

# ELK HILLS ELEMENTARY SCHOOL DISTRICT

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501 Kern Street

Tupman, California 93276

(661) 765-7431

## SCHOOL SITE COUNCIL BYLAWS

### Article I

#### *Name of Council*

Name of the council shall be the Elk Hills School Site Council, referred herein as the Council.

### Article II

#### *Purpose*

- A. Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
- B. Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- C. Recommend the plan and expenditures to the governing board for approval.
- D. Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- E. Make modifications to the plan whenever the need arises.
- F. Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- G. Annually, evaluate the progress made toward school goals to raise the academic achievement of all students.
- H. Carry out all other duties assigned to the Council by the district governing board and by State Law.

**Article III**  
*Membership*

**Section 1: Council Size and Composition**

- A. The membership of this Council shall not exceed 10 persons.
- B. The council shall be composed of community members (5) and school staff (5), elected by their peers with equal representation of parents & staff:  
Example: (5 Staff & 5 Parent Reps):
  - The School Administrator shall be an voting ex officio member of the school
  - Three (3) Certificated classroom teachers elected by certificated staff.
  - One (1) Classified school staff members elected by classified staff.
  - Five (5) Parents or community members elected by parents site council. (Ed. Code Section 52012)
- C. The Council shall be constituted to ensure parity between (a) the administration, classroom teachers, and other school personnel; and both (b) parents or other community members.
- D. Classroom teachers shall comprise the majority of those persons representing school staff.

**Section 2: Election Procedure**

- A. Nominations and elections of classroom teachers and other school staff members will take place at staff meetings held in September of each school year.
- B. A notice will be sent home t with students informing parents of the need for new parent members of SSC and requesting interested parents to submit their names to be put on a ballot. Once names have been received, a ballot will be made. A second notice will be sent home with students introducing nominated parents who agreed to be placed on the ballot and announcing a meeting to be held (Back to School Night or special meeting), where elections will be held for new SSC parent members. Then all parents in attendance will receive a ballot and instructed to vote for their choice of SSC parent members. The ballots will be tallied. The parents with the most votes will be SSC parent members. An announcement of the new parent SSC members will be sent home and documented in the School Site Council meeting minutes.

## **Section 2: Term of Office**

All members of the Council shall have a one-year term. Selection shall be held at least one week prior to the October meeting with the term of office beginning in October. Members may serve consecutive terms if elected.

## **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 if he or she is present. Absentee ballots shall not be permitted.

## **Section 4: Vacancies**

- A. Any vacancy on the SSC will be filled by the next runner-up on the most recent SSC ballot.
- B. In the event no alternate exists, the vacancy shall be filled by appointment of chairperson and approval of SSC.
- C. Membership in the Council is not transferable or assignable.
- D. The council, by affirmation vote of two-thirds of all members of the SSC, may suspend or expel a member when in the judgment of the Council expelling a member will be in the Council's best interest.
- E. Resignations will be accepted only upon written notice to the chairperson.
- F. A parent or community member shall no longer hold membership should he/she cease to be a resident of the school district.

## **Article IV**

### *Duties of Council Members*

It shall be the duty of all council members to:

- Attend all meetings.
- Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

## **Article V**

### *Officers*

The officers of this council shall be a chairperson, a vice-chairperson, and a recording secretary.

**Article VI**  
*Duties of Officers*

**Section 1: Chairperson**

- A. It shall be the duty of the chairperson to preside at all meetings.
- B. The chairperson shall send notices of meeting and/or agenda, attend to correspondence, and sent out publicity as directed.
- C. The chairperson and principal shall prepare the agenda.
- D. Sign all letters, reports and other communications of the council.

**Section 2: Vice-Chairperson**

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

**Section 3: Recording Secretary**

- A. The recording secretary shall keep the minutes of all meetings.
- B. Should both senior officers be unavailable, the recording secretary shall preside.
- C. Be custodian of the records of council.
- D. Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.

**Section 4: Election and Term of Office**

- A. The officers of the Council shall be elected by a vote of the council and shall serve for a term of one year, consecutive terms are permitted.

**Section 5: Removal**

An officer may be removed by a two-thirds vote of all members of the council.

**Section 6: Vacancy**

Any vacancy in an office for any reason shall be filled by a majority vote of the Council, with the officer to serve for the remainder of the term.

**Article VII**  
*Committees*

The Chairperson shall appoint such committees as he or she considers necessary at any time, or as directed by the majority of the members present.

**Article VIII**  
*Organization*

- A. The meeting will be governed by these bylaws, and any dispute will be settled by Robert's Rules of Order and Educational Code Section 35147(c).
- B. School Site Council shall strive to reach consensus on recommendations. When consensus is not possible, action including the adoption of bylaws, shall be approved by a majority vote of members present of each half (providers and clients) of the council, thereby ensuring that at least a majority of both providers and clients consider such decisions feasible and/or advisable.
- C. The school Principal/Superintendent is responsible to the board for the total educational program of the school. If, because of this responsibility, the principal/ superintendent is unable to agree with the decision of the council on any matter he or she shall state the reason(s) for such disagreement and may refer the matter at issue to the board for an administrative recommendation. The board of trustees shall have the authority to make final decisions.
- D. "No (School Site Council Single Plan for Student Improvement) plan shall be approved unless it is developed and recommended by a School Site Council." (Education Code 52034)

**Article IX**  
*Meetings and Quorum*

- A. Meetings shall be held monthly during the school year. Special meetings of the council may be called by the chairperson or by a majority vote of the council.
- B. The presence of 51 percent of the total membership shall be required in order to constitute a quorum. In the absence of sufficient regular members to constitute a quorum, an elected alternate may attend a meeting as a voting member.
- C. The council shall hold its regular meetings at a facility provided by the school, unless such facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Notice of the meetings shall be posted at the school site or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The 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. Changes in the established date, time or location shall be given special notice. All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally or by mail (or by e-mail).  
*(Ed. Code Section 35147 (c))*

**Article X**  
*Amendment*

- A. These bylaws may be amended at any regular or special meeting by a two-thirds vote of the membership.
- B. Any amendment to these bylaws must be submitted in writing at the meeting preceding the one at which action shall be taken.
- C. If any provision of these bylaws becomes invalid through changes in legislation, legal decisions, board policy, or any other cause, all other provisions will remain in full force and effect.