

# **Crocker Highlands Elementary School**

## **School Site Council**

### **Bylaws**

#### **Article I**

##### **Duties of the School Site Council**

The school site council of Crocker Highlands Elementary School, hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student Achievement from all school committees and related community groups.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws.
- Recommend the plan and expenditures to the governing board of the Oakland Unified School District for their consent and approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change is made in planned activities or related expenditures.
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

#### **Article II Members**

The school community must be informed about the SSC selection process prior to member selection. Selection must take place no later than 9/30.

##### **Section A: Composition**

The school site is composed of ten (10) members, selected by their peers as follows:

- Three (3) credentialed classroom teachers;
- One (1) other school staff member
- Five (5) parents of children attending the school or community members elected by the parent community;
- The school principal shall be an ex officio member of the school site council; and optional staff, parent, or community member alternate(s)

## **Section B: Term of Office**

School site council members shall be elected on a rotating basis for a two school year term beginning in August or September and ending in June two years after election.

## **Section C: Voting Rights**

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Under the following circumstances, members are allowed to vote by absentee ballots: 1) the chairperson's approval; and 2) with appropriate public notice. Proxy ballots shall not be permitted. Members must be physically present to vote.

## **Section D: Termination of Membership**

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

## **Section E: Transfer of Membership**

Membership on the school site council may not be assigned or transferred.

## **Section F: Vacancy**

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by holding a by-election among the classes of persons to be represented.

# **Article III Officers**

## **Section A: Officers**

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and other officers the school site council may deem desirable.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

The vice-chairperson shall:

- Represent the chairperson 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 school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to any interested parties.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of the school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.

#### **Section B: Election and Term 4-Office**

The officers shall be elected at the first regular organizational meeting of the school site council and shall serve for two school years.

#### **Section C: Removal of Officers**

Officers may be removed from office by a two-thirds vote of all the members.

#### **Section D: Vacancy of Officers**

A vacancy in any office of officer shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

### **Article IV Committees**

#### **Section A: Subcommittees**

The school site council may establish and abolish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

#### **Section B: Other Standing and Special Committees**

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

### **Section C: Committee Membership**

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

### **Section D: Committee Members Terms of Office**

The terms of office for members of a committee shall be the same as for members of the school site council.

### **Section E: Committee Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

### **Section F: Committee Quorum**

A majority of the members of the committee shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **Article V**

### **Meetings of the school site council**

#### **Section A: Meetings**

The school site council shall meet regularly on the third Thursday of each month within the school year calendar. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

#### **Section B: Place of Meetings**

The school site council shall hold its regular meetings at the school. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

#### **Section C: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of any school site council meeting or committee meeting. Publication shall include the date, time and location of the meeting. All meetings shall be publicized in any school group e-mail list and in the regular school bulletin. All notices shall be delivered to school site council members and committee members no less than 72 hours, personally, by mail, or by e-mail.

#### **Section D: School Site Council Quorum**

A quorum of the school site council shall be defined as a majority-as defined as half the members, plus one other member-of the members of the school site council.

Provided a quorum is in attendance, the act of a majority of the members of the school site council shall be the act of the school site council, and no decision may otherwise be attributed to the school site council.

#### **Section E: Conduct of Meetings**

Meetings of the school site council shall be conducted in accordance with the rules of common sense, respect, and due deference to differing opinions. When those value guideposts fail the member presiding at the meeting shall run the meeting in accordance with Robert's Rules of Order 10<sup>th</sup> Edition Newly Revised.

#### **Section F: Meetings Open to the Public**

All meetings of the school site council, and of committees established by the school site council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. No meeting of the site council or any committee shall be valid without proper notice.

### **Article VII**

#### **Amendments**

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 72 hours prior to the meeting at which the amendment is to be considered for adaption.