Santa Ana Unified School District

McFadden Intermediate School

##### School Site Council

##### By-laws

# Article I-Name of the Council

The name of this committee shall be the McFadden School Site Council.

Hereafter it shall be referred to as the School Site Council (SSC).

# Article II- Role of the council

The role of this council shall be to:

1. Develop and recommend the school improvement plan.
2. Have on-going responsibility to review with the principal, teachers, other school personnel, and parents the implementation of the school improvement program and to assess on a formal annual basis and on an informal on-going basis, the effectiveness of the program.
3. Annually review and update the school improvement plan, establish a new school improvement budgetconsistent with the Education Code, and if necessary make modifications in the plan to reflect changing student needs and priorities.
4. Take other actions as required by the Education Code.
5. The Committee shall be an advising, coordinating and evaluating agency in order to further the purpose of education, and the specific purpose of these by-laws. The School Site Council shall have no power to enter into contracts of any nature or to spend public funds. In the absence of his/her written concern, no committee member shall be required to provide any sum of money, property, or service, other than services described herein, to the School Site Council. The School Site Council shall have no power to bind any member of the school to any debt, liability, or obligation. In the absence of an expressed written authorization from the party to be bound, the School Site Council shall have no powers beyond those expressly set forth herein.

# Article III – Membership

# Section 1 - Members

Representatives on the School Site Council shall be: the principal, representatives of teachers and other school personnel selected by the teachers and other school personnel at the school, parents of students attending the school selected by such parents, and students selected by students attending the school. The School Site Council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parents and students. Classroom teachers shall constitute the majority of those persons representing school staff.

## Section 2- Membership

The membership of this committee shall include twelve (12) voting members: 1 principal, 4 classroom teachers, 1 other school personnel, 3 parents, and 3 students.

Section 3-Term of Office

The term of office will run from September to September with elections for teachers taking place in May of each year. The election committee shall consist of council members. The committee shall organize and supervise the election of new members. Election of parents takes place at the first Parent meeting in September.

## Section 4-Voting Rights

Each member shall be entitled to one vote. Absentee ballots and voting by proxy shall not be permitted.

## Section 5 –Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

 The member can no longer uphold the duties for which they were elected.

 The (parent) member no longer resides in McFadden school attendance boundaries.

Automatic termination for unexcused absence from 3 consecutive meetings. (written warning given after 2nd missed meeting)

## Section 6 Resignation

Any member may resign by filing a written resignation with the school directed to the Chairperson of the School Site Council.

## Section 7- Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by first: chairperson appointing the candidate from original election who obtained the next highest number of votes; second: new school-wide election whereby top vote getter will complete the term of the vacancy; or third: new school-wide election whereby the top vote getter will fulfill a complete term as identified in Article III, Section 3 Term of Office

##### Article IV- OFFICERS

## Section 1-Officers

The officers of this council shall be a chairperson, a vice-chairperson, and a recording /corresponding secretary, DAC representative and other officers that the school site council may deem desirable*.*

**Section 2: Election of Officers**

The officers shall be elected annually by the members of the School Site Council during the first meeting of the new school year. Officers shall serve for one year or until each successor has been elected. Nominations for the vacant/available office(s) shall be taken from the School Site Council members and, after being duly seconded, shall be submitted to a vote.

###### **ARTICLE V-DUTIES OF OFFICERS**

Section 1-Chairperson

It shall be the duty of the chairperson to preside at all meetings and to sign all letters, reports, and other communications of the School Site Council. (These letters should be initialed by the principal.) Prepare agenda in conjunction with the SSC committee members.

Section 2- Vice-Chairperson

In the absence or disability of the chairperson, the vice-chairperson shall assume the duties of the chairperson. May be appointed to preside over special committees and submit monthly updates on the special committees. Perform other duties as assigned by chairperson.

Section 3-Secretary

The secretary shall keep and take the minutes of all meetings and shall notify members of meetings and/or agenda attend to correspondence and send out publicity as directed. Should both senior officers be unavailable, the secretary shall preside at the meetings.

* Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the following other persons: (Student Achievement Office and SSC site advisor)
* Be custodian of the records of the school site council
* Keep a register of the names, addresses, e-mail 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.
* Keep accurate and updated copies of the school site council bylaws.

**Section 4-District Advisory Committee representative shall**:

* Attend all monthly meetings held by the District Advisory Committee.
* Report to the School Site Council the news from the meetings.
* Perform other duties as assigned by the Chairperson

###### **ARTICLE VI-DUTIES OF THE COUNCIL MEMBERS**

It shall be the duty of all council members to:

1. Attend all meetings or notify council of absence.
2. Accept position as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

###### **ARTICLE VII-ELECTION OF MEMBERS**

**Section 1. -Teachers**

Teachers elect teachers by asking for volunteers to serve. An invitation to serve on the SSC is distributed to all teachers in April and elections are held annually in May.

Section 2. -School Personnel

Other school personnel are elected by other school personnel by asking for volunteers to serve. An invitation to serve on the SSC is distributed to all other school personnel in April and elections are held annually in May.

Section 3. –Parents

Parents are elected by parents by asking for volunteers to serve. An invitation to serve on the SSC is announced at a Parent meeting at the beginning of the school year. Elections are held annually in September.

Section 4-Students

Students are elected by the Student Council by asking for volunteers to serve. An invitation to serve on the SSC is distributed to all students in April and elections are held annually in May.

Section 5. Terms of Office

All terms of office shall be one year, except for teachers who will serve two-year terms. The first year, half the teachers will be elected for one-year terms and half will be elected for two-year terms. Thereafter, all teachers will be elected for two-year terms.

###### **ARTICLE VIII-MEETING AND QUORUM**

**Section 1. -Meetings**

Meetings shall be held at a minimum of 5 times over the course of the year. Special meetings may be called by the Chairperson, when appropriate. Written notice shall be given of regular meetings and/or special meetings. All minutes and agendas shall be posted 72 hours prior to each meeting as mandated by the Brown Act.

Section 2. -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 simple majority of the membership shall constitute a quorum.

**Section 3- Conduct of Meetings**

Meetings of the school site council shall be conducted in accordance with the rules of ord0re reestablished by Education Code Section 3147c, and with Robert’s Rules of Order or an adaptation thereof approved by the school site council. The school will adhere to the district-wide agenda template to conduct efficient and organized meetings.

**Section 4- 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 1 of this article. Public input may occur on any item on the current agenda, with prior notification to the chair, not to exceed three (3) minutes per speaker.

###### **ARTICLE IX-COMMITTEES**

**Section 1. -Standing and Special Committees**

The School Site Council may establish or abolish standing or special committees.

1. Bilingual Committee-a bilingual committee of a least one staff member and three parents of students participating in the bilingual program at McFadden Intermediate School will be maintained to advise the School Site Council and school staff on matters pertaining to the planning, implementation, and evaluation of the programs for non and limited English speaking students. These members will represent McFadden at the District **English**Learner Advisory Committee meetings and will give monthly reports at each Site Council meeting.
2. Special Committees –The chairperson shall appoint such committees when necessary. (Membership on special committees may be open to nominations from the floor at the direction of the school site council)

###### **ARTCLE X-AMENDMENTS**

These by-laws may be amended at any time by a two-thirds affirmative vote of the members of the School Site Council. The meetings will be governed by these by-laws, and any dispute will be settled in accordance with Robert’s Rules of Order.