



# **School Site Council** **By-laws**

## **ARTICLE I – NAME OF THE COUNCIL**

The **Rialto Unified School District** has established the **Frisbie Middle School** Site Council. Hereinafter, the School Site Council may be referred to as the Council.

## **ARTICLE II – ROLE OF THE COUNCIL**

The School Site Council 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 School Site Council has responsibility for these duties:

- Review, revise and approve the School Plan
- Obtain recommendations for the proposed Single Plan for Student Achievement from all stakeholders and any applicable school advisory committees (Ed Code 64001)
- Develop 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.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the district governing board and by state law.

Every two years, an English Learner Advisory Committee (ELAC) may elect to have the School Site Council serve as the site leadership body for the EL program. If this occurs, the School Site Council, after training, will assist the principal and staff to:

- Develop a detailed school plan for EL students as a part of the single Plan for Student Achievement that is submitted to the local board of education.
- Develop the school's needs assessment for EL students.
- Administrate the school's language census.
- Assure that efforts have been made to notify EL parents of the importance of regular school attendance.
- Elect a representative to the District English Language Advisory Committee (DELAC).

Annually, the School Site Council votes to determine whether the school will participate in the School-based Coordination Program. As a part of this vote, the School Site Council will identify those programs that the school chooses to coordinate, (i.e. Title 1: Parent Involvement, EL Supplemental funds).

## **ARTICLE III – MEMBERS**

### **Section 1: SIZE AND COMPOSITION (EC 52012, 52852 and 54724)**

(RUSD requires 10 or 12 voting members at Middle School)

The Frisbie school site council shall be composed of the following STAFF members and PARENT members with parity. Classroom teachers will represent the majority on the STAFF side. Half the representation on the council shall be from the school staff while Parents/community members/students will serve on the PARENT side. Each member has equal voting rights.

The STAFF half will include:

- **1** Principal
- **3** Teachers elected by other teachers
- **1** Other school staff member elected by other school personnel
- \* A list of *alternates* will be established if possible

The PARENT half on the council shall be:

- **5** Parents/Community members elected by other parents.
- Optional **(1-2)** Student Representatives selected by peers or as designated in the Associated Student Body By-laws.
- \* A list of *alternates* will be established if possible

At Frisbie Middle School, the council shall be constituted to ensure parity. Half of the membership shall be **(a)** principal, classroom teachers and other school personnel (staff side); and half shall be **(b)** parents/community members elected by the parents and students (optional). The council will be made up of no fewer than 10 members. **Middle schools may, but are not required to, include student representatives (EC 33133-c). The principal is responsible for the elections of staff members and student representatives.**

### **Parent Members**

A parent is a person who is a mother, father, or legal guardian of a student attending Frisbie Middle School , but who is not employed at the school attended by such student. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school site (EC 52852 and 54722).

### **Teacher Members**

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time for which he/she is employed (EC 33150).

### **Other School Personnel**

Other school personnel are defined as a person who does not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the principal.

### **Student Representatives (secondary schools only)**

Any student enrolled at the school with which the council is affiliated is eligible to be elected as a student representative.

### **Community Members**

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, or classified staff of the school with which the council is affiliated.

## **Section 2: Term of Office**

Council members shall be elected for a 2 year term. If the term is for two years, half or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining shall 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.

At the end of each representative member's term, membership terminates. In order to continue to serve as a council member, the member must be reselected by the appropriate representative group.

(New Councils) With the exception of the principal, a chance method or lottery will be used to determine the length of each member's term at the first council meeting.

## **Section 3: NOMINATIONS / ELECTIONS OF MEMBERS**

- Elections of council members shall be held each year in August if there is a vacancy that needs to be filled.
- 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.
- Election Committee: The duties of the committee shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedure, to unseal and count the ballots and to declare elected representatives on the basis of the election procedure.

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

- Teachers: 3 Certificated Staff Members selected by teachers at the school.
- Parent/Guardians: 5 Parents/Legal Guardians of pupils attending the school selected by such parents. Council Members representing parents shall not be employees at the school site.
- Other School Personnel: 1 Other School Person selected by other school personnel at the school.
- Students(optional): 1-2 Student Representatives selected by peers OR as designated in the Associated Student Body (ASB) By-laws.

Election ballots shall be prepared by the Election Committee with the assistance of the principal and shall be distributed in the following manner to each peer group:

- The council members and alternates will be selected by their peers at an open meeting during the first trimester. Notification of the meeting will be sent to all interested parties two weeks in advance. A reminder will be sent two days in advance. An alternate shall serve in the absence of a regular member at any meeting.
- In all elections for council members, ties will be decided by lot.

### **Voting Rights**

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

An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.

### **Section 4: Termination of Membership**

The council may, by affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

A member shall no longer hold membership should he or she cease to be a resident of the school or no longer meets 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 all regular meetings for a period of 2 consecutive meetings.

### **Section 5: Transfer of Membership**

Membership on the council may not be assigned or transferred.

### **Section 6: Vacancy**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by one of the following ways:

- Seating of a previously nominated/elected *alternate* member to fill the remainder of the term of the vacant seat.
- Appointment of a new member to fill the remainder of the term (selected by the remaining peer group members, not the council as a whole).
- An election of a new member by the appropriate representative group.

## **ARTICLE IV: OFFICER DUTIES**

### **Section 1: Officers**

The officers of the council shall be: chairperson, vice-chairperson, secretary, DAC Representative and other officers the council may deem desirable. All officers are elected by the entire membership of the SSC.

### **Section 2: Duties of Officers**

#### **The chairperson shall:**

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties corresponding to the office of chairperson.
- Have other such duties as are prescribed by the council

#### **The vice-chairperson shall:**

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

#### **The secretary shall:**

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.

- Provide all notices in according with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of the school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council

**The DAC Representative shall:**

- Attend all DAC meetings and report back information to the SSC council.
- Represent Frisbie Middle School at District Advisory Committee Meetings

**Section 3: Election and Term of Office**

The officers shall be elected annually, at the 2<sup>nd</sup> meeting of the council, and shall serve for one year, or until each successor has been elected.

**Section 4: Removal of Officers**

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

**Section 5: Vacancy**

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

**ARTICLE V – SUBCOMMITTEES**

**Section 1: Sub-committees**

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the school site council.

**Section 2: Membership**

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

### **Section 3: Term of Office**

The council shall determine the terms of office for members of a committee.

### **Section 4: Rules**

Each standing and special committee will establish procedural rules that are consistent with the Council's bylaws and the district governing board.

### **Section 5: Quorum**

The presence of 51% of the Council membership in attendance at the meeting will constitute a *quorum*. No decisions of the Council shall be valid unless a quorum of the membership is present.

## **ARTICLE VI – MEETINGS OF THE SCHOOL SITE COUNCIL**

### **Section 1: Meetings**

The council shall meet regularly on the tentatively scheduled school day every 6-8 weeks of the school year. Meetings will be scheduled for one hour and should not exceed 60 minutes if possible. The chairperson may call "special meetings" of the council by majority vote of the council. All meetings must be open to the public.

### **Section 2: Place of Meetings**

The council shall hold its regular meetings at a facility provided by the school, unless such facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

### **Section 3: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: School Website, Parent Link, School marquee, social media and school lobby. All required notices will be posted on the school website for council and committee members no less than seventy-two hours, and no more than 4 business days in advance of the meeting.

### **Section 4: Administrative Responsibility**

The principal shall have the responsibility for the proper function and implementation of the SSC.

## **Section 5. Conduct of Meetings**

Meetings of the council shall be conducted in accordance to the rules of order established by EC Section 3147 (c), and with Roberts Rules of Order or an adaptation thereof approved by the council.

## **Section 6: Meetings Open to the Public**

All meetings of the council, and committees established by the council, shall be open to the public. Any member of the public shall be able to address the Council during the meeting on any item within the subject matter jurisdiction of the council. Every agenda for regular meetings shall provide an opportunity for members of the public, before or during the Council's consideration of that item. The Council may not take any action on any item of business unless that item appears on the posted agenda or unless Council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the Council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. Anyone wishing to comment will be granted 3 minutes. The School Site Council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the Council. The minutes of the Council meeting are public records and are available to the public.

Any materials provided to a School Site Council shall be made available to any members of the public who requests that materials pursuant to the California Public Records Act [Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1].

## **Section 7: Communication with the Local Board of Education**

The School Site Council shall implement the rules and regulations as defined in local board policy. The Council may communicate with the board by submitting a letter to the Board of Education office. A School Site Council may request to speak at a local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related budget found in the school's Single Plan for Student Achievement. The Board of Education will provide written notification to the Council about their concerns.

## **Section 8: Uniform Complaint Procedures**

Annually, the School Site Council shall participate in training about the district's Uniform Complaint Procedures. This training will review procedures for filing a complaint. If any School Site Council member or member of the public believes



that the School Site Council has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with the district.

## **ARTICLE VII – AMENDMENTS**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of proposed amendment must be submitted to council members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.