



EDWIN RHODES ELEMENTARY SCHOOL

SCHOOL SITE COUNCIL

BYLAWS

Preamble

In order to provide greater flexibility for schools in coordinating and using the various funds they receive while providing individual program protections, and to meet the unique needs of all students to succeed in the regular program through collaborative decision-making between parents and the school community, we adopt these bylaws.

**ARTICLE I
Name of the Council**

The name of this Council shall be the Edwin Rhodes Elementary School Site Council (SSC).

**ARTICLE II
Role of the Council**

The primary responsibility of the School Site Council (SSC) is the development of a school plan. The school plan becomes the instrument by which the school, represented by the SSC and the local governing board, establishes a common agreement regarding the educational strategies that will be implemented at a particular school to help support the highest possible level of teaching and learning at the school. The task of the 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. The SSC is charged with the task of developing a school plan for using the supplemental resources to increase student understanding of and success in learning the core curriculum. As the SSC develops the school's plan for improvement, it should consider focusing its strategies and resources on a limited number of curriculum areas at any one time. Such an approach to school change allows the school the opportunity to ensure that all of its improvement efforts are coordinated and focused on achieving a common goal.

At the beginning of the school year the Council shall be composed of the Chancellor and Professor Representatives selected by other Professors at the school; other school personnel selected by other school personnel at the school; and parents/guardians of pupils attending the school who are selected by parents/guardians. The Council shall be constituted to ensure an equal number between (a) the Chancellor, classroom Professors and other school personnel; and (b) equal numbers of parents. A sample

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composition of the SSC would be 1 Chancellor (or designee), 1 classified school employee, 3 Professors and 5 parents.

The Council will assist in developing a school plan and budget, which provides curricula, instructional strategies and materials, which are responsive to the individual needs of all students. The plan will also provide for the needs of identified students, staff development, program evaluation, and appropriate program expenditures. The plan and school budget will be approved by the Council, updated annually, and will specify how the school intends to meet the individual needs and learning styles of all its students through full access to and participation in a rigorous core curriculum.

This section of the bylaws shall in no way be construed as giving the School Site Council a veto over any education program. The Council shall be an advising and collaborating Council in order to further the purpose of education and the specific purpose of these bylaws. In the absence of written consent, no Council member shall be required to provide any sum of money, property or service, other than services described herein, to the School Site Council. The Council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III
English Language Advisory Committee (ELAC)

When possible, one member of the English Language Advisory Committee (ELAC Committee) will serve on the School Site Council. The ELAC Committee meets with the School-Based Coordinated School Site Council, and agendas include:

- a) The development of the school plan for bilingual education; and
- b) Conducting a school needs assessment to determine training and program needs.

This ELAC representative will attend the meetings and will report information back to the School Site Council.

ARTICLE IV
MEMBERS

Section 1 – Size and Composition

The SSC shall be composed of a minimum of 6 members. Half of the members will be the Chancellor, classroom Professors, and other school personnel; half parents. When possible, one of the parents will be a parent of a GATE

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identified student and one will be the parent of an EL student. The GATE parent will be responsible for attending the District Advisory Committee meetings (GATE – DAC), and the EL parent will be a member of the ELAC Committee. Classroom teachers will be the majority of the first group. Their peers at the school shall select teachers and other school personnel. Both school personnel and parent groups need to elect one alternate each year. This position is given to the person receiving the next most votes after the winner is determined. Council members representing parents may be employees of the CVUSD, but may not serve as a parent representative at the site of employment.

Section 2 – Terms of Office

All members of the SSC 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 parents and one-half or the nearest approximation thereof, of the members representing teachers and other school personnel (except the Chancellor) shall serve for a three year term only during the first year of the Council’s existence. At the first regular meeting of the Council, the members receiving the most votes will determine which members shall serve a three-year term.

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. The elected alternate shall vote in the absence of the representative. 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 a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the CVUSD and works at Edwin Rhodes Elementary.

Section 5 – Transfer of Membership

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

Section 6 – Resignation

Any member may resign by filing a written resignation with the Chancellor of the school.

Section 7 – Vacancy

Any vacancy on the Council shall be filled by the alternate or by election for the remainder of the term.

ARTICLE V Officers

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Section 1 – Officers

The officers of the School Site Council shall be Chairperson, Vice-Chairperson, Secretary, and such other officers, as the Council may deem desirable. The Chancellor may not serve as the Chairperson.

Section 2 – Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

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 judgement of the Council, the best interest of the Council would be served thereby.

Section 4 – Vacancy

A vacancy in any officer because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council 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. In addition, the Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6 – Vice-Chairperson

The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his or her absence, and the Vice-Chairperson shall perform such other duties as from time to time may be assigned by the Chairperson or by the School Site Council.

Section 7 – Secretary

The Secretary shall keep the minutes of the School Site Council meetings, both regular and special. True and correct minutes shall be provided to each member and other persons the School Site Council deems necessary. Other duties performed by the Secretary shall include: notices of all meetings shall be given to members with the provisions of these bylaws, maintain School Site Council records, keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the Secretary by each member and perform all other duties of the office.

ARTICLE VI
Meetings of the School Site Council

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Section 1 – Regular Meetings

The School Site Council shall meet regularly at least four times per year with an agenda prepared, minutes taken and a sign-in sheet present for each meeting.

Section 2 – Special Meetings

Special meetings may be called by the Chancellor, Chairperson, or by majority vote of the School Site Council.

Section 3 – Place of Meetings

The School Site Council shall usually hold its regular monthly meetings and its special meetings at Edwin Rhodes Elementary School, which is readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice of all meetings shall be given through a variety of on-line communications tools, including School Website, and shall be posted on the school's master calendar, which can be viewed on the school website. Any change in the established date, time or location will be given special notice. All special meetings shall be publicized. Notices shall be distributed over the internet, and shall state the day, hour, and location of the meeting; and shall be delivered either personally or by e-mail to each member not less than seventy-two hours or more than two weeks prior to the date of such meeting.

Section 5 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance, and must be reflected in the SSC minutes, records, or reports.

EIA/LEP services are coordinated in the single plan for student achievement; therefore, the School Site Council must consult with the school-level English Learner Advisory Committee (ELAC) prior to submitting the school plan and budget. Since the ELAC meets with the SSC, agendas, should address the following: a) development of the school plan for English Language Development education; b) conduct the schools needs assessment for training, English learning issues and programs; and c) the school's language census.

Section 6 – Quorum

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

Section 7 – Conduct of Meetings

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

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Section 8– Meetings Open to the Public

ARTICLE VII Amendments

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the Council, (as documented in the SSC minutes), provided that the amendment is used to further the purpose of the Council as herein expressed. Any amendments must conform to the Education Code of the State of California.

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