School's Single Plan for Student Achievement.
- Develop and approve the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
- Recommend the school plan, including related budget expenditures, to the local governing board.
- Provide ongoing monitoring of the implementation of the plan and budgets/expenditures.
- Revise the school plan, including expenditures, timelines and evaluation criteria, as needed.
- Participate in all local, state and federal reviews of the school's program for compliance and quality.
- Annually evaluate the effectiveness of the school's progress toward meeting school goals to realize student achievement for all students.
- Encourage 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.
- Carry out all other duties assigned to council by the district governing board and by state or federal law.

Every two years, an English Learner Advisory Committee (ELAC) 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, after training, will assist the principal and staff to:

- Develop 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.

- Develop the school's needs assessment for EL students.
- Administrate the school's language census.
- Assure that efforts have been made to notify EL parents of the importance of regular School attendance.
- Elect a representative to the District English Language Advisory Committee (DELAC).

Every two years, a School Advisory Committee (SAC) required under the Economic Impact Aid – State Compensatory Education (EIA-SCE) Program may elect to have the School Site Council serve as the site leadership body for this program. The School Site Council will assist the principal and staff to:

- Develop a detailed school plan for low income, educationally disadvantaged and English learner students as a part of the Single Plan for Student Achievement that is submitted to the local board of education.
- Annually evaluate the effectiveness of the EIA-SCE Program.
- Monitor the implementation of the EIA-SCE Program.
- Carry out all other duties assigned to the committee by the district governing board, District Advisory Committee (DAC) and state or federal law.
- Select a representative, if appropriate, to the DAC.

Annually, the School Site Council votes to determine whether the school will participate in the School-based Coordination Program (SBCP). As a part of this vote, the School Site Council will identify those programs that the school chooses to coordinate (i.e., School-Library Improvement Block Grant; GATE; EIA-SCE; special education services [NOTE: EIA-LEP FUNDS MAY NOT BE INCLUDED IN SBCP; HOWEVER, IT IS A PART OF THE SSC'S RESPONSIBILITY AS IT IS A PART OF THE SCHOOL'S SINGLE PLAN FOR STUDENT ACHIEVEMENT]).

ARTICLE III – MEMBERS

SECTION 1: SIZE AND COMPOSITION

The School Site Council will be composed of ten (10) members. Half of the representation on the council shall be from the school staff. This council half will include:

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

-and-

The remaining half on the council shall be:

- (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 selected 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/elected by the appropriate representative group.

SECTION 3: SELECTION/ELECTION OF MEMBERS

Elections of council members shall be held each year in September.

Annually, the School Site Council will establish and Election Committee composed of teacher, other school personnel, parent to oversee the election of council members.

Election Committee: The duties of the committee shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedure, to unseal and count the ballots and to declare elected representatives on the basis of the election procedure.

The following procedures shall be followed in nominating candidates and selecting/electing council members:

Teachers: Secret Ballot

Parent/Guardians: Secret Ballot

Other School Personnel: Secret Ballot

Election ballots shall be prepared by the Election Committee with the assistance of the principal and shall be distributed in the following manner to each peer group:

Ballots are available to fill out in the school office between 7:30 a.m.-3:30 p.m. and should be returned to the voting box.

In all elections for council members, ties will be decided by lot.

Paper ballots will be used. For compliance purposes, ballots will be retained for 4 years.

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. Alternates Are not permitted.

SECTION 5: TERMINATION OF MEMBERSHIP School Site Council

The principal and SSC chairperson will stress the importance of attending SSC meetings. Should a member consistently fail to attend meetings, the principal and SSC chairperson will meet with the member.

A member can be terminated through a recall by the peer group.

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 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, not the Council as a whole); or
- Seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

ARTICLE IV – OFFICERS

SECTION 1: OFFICERS

The officers of the Council shall include a chairperson, vice-chairperson, secretary, parliamentarian 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.

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 because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of the officer's term.

A vacancy in any office shall be filled by a special election of the Council. This special election will be included in the posted meeting agenda.

'SECTION 5: OFFICER DUTIES

The chairperson shall:

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

The vice-chairperson shall:

- Represent the chairperson or council in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the Council.
- Promptly transmit to each of the Councilmembers and district representative correct copies of the minutes of such meetings.
- Prove all notices in accordance with the provisions of these bylaws.
- Serve as custodian of the Council records.
- Maintain a register of the address, phone number, and term of office of each Councilmember.

- Maintain a register of the chairpersons of other school advisory and subcommittee members, including addresses and phone numbers.
- Perform all duties incident to the office of secretary.
- Perform such duties that are assigned by the chairperson or the Council
- The Principal will draft the SPSA for the council to review/amend and/or approve.

The parliamentarian shall:

- Attend all meetings and give necessary advice in parliamentary procedure when requested.
- Chair the Nominating Committee: see Section 3- Selection/ Election of Members
- Call the first meeting of the committee, conduct election of a chairman and give instructions in procedure.
- Review bylaws annually and amend as needed.

Annually, each School Site Council shall convene a professional development committee, composed of a majority of teachers, to determine the professional development activities included within the Single Plan for Student Achievement.

ARTICLE V – COMMITTEES

SECTION 1: STANDING AND SPECIAL COMMITTEES

The School Site Council may, from time to time, establish standing or special committees to perform various functions as prescribed by the Council. All such committees will include representation from the various representative groups.

All appointed individuals and committees serve at the pleasure of the Council and are advisory to it. No standing or special committee may exercise the authority of the Council. A standing or special committee may be abolished by a vote of the Council.

The purpose of these committees is to:

- Gather and analyze data.
- Examine materials, staffing, or funding possibilities.
- Propose to the Council strategies for improving the instructional practices.

SECTION 2: STANDING AND SPECIAL COMMITTEE MEMBERSHIP

Unless otherwise determined by the Council, the Council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

SECTION 3: STANDING COMMITTEE TERM OF OFFICE

The Council shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

SECTION 4: STANDING AND SPECIAL COMMITTEE RULES

Each standing and special committee will establish procedural rules that are consistent with the Council's bylaws and the district governing board.

ARTICLE VI – MEETINGS OF THE SCHOOL SITE COUNCIL

SECTION 1: MEETINGS

The Council shall hold its regular meetings at 5:00 p.m. on the first Wednesday of the month.

Special meetings of the Council may be called by the chairperson or by a majority vote of the Council.

SECTION 2: PLACE OF MEETINGS

The Council shall hold its regular meetings at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined jointly 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 of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any change in the established date, time or location of the meeting needs to be especially noted in the agenda. The Council shall not take any action on any item of business unless that item appears on the posted agenda or unless the Council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda. Questions of brief statements made at a meeting by members of the Council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 3 days in advance of the meeting, personally, by mail, or by e-mail.

The Council will annually notice representative groups of the meetings schedules through: Inclusion in school communications (i.e., bulletins, newsletters).

All agendas will be posted in the school office window, staff room, and in secondary schools, in the cafeteria.

SECTION 4: QUORUM

The presence of 51% of the Council membership in attendance at the meeting will constitute a quorum. No decisions of the Council shall be valid unless a quorum of the membership is present.

SECTION 5: CONDUCT OF MEETINGS

Meetings of the Council shall be conducted in accordance with the rules of order established by *EC § 35147* and the *Robert's Rule of Order* or an adaption thereof approved by the Council. If

the Council violates any of the procedural meeting requirements found in *EC §35147*, and upon demand of any person, the Council shall reconsider the item at its next meeting, after allowing for public input.

SECTION 6: MEETINGS OPEN TO THE PUBLIC

All meetings of the Council and its appointed committees shall be open to the public. Any member of the public shall be able to address the Council during the meeting on any item within the subject matter jurisdiction of the Council.

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the School Site Council on any item of interest to the public, before or during the Council's consideration of that item.

The Council may not take any action on any item of business unless that item appears on the posted agenda or unless Council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the Council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The School Site Council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the Council.

The minutes of the Council meeting are public records and are available to the public.

Any materials provided to the School Site Council shall be made available to any member of the public who request the materials pursuant to the California Public Records Act [Chapter 3.5 (Commencing with Section 6205) of Division 7 of Title 1].

SECTION 7: COMMUNICATION WITH THE LOCAL BOARD OF EDUCATION

The School Site Council shall implement the rules and regulations as defined in local board policy. The Council may communicate with the board by submitting a letter to the Board of Education office. A School Site Council may request to speak at a local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related budget found in the school's Single Plan for Student Achievement. The Board of Education will provide written notification to the Council about their concerns.

SECTION 8: UNIFORM COMPLAINT PROCEDURES

Annually, the School Site Council shall participate in training about the district's Uniform Complaint Procedures. This training will review procedures for filing a complaint. If any School Site Council member or member of the public believes that the School Site Council has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with the district.

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 member present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to the Council members at least 3 days prior to the meeting at which the amendment is to be consider for adoption.