

Laton Elementary & Conejo Middle School School Site Council Bylaws 2018-2019



Home of the Ponies and Colts

ARTICLE I: Laton Elementary/Conejo Middle School

The name of this Committee is the *Laton Elementary-Conejo Middle School*, School Site Council. Throughout these bylaws it is referred to as the "SSC."

ARTICLE II: ROLE OF THE COUNCIL

The *Laton Elementary-Conejo Middle School* SSC will follow State guidelines and be consistent with policies of the Laton Unified School District. The SSC is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all its related categorical resources. The SSC has responsibility to:

- 1.) **Advise** the school regarding the planning, budgeting, implementation and evaluation of the School Site Plan. (See EC [Ed Code = state education laws] 52853.)

- 2.) **Study and refine the School Site Plan** to meet the educational needs and learning styles of all students. (See EC 52853)
 1. Analyze and evaluate the academic achievement of all students in the school.
 2. Obtain recommendations from school site advisory, standing and special committees regarding the focus of the school's Single Plan for Student Achievement.
 3. Develop and approve the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
 4. Recommend the school plan, including related budget expenditures, to the local governing board.
 5. Provide ongoing monitoring of the implementation of the plan and budgets/expenditures.
 6. Revise the school plan, including expenditures, timelines, and evaluation criteria, as needed.
 7. Participate in all local, state, and federal reviews of the school's program for compliance and quality.
 8. Annually evaluate the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students.

- 3.) **Develop and approve Title 1 Parent Involvement Policy** The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I

services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district

- 4.) **Emphasize the role of the parent as the first teacher of the child** and provide opportunities for all parents develop the intellectual, social, and physical abilities of their children.
- 5.) **Take other actions** as required by the California Education Code.

ARTICLE III: MEMBERSHIP AND ELECTION

Section 1. **Composition and Size.** To meet LES & CMS and State guidelines for secondary schools, the SSC will consist of a minimum of twelve members and include a broad representation of parents/community members, students, and staff. The SSC will include a range of socioeconomic and ethnic groups representative of the school student body. (See EC 52853.)

- A) 1. Half of the SSC will consist of the principal, classroom teachers, and other school personnel. (Teachers will be the majority of this half of the SSC).
2. Every staff and faculty members will be elected by their respective peer groups.
- B) 1. The other half of the SSC will consist of parents and community members. (Parents will be the majority of this half of the SSC.)
[If a school is an identified as a State of California Immediate Intervention/Underperforming Schools Program (II/USP), parents/community members must constitute at least 51% of the SSC.]
2. No employees of the school site may serve as a parent or community representatives of their SSC where they work (although they can serve for the staff half of the SSC).
3. All parents and community representatives will be elected by parents of the school.
- C) The SSC will have at least these minimum number of members:
 - 1 Principal
 - 0 Other Administrator

- 4 Classroom Teachers from each school site
 - 1 Other School Staff from each school site (if the school's bylaws state "one other School Staff", then 4 teachers are the minimum number of members to maintain parity)
 - 3 Parents or Community Members from each school site
 - 3 Students from the middle school
- 12 total**

Section 2. **Election of Members and Term of Office.** Elections of council members shall be held each year in September. Annually, the School Site Council will establish an Election Committee composed of a teacher, other school personnel, a parent and student, if appropriate, to oversee the election of council members.

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

- Teachers: Ask for nominations. Ask nominees if they accept. Names are placed on Google Docs for voting. Teachers vote for four choices.
- Parents/Guardians: Ask for nominations. Ask nominees if they accept. Names are placed on ballot. Parents vote for 1 nominee. Top nominee is selected.
- Other school Personnel: Ask for nominations. Ask nominee if he/she accepts. Name is placed on Google Docs for voting.

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 and serve as a council member, the member must be re-selected by the appropriate representative group.

Section 3. **Termination of Membership.** Membership should automatically terminate for any member who is absent from (*two*) consecutive meetings. The SSC may also suspend or expel a member for cause by affirmative vote of two-thirds of all the members of the SSC.

Section 4. **Alternates.** An elected alternate may be seated in place of an absent SSC member. Any seated alternate will have voting power for the meeting at which he/she is officially seated by the SSC.

Section 5. **Vacancy.** Any vacancy on the SSC will be filled for the remainder of the unexpired term through the appointment of a duly elected alternate. It is recommended that if the composition of the SSC falls below minimum membership and no alternatives are available, vacancies for the unexpired term must be filled by a new regular election.

ARTICLE IV: OFFICERS

Article III, Section 4. I propose that we elect two alternates for the officer positions on the SSC committee so in case we have absent members, we would still be able to vote on agenda items.

Section 1. **The officers** of the SSC will be: Chairperson, Vice Chairperson, Secretary, and other officers as the SSC deems desirable.

Section 2. **Election and Term of Office.** The officers of the SSC shall be elected bi-annually by majority vote of the SSC members and shall serve for the term of their election.

Section 3. **Duties.** The duties of the officers:

Chairperson

1. Preside at all meetings and sign documents as directed by the SSC.
2. Prepare an agenda for each meeting and publicly post the agenda at the school site 72 hours in advance of each SSC meeting.

Vice-Chairperson

1. Assume the duties of the Chairperson during his/her absence.
2. Perform other such duties as be assigned by the Chairperson or by the SSC.

Secretary

1. Receive and handle all mail addressed to the SSC.
2. Keep a current roster of SSC members, including addresses and telephone numbers.
3. Keep the minutes of all meetings, including attendance and summary reports.

Alternates

1. Two alternates for the officer positions on the SSC committee should be designated in the event officers are absent and a quorum is needed for voting on action items.

ARTICLE V: COMMITTEES

The SSC will form any committees required to carry on the work of the Council.

- Section 1. **Quorum.** The quorum for any committee meeting will be a majority (i.e. greater than 51%) of its members.
- Section 2. **Selection of committee members.** The committee chairperson and members of committees will be appointed by the SSC Chair, subject to the ratification by the Council.
- Section 3. **Reporting responsibilities.** Committee chairs will present work plans and recommendations to the SSC for approval.

ARTICLE VI: DUTIES OF SSC MEMBERS

SSC members will:

1. Attend all council meetings on time, or inform the secretary of the expected absence to assign an alternate.
2. Accept a position as a committee officer or member when appointed or elected.
3. Actively participate in workshops and training sessions to increase knowledge of the school site council's purpose and functions.
4. Regularly report SSC proceedings and actions to their own peer groups, and bring back peer group recommendations to the SSC.
5. Review and approve budgets and school plans.

ARTICLE VII: MEETINGS

Section 1.	Regular Meetings. Regular meetings of the SSC will be held on the
Section 2.	Notice of Meetings. Members will be notified of regular meetings at least 72 hours in advance by Parent Link, phone calls, email, and/or notes sent home with student. A meeting notice and agenda must also be posted in a regular public location at the school site at least 72 hours prior to each meeting.
Section 3.	Emergency Meetings. Emergency meetings may be called by the Chairperson, the principal or by a majority vote of the SSC. A meeting notice and agenda must be posted in a public location at the school site at least 24 hours prior to an emergency meeting.
Section 4.	Meetings Open to School Community. All regular and emergency meetings of the SSC or special committees will be open at all times to members of the school community. Notification will be posted in a timely manner according to Article VII, Section 2.
Section 5.	Order of Meetings. All regular and emergency meetings of the SSC will be conducted in accordance with Robert's Rules of Order or an appropriate adaptation. Meetings of the SSC shall be conducted with the intention of reaching consensus. In the event the SSC reaches an impasse which prohibits business from being conducted, the following action will be taken: 1. <i>The principal will make the final decision;</i> or 2. <i>The SSC will take a vote with a (51%) majority required for the decision.</i>
Section 6.	Comments. The SSC will allow <i>two-minute limit via a sign-in list maintained by the chair for comments, remarks, or suggestions</i> by the parent, community members, administrators, staff, faculty or parents not on the SSC.
Section 7	Quorum. All meetings of the SCC must have a quorum present. A quorum shall consist of greater than 51% of the SSC membership.

ARTICLE VIII: AMENDMENTS

An amendment of these By-Laws may be made at any regular meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to Council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.

SIGNED BY:

_____ DATE: _____
SSC CHAIRPERSON

_____ DATE: _____
PRINCIPAL

Signatures of other SSC members:

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Amended on 3-8-2017

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Amended on 3-8-2017