

**San Diego Unified School District
Financial Planning and Development**

**Bird Rock Elementary
SCHOOL SITE COUNCIL BYLAWS
2018-19**

ARTICLE I

Duties of the School Site Council

The school site council of Bird Rock Elementary School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the SPSA and categorical expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Regularly 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 SDUSD Board of Education and by state law.

ARTICLE II

Members

Section A: Composition* (IC 52012 and 52852)

The council shall be composed of the following members, the principal, [classroom] teachers elected by other [classroom] teachers, other school personnel elected by their peers, parents elected by other parents. Classroom teachers are in the majority on the school staff side. **Each member has equal voting rights.**

The principal is responsible for the elections of staff members.

At the elementary level, the council shall be constituted to ensure parity. Half of the membership shall be (a) principal, classroom teachers and other school personnel; and half shall be (b) parents, or other community members elected by the parents. The council will be made up of no fewer than 10 members.*

Parent members

A parent is a person who is a mother, father or legal guardian of a student attending a particular 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 the school site (EC 52852).

Classroom Teacher Members

A classroom teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to pupils for the full time for which he/she is employed and has a student roster.

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.

Community Members

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

The council shall be composed of ten members, selected by their peers, as follows:

- Classroom teachers (must be the majority of staff composition)
- Other school personnel
- Principal (ex officio member)
- Parents or community members

*No subcategory representation is allowed. (EL, GATE, PTA, PTO, SDEA, SGT, K-1, 2-3, etc)

The school principal shall be an ex officio member of the council. The principal or her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district as long as they are not employed at the school site.

Section B: Term of Office

Council members shall be elected for two-year terms. Half, or the nearest approximation thereof, of each Representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member’s current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. **Absentee (proxy) ballots or any electronic votes shall not be permitted.**

Section D: Termination of Membership

The council may, by an 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.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by:
Appointment by two-thirds of the council for the period of time until the next regular election.

**ARTICLE III
Elections of Council Members**

- The school principal is a standing member of the council.
- Classroom teacher elections will be held in September:
 - The classroom teacher membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by classroom teachers.
- “Other” school personnel elections will be held in September.
 - The “other” staff membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by “other” school personnel.

Parent/Community Member representative elections will be conducted in September.

- Nominations and elections will be conducted by school office staff.
- Announcement of the nominations will be included in the May, June and September issues of the school newsletter, website.
- Nominations will be accepted in September.

All election ballots result records will be maintained at the school site for **five (5) years**.

ARTICLE IV

Officers

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the council.
- Sign all letters, reports, and other communications of the council
- Perform all duties incident to the office of the 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/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 accordance with these bylaws.
- Be custodian of the records of the council.
- Perform other such duties as assigned by the chairman or the council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

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

Section D: 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
Committees

Section A: 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 council.

Section C: Terms of Office

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

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

ARTICLE VI
Meetings of the Council

Section A: Meetings

The council shall meet regularly on the ___ school day of each month. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such facility that is 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 C: Notice of Meetings

1. Written public notice of all meetings shall be given at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues: posted, BRE website and Principal's message.
4. All required notices shall be delivered to council and committee members no less than 72 hours, and no more than three days in advance of the meeting, personally, or by mail or via e-mail.

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum.

No actions may be taken unless a quorum has been established.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

ARTICLE VII

Amendments

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. Written notice of the proposed amendment must be submitted to council members at least 10 days prior to the meeting at which the amendment is to be considered for adoption.