

PEPPER DRIVE SCHOOL
SCHOOL SITE COUNCIL BYLAWS
revised 11-30-15

ARTICLE I

Duties of the School Site Council:

The School Site Council of Pepper Drive School, hereinafter referred to as SSC, shall carry out the following duties:

- Develop and approve the Single Plan for Student Achievement (SPSA) and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and Local Control Accountability Plan (LCAP) expenditures to the Santee School District Board of Education 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 district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical 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 SSC by the Santee School District Board of Education and by state law.

ARTICLE II

Members

Section A: Composition

The SSC shall be composed of 10 members, selected by their peers.

The SSC shall be constituted to ensure parity between:

- 1.) The principal, classroom teachers and other school personnel
 - a.) Classroom teachers shall comprise the majority of this group
- 2.) Parents or other community members selected by parents.

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

An alternate may be elected by either the staff or parent constituents. An elected alternate may vote if an elected member is absent. An alternate must have attended meetings regularly in order to vote. (See Section D for attendance expectations.)

Section B: Term of Office

SSC members shall be elected for 2 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 SSC, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

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

Section D: Termination of Membership

The SSC 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 SSC chairperson.

A vote for termination of membership will automatically be called on the third absence of any member or alternate during a school year.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by appointment by two-thirds of the remaining SSC members for the period of time until the next regular election.

ARTICLE III

Elections of SSC Members

- The school principal is a standing member of the SSC.
- Certificated staff elections will be held during the first month of the school year.
 - The certificated membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by the certificated staff.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- “Other” staff elections will be held during the first month of the school year.
 - The “other” staff membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by the certificated staff.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- Parent/Community Member representative elections will be conducted prior to the end of the school year.
 - Nominations and elections will be facilitated by the school office staff.
 - Announcement of the positions for nomination will be included in the school newsletter, website, and other means (e.g. School Marquee) no less than 14 days prior to nominations closing.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
 - Elections will begin immediately following the closing of nominations.

All election ballots and result records will be maintained at the school site for seven (7) years.

ARTICLE IV

Officers

Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC 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 SSC.
- Sign all letters, reports, and other communications of the SSC.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the SSC.

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 SSC.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC.
- Provide all notices in accordance with these bylaws.
- Perform other such duties as are assigned by the chairperson or the SSC.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the SSC, 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 SSC, for the remaining portion of the term of office.

ARTICLE V

Committees

Section A: Sub-committees

The SSC may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the SSC. 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 SSC.

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Terms of Office

The SSC 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 SSC, or policies of the district governing board.

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is present

ARTICLE VI

Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly on the last Monday of each month, unless otherwise prescribed. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC 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 SSC.

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:
Public Posting at School, School Website
5. All required notices shall be delivered to SSC and committee members no less than 72 hours in advance of the meeting, personally, by mail, or via e-mail.

Section D: Quorum

The act of the majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC (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 SSC 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 SSC.

Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, 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 SSC by a vote of two-thirds (2/3) of the SSC. Written notice of the proposed amendment must be submitted to SSC members at least one meeting prior to the meeting at which the amendment is to be considered for adoption.

