

SCHOOL SITE COUNCIL BYLAWS

Ellen Fletcher Middle School

Article I Duties of the School Site Council

Approved: 10/9/2017

The school site council of Ellen Fletcher, 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 advisory committees.
 - Develop, review and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
 - Recommend the plan and expenditures to the governing board for approval.
 - Monitor implementation of the plan with the principal, teachers and other school staff members.
 - Approve modifications to the plan whenever the need arises.
 - Evaluate the progress made toward school goals to raise the academic achievement of all students three times during the school year.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

Article II Members

Section A: Composition

The school site council shall be composed of 12 members, selected by their peers, as follows:

- 4 Classroom teachers
- 1 Other school staff members
- 4 Parents or community members
- 2 Students selected by the Student Council
- School principal

One additional member of the Site Council will be a non-voting member:

- 1 parent who is an elected PTA Executive Board Member, appointed by the PTA Executive Board

School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

School site council members shall be elected for a 2-year term. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

SCHOOL SITE COUNCIL BYLAWS

Ellen Fletcher Middle School

Section C: Elections

The Council shall determine the time and method of holding elections. Terms will run from September to September.

- The goals of the election procedures are:
 - To ensure that election of new members occur in a fair and timely manner,
 - To encourage candidates to run for Site Council who want to advocate for all students, including but not limited to, low achieving, gifted and talented, special education, and underrepresented minority students.
- Appointment of Election Coordinator:
 - Parent and Staff Coordinators, who are continuing members of the School Site Council, will be appointed in March each year, for a period of one year. The Election Coordinators will oversee the election procedures for electing new members from parent and staff communities. Immediately upon being appointed, the Parent Election Coordinator will make a call for candidates, including publishing a notice in the last two issues of the school e-news. The Staff Election Coordinator will call for candidates at the beginning of the school year.
- New members of the School Site Council are to be selection prior to the first meeting of the next school year. This meeting will be held within the first month of commencement of the school year.
- The Parent Election Coordinator will maintain a School Site Council Elections file, for the use and benefit of the School Site Council. This file will contain election guidelines, sample candidate statements, and sample ballots. The Election Coordinator will transfer this file to the successor upon appointment of the new Election Coordinator.

Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to vote of the school site council. Absentee ballots shall not be permitted.

Section E: Termination of Membership

Membership will automatically terminate for any member who is absent from three consecutive School Site Council Meetings without a valid reason.

Section F: Transfer of Membership

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

Section G: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by School Site Council appointment for the completion of the vacating member's term.

SCHOOL SITE COUNCIL BYLAWS

Ellen Fletcher Middle School

Article III Officers

Section A: Officers

The officers of the school site council shall be co-chairpersons (one parent and one staff member), secretary, and other officers the school site council may deem desirable.

The co-chairperson shall:

- Set meeting agendas with input from the school principal.
- 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.
- Shall facilitate at all meetings, keep time on agenda, and decide on question of order.

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 the following other persons: webmaster and school secretary.
- 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 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 Terms of Office

The officers shall be elected annually, at the first meeting of the school site council and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

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

Section D: Vacancy

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

SCHOOL SITE COUNCIL BYLAWS

Ellen Fletcher Middle School

Article IV

Meetings of the School Site Council

Section A: Meetings

The school site council shall meet regularly on the 2nd Monday of each month. Special meetings of the school site council may be called by the co-chairperson(s) 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 a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the co-chairperson(s) 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 the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: office, newsletter, and marquee. All required notices shall be delivered to school site council and committee members no less than 72 hours.

Section D: Quorum

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

Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

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.

Section G: Expenditures

Any action requiring the expenditure of non-budget money in the amount over \$500 shall be voted on at a meeting subsequent to the meeting at which it is proposed. This time requirement can be suspended with two-thirds vote of the members present.

**SCHOOL SITE COUNCIL BYLAWS
Ellen Fletcher Middle School**

**Article V
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 7 days prior to the meeting at which the amendment is to be considered for adoption.