

West Hillsborough School School Site Council Bylaws

ARTICLE I - NAME

The name of this council shall be the West Hillsborough School Site Council.

ARTICLE II - ROLES AND RESPONSIBILITIES

The primary task of the School Site Council (SSC) is to ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and ensuring that students have access to and success in that program. This core program should embody the district's curriculum content standards which itself reflect the essence of the state standard.

In order to accomplish this task, the School Site Council shall:

- A) Develop a three-year Single Plan For Student Achievement for the school.
- B) Once the district governing board approves the plan, it will review the plan with the total school community.
- C) Conduct ongoing review of the Single Plans implementation to determine its effectiveness in meeting children's needs. Modify the plan as needed.
- D) Develop an annual budget and monitor it on an ongoing basis. Establish a new budget annually which is consistent with the Single Plan.
- E) Establish and maintain communications with the district governing board, school and district personnel, and community.
- F) Act on other duties and responsibilities as determined by the Council or by the district governing board.
- G) Implement the Library plan.

ARTICLE III - MEMBERSHIP

Section 1: Size and Composition

The School Site Council shall be composed of 12 members.

Representation on the Council shall be: the principal, 3 classroom teacher representatives, 1 specialist teacher representative, 1 classified staff representative, and 6 parents of students attending the school. Members will be selected by their peer group at the school.

The Council shall be constituted to ensure parity between a) the principal, classroom teachers and other school personnel; b) parents. Classroom teachers should constitute the majority of those persons representing school staff.

Council membership should include broad representation of parents and staff, including all socioeconomic and ethnic groups represented in the school attendance area.

A parent who is a district employee is able only to serve in a staff position on the SSC and then only at the school site where he or she is employed. He or she may not serve as a parent representative on the SSC.

Section 2: Term of Office.

All members of the Council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing each group (except the principal) shall be elected each year. At the conclusion of a member's term at least one year shall elapse before such member may be elected to a new term, unless the member was appointed by the Council to fill a vacancy.

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. Absentee ballots shall not be permitted.

Section 4: Termination of Membership

A member shall no longer hold membership should he or she cease to be part of a student attending West school or no longer meet the membership requirements under which he or she was selected (i.e., a parent becomes employed by the district). Membership shall automatically terminate for any member who is absent from two consecutive regular meetings. The Council by affirmative vote of two-thirds of all members, can suspend or expel a member.

Section 5: Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6: Resignation

Any member may resign by filing a written resignation with the chairperson of the School Site Council.

Section 7: Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by recommendation and ratification of the School Site Council. If the un-expired term is for another full year thereafter, the regular selection process shall fill the term for that year.

Section 8: Selection of Members

New members of each constituency shall be selected by as large a group of their peers as is feasible. Notice of vacancies in a constituency shall be widely publicized (i.e., school

bulletin boards, West World Newsletter, announcements at the School Site Council and parent group meetings), and any member of that constituency shall have the opportunity to place his or her name on the ballot.

The time, date, and procedure of the selection process shall be publicized no less than two weeks before the selection.

ARTICLE IV - OFFICERS.

Section 1: Officers

The officers of the School Site Council shall be a chairperson, Secretary, and such other officers, as the Council may deem desirable.

Section 2: Election and Term of Office

The Chairperson of the School Site Council shall be elected at the May SSC Meeting. Other officers shall be elected in the first meeting of the school year or in the previous May SSC Meeting. Each officer shall serve for one year or until each successor has been elected. The term of all officers shall commence July 1st of each year.

Section 3: Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the Council, the best interests of the Council would be served thereby.

Section 4: Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, in a special election by School Site Council members, be filled for the unexpired portion of the term.

Section 5: Chairperson

The chairperson shall preside, at all-meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. The chairperson and principal shall draft a summary of the SSC activities for the school year and submit it annually to the Hillsborough City School Board of Trustees. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may prescribed by School Site Council from time to time.

The West Parent Group typically offers the SSC chairperson an *ex officio* membership on the WPG Executive Board. If so, the duties of the SSC chairperson shall include those duties of being a member of the WPG Executive Board.

It is recommended that the chairperson be a parent not employed by the Hillsborough City School District.

Section 6: Secretary

The secretary shall keep minutes of the meetings of the School Site Council and shall promptly transmit to each of the members, and to such other persons as the School Site Council may deem, true and correct copies of the minutes of such meetings; See that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site Council records; keep a register of the address and telephone number and email address of each member of the School Site Council which shall be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

ARTICLE V - COMMITTEES

Section 1: Standing and Special-Committees

The School Site Council may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2: Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3: Term of Office

Each member of a committee shall continue as such for the term of his or her appointment or until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the district governing board.

Section 5: Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6: Vacancy

A vacancy in membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI - MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1: Regular Meetings

The School Site Council shall meet regularly at least once per month during the school year.

Section 2: Special Meetings

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

Section 3: Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible to all members of the public, including handicapped persons.

Section 4: Notice of Meetings

Public notice shall be given of regular and special meetings at least 72 hours in advance of the meeting. Notice shall be in writing and shall state the day, hour, and location of the meeting. SSC agendas are to be posted in the front office window.

Section 5: Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 6: Decision of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority or a consensus of its members in attendance, provided a quorum is in attendance. There are only two decisions in the legislation which require a separate vote of the two major sub-groups of the Council: 1) to delay involvement in the Single Plan for Student Achievement. 2) To withdraw from the Single Plan for Student Achievement. The Council should communicate the rationale for either decision to the district governing board. In all other cases, the Council will vote or reach consensus as a whole.

Section 7: Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

Section 8: Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing and special committees shall be open at all times to the public.

ARTICLE VII - ANNUAL BUDGET

Section 1: Single Plan for Student Achievement Budget Program 420

The School Site Council is responsible for determining that reasonable policies and practices are being followed for the receipt and disbursement of the Council's funds: for safekeeping the Council's financial activity.

The common intent of the legislation, which enacted the Single Plan for Student Achievement, was to focus the authority to coordinate and direct the use of supplement funds at the school level. The mechanism by which the school fulfills its responsibility for developing and coordinating programs is the SSC. As an organizational unit that is representative of all segments of the school community, it is delegated the responsibility for developing a comprehensive strategy (single plan) to ensure that all of the resources available to the school, the based program and the supplemental resources, are coordinated and focused on providing a high-quality educational program in which students of all ranges of ability and background can learn and succeed.

Section 2: Proposed Budget

A proposed budget shall be presented no later than the second to the last School Site Council meeting of the year.

Section 3: Adoption

Final adoption of the current school year budget by School Site Council shall occur no later than December 1st of the school year.

Section 4: Expenditures

Any expenditure outside of the adopted budget must have the School Site Council approval.

ARTICLE VIII - AMENDMENTS

Any amendment of these bylaws requires two readings. The bylaws may then be amended by two-thirds vote at any regular meeting, provided notice has been given at a previous regular meeting. Any amendments or changes to these bylaws must be in accordance with the applicable Education Code and legislation.