

MAPLE HILL ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL
BY LAWS AND POLICIES

ARTICLE I

Name of Council

The name of this council shall be the Maple Hill Elementary School Site Council.

ARTICLE II

Role of Council

The school site council is a group of people elected to represent parents, teachers, administration, and other staff. The Single Plan for Student Achievement (SPSA) shall be developed and recommended by the school site council. The school site council, following approval of the SPSA by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, and other school personnel the implementation of the school improvement program and to assess periodically the effectiveness of such program. Modifications or any improvement to the SPSA shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III

Members

Section I – Composition

The needs and resources of the school improvement program require that staff membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the council shall be: the principal and representative teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, and parents of pupils attending the school selected by such parents.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel and (b) parents or other community members selected by parents.

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

Council members representing parents and other community members shall not be employees of the school. Alternate members may be selected.

Section 2 – Term of Membership

All members and alternate members of the council shall serve for a two-year term. Term of membership shall be August through July.

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 meet the membership requirements under which they were selected, e.g. a parent becomes employed by the school. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months without prior notification to chairperson. The council, by affirmative vote of two-thirds of all of members, can suspend or expel a member.

Section 5 – Transfer of Membership

Membership in the school site council is not transferable or assignable.

Section 6 – Resignation

Resignations will be accepted only upon written notice to the chairperson or principal.

Section 7 – Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by an alternate member.

ARTICLE IV

OFFICERS

Section 1 – Officers

The officers of the school site council shall be members of the council and shall consist of a chairperson, vice-chairperson, secretary, parliamentarian, and such other officers as the council may deem desirable.

Section 2 – Election and Term of Office

The officers of the school site council shall be elected annually and shall serve for two years 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 judgment of the council, the best interests of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office 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 organize, convene, and lead all meetings of the school site council and may sign all letters, reports, and other communication 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 serve as the chairperson during his/her absence. 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 record actions taken at meetings via minutes and transmit them to each of the members at the following meeting, and to such other persons as the school site council deems appropriate.

Copies of approved minutes will be kept on file at Maple Hill Elementary; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian

of the school site council records; keep a register of the email and telephone number of each member of the school site council which shall be furnished to the secretary by such member: and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the school site council.

Section 8 - Parliamentarian

The parliamentarian shall resolve questions of procedure during school site council meetings. Information will be given to him/her regarding school site council procedure.

ARTICLE V

Committees

Section 1 – Standing and Special Committees

The school site council may from time to time establish and abolish committees to: gather and analyze information; propose strategies for improving instruction; examine materials, staffing, or funding; and/or draft portions of the SPSA. No standing or special committee may exercise the authority of the school site council.

Section 2 – Membership

Unless otherwise determined by the school site council in its decision to establish a committee, the chairperson of the school site council shall appoint members to said committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or 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 – Rules

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

Section 5 – Quorum

Unless otherwise provided in the decision of the school site 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 6 – Vacancy

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

ARTICLE VI

Meetings of the School Site Council

Section 1 – Regular Meetings

The school site council shall meet regularly at least seven times per year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the school site council.

Section 3 – Place of Meetings

The school site council shall hold its regular 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 meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or by email to each member not less than 72 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.

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 school site council 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.

Section 8 – Meetings Open to the Public

All regular and special meetings of the school site council and of its standing or special committees shall be open at all times to the public.

ARTICLE VII

By-Laws

These By-laws may be amended by a two-thirds majority vote of the members in attendance, provided there is a quorum. All proposed By-Laws amendments must be given public notice at least ten (10) days prior to consideration.

POLICY PROPOSALS

POLICY I. The Maple Hill Elementary School Site Council shall consist of eight (8) members.

- A. School Personnel
 - 1. Principal
 - 2. Three (3) classroom teachers
 - 3. One (1) classified employee
- B. Five (5) parents and/or community members

POLICY II. The selection of members will take place in the following manner:

- A. School Personnel
 - a. Principal
 - b. Classroom Teachers
 - 1) A teacher representative will oversee the selection of teacher member to the school site council
 - 2) Teachers will be nominated and elected by fellow teachers to serve on the school site council
 - 3) Teacher members will be elected during the August staff meeting before the first school site council meeting of the school year
 - c. Classified employee
 - 1) A representative of classified employees will oversee the selection of the classified member to the school site council.
 - 2) Classified employees will be nominated and one elected by classified employees to serve on the school site council.

- 3) The classified employee member will be elected during an August classified staff meeting before the first school site council meeting of the school year.

B. Parents and/or Community Members

- a. Prospective members will be encouraged to nominate themselves via school-wide communication (newsletters, bulletins, website, ConnectEd).
- b. Information will be sent during the first week of school.
- c. A ballot with nominations will be voted on during Grades 1-5 Back-to-School Night and kindergarten parent ballot. Should Back-to-School Night not occur, a ballot will be sent home with all students.

- C. The term of membership shall begin at the first school site council meeting of the school year and run consecutively for two years until July 30.

POLICY III. ALTERNATE MEMBERS

A. Selection of Alternate Members

Additional continuity will occur via the election of non-voting alternate members of the Maple Hill Elementary School Site Council. They shall be selected in the same manner as regular members. Alternate members shall vote only in the absence of a regular member.

- B. Alternate members shall serve one-year terms beginning at the first school site council meeting of the school year and ending at the last meeting of the school year.

- C. In the event of a midterm vacancy, an alternate member may become a voting member.

- D. Two elected alternates may serve on the School Site Council.

- POLICY IV. School Site Council officers shall be elected during the first regular meeting of the school year and shall assume office immediately.

- POLICY V. The meeting agenda will be posted online at Maple Hill Elementary School's school web page and also emailed or given to all school site council members and alternates at least 72 hours prior to the meeting.

- POLICY VIII. The Policy of the Maple Hill Elementary School Site Council can be amended at any meeting by a simple majority (51%) of members in attendance, provided there is a quorum.