

School Site Council Bylaws



Chet F. Harritt Elementary School
Santee School District

**Chet F. Harritt School
Santee School District
School Site Council/School Advisory Committee Bylaws**

Article I: Name

The name of this committee shall be the Chet F. Harritt School Site/School Advisory Council of the Santee School District.

Article II: Purpose

The purpose of this council shall be to:

1. Develop and recommend to the Board of Education a three-year school improvement plan focusing in one curricular area as it relates to the overall school program and any end-of-the-year modifications thereafter.
2. Have ongoing responsibility to review with the principal, teachers, and other school personnel the implementation of the school improvement program to periodically assess the effectiveness of the program.
3. Annually review the school improvement plan, establish a new school improvement budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
4. Take other actions as required by the Education Code.

Article III: Membership

Section 1. Composition

The council shall be composed of the principal, vice principal, elected or appointed teachers and/or other staff members from the school, parents and/or community members elected by parents of pupils attending the school.

The council shall be constituted to ensure balance between (a) the principal, vice principal, classroom teachers and other staff members; and b) parents and/or other community members.

Classroom teachers shall comprise the majority of those persons representing school staff.

Minimum membership of this committee shall be:

Parents/Community Members	4
Chet Staff Members (Certificated/Classified)	4
School Principal	1

The membership of this committee shall not exceed 15.

Section 2. Election of Members

A. Parents and Community Members

1. No later than September of each year, a general announcement informing parents and community members of vacant School Site/School Advisory Council positions shall be made to all parents/community members through a newsletter or some other form of general distribution. The announcement will indicate that parents/community members may submit their names as candidates for vacant positions on School Site/School Advisory Council.
2. A ballot will be formed consisting of names of those candidates interested in serving School Site/Advisory Council.
3. The ballot will be sent to parents of all students enrolled in the school. Parents may respond and return the ballot to school with their child.
4. The two members receiving the most votes after those selected to serve on the School Site/Advisory Council shall serve as alternate members.
5. When Chet F. Harritt holds a LEP population of more than 20 pupils, the School Site/Advisory Council must have a LEP parent representative. Advertisement for the vacancy of a LEP parent representative should be made through the same general announcement as stated above. However, the LEP parent is not on the same ballot as the general public. The LEP parent representative is voted onto the School Site/Advisory Council by other LEP parents. When the LEP population is above 20 pupils, the LEP parent representative will hold the fifth parent position on the Council.

B. School Staff Members

1. Staff members shall nominate classroom teachers and/or staff members for election onto the School Site/Advisory Council. Upon nomination, said teachers/staff members shall acknowledge to the principal if they would like to be placed on a secret ballot. In a case where there is a staff position to be filled and there are no volunteers to run for election, a staff person appointed by the school principal may fill the position.
2. A secret ballot process under the direction of school administration shall elect the classroom teachers and/or other school staff members no later than October of each year.
3. The Community Liaison shall remain a permanent member of School Site/Advisory Council.

Section 3. Resignation

Resignations will be accepted only upon written notice to the president of the School Site/Advisory Council.

Section 4. Term of Office

The term of office shall be two years on a rotation basis with one half the parents/community members and teachers rotating each year. Parent/community alternates shall serve for one school year. Teachers/Parents have option to run for office again after a break for two years from School Site/Advisory Council unless no other candidates are available.

Section 5. Suspension of Membership

A parent shall no longer hold membership should his/her child cease to attend Chet F. Harritt School or no longer meets the membership requirements under which he/she was elected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three (3) consecutive meetings.

Section 6. Vacancy

If a parent position becomes vacant during the school year, a parent alternate shall fill the position for the remainder of the original incumbent's term.

Section 7. Vote

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

Section 8. Transferability

Membership in the School Site/Advisory Council is not transferable.

Section 9. Responsibilities of the Council Members

1. Members only have voting privileges.

2. Members are expected to attend all meetings or provide a qualified alternate when it is impossible to attend. Such alternates will have voting privileges.
3. Members will attend all School Site/School Advisory Council meetings prepared with prior study of any related materials.
4. Members shall accept positions as officers or subcommittee members when so appointed or elected and carry out the duties.

Article IV: Officers

Section 1. Composition

The officers of the School Site/School Advisory shall be president, vice-president, secretary, and treasurer, and other officers as the council deem desirable.

Section 2. Election of Officers

1. All officers shall be elected annually by ballot at the first meeting.
2. New officers shall assume their duties at the regular meeting following the elections.
3. No member shall hold the same office more than two consecutive full terms.
4. Should an officer resign before new elections are held, the president shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

Article V: Meetings of the School Site/School Advisory Council

Section 1. Regular Meetings

School Site/School Advisory Council shall meeting at least seven times over the course of the school year.

Section 2. Special Meetings

Special meetings may be called by the president or by majority vote of the School Site/School Advisory Council.

Section 3. Place of Meetings

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

Section 4. Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meetings. Any change of the established date, time or location must be given special notice. All special meetings shall be publicized. Each member of the committee shall be notified of these meetings in writing or by telephone (providing date, hour, and location of the meeting) not less than one week prior to the date of such meeting.

Section 5. Agenda Setting

The principal with input from the president and Council members will prepare the agenda. Anyone wishing to add an item to the agenda is encouraged to present it to the principal one week prior to the meeting.

Section 6. Decisions of the School Site/School Advisory Council

All decisions of the School Site/School Advisory Council shall be made only after a vote of the majority of its members in attendance provided a quorum is in attendance.

Section 7. Quorum

The presence of 5 members shall be required in order to constitute a quorum necessary for the transaction of business of the School Site/School Advisory Council. No decision of the School Site/School Advisory Council shall be valid unless a majority of the quorum concur therein by their vote.

Section 8. Conduct of Meetings

All regular and special meetings of the School Site/School Advisory Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adoption thereof.

Section 9. Meetings Open to the Public

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

Article VI: Duties of Officers

Section 1. President

The president shall preside at all meetings of the School Site/School Advisory Council and may sign all letters, reports, and other communications of the School Site/School Advisory Council. In addition, he/she will archive all School Site/School Advisory Council documents.

Section 2. Vice President

The duties of the vice president shall be to represent the president in assigned duties and to substitute for the president during his or her absence. The vice president shall perform such other duties that may be assigned by the president or by the School Site/School Advisory Council.

Section 3. Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the School Site/School Advisory Council and shall provide copies to each of the members and to such other persons as the School Site/School Advisory council deem appropriate. All notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site/School Advisory Council records; keep a register of the address and telephone number of each member of the School Site/School Advisory Council. Information shall be furnished to the secretary by such members and; in general, perform all duties incident to the office of the secretary and such other duties that may be assigned to the office by the president or by the School Site/School Advisory Council.

Section 4. Treasurer

The treasurer shall report the School Improvement and Title I (if applicable) budget at each regular scheduled School Site/School Advisory Council meeting. The treasurer is to work with the principal and keep track and report on all expenditures from the School Improvement and Title I (if applicable) budgets at the school site.

Article VII: Committees

Section 1. Standing and Special Committees

The School Site/School Advisory Council may from time to time establish and abolish such standing or special committees as it may desire to make recommendations to the School Site/School Advisory Council.

Section 2. Membership

Unless otherwise determined by the School Site/School Advisory Council in its decision to establish a committee, the president of the School Site/School Advisory Council shall appoint members to the various committees with approval of the council.

Section 3. Term of Office

Each member of a committee shall continue as such for the term of his/her appointment and until his/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. Quorum

Unless otherwise provided in the decision of the School Site/School Advisory 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 5. Vacancy of Committee Membership

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

Article VIII: Communication with the Board of Education

Section 1. Exclusion from School Improvement Program

Upon majority vote, the Council may request the Board of Education to exclude the school from participation in the School Improvement Program. Final determination shall rest with the Board.

Section 2. Board Recognition

When authorized, a designated representative of the School Site/School Advisory Council shall be recognized before the Board of Education as representing the membership of the school. The avenue of communication is one means of establishing a partnership role among the Board of Education and the building principal, school staff, parents and community.

Article IX: Amendments

These bylaws may be amended at any meeting, a quorum being present.