



**CITRUS**  
**ELEMENTARY SCHOOL**  
**SITE COUNCIL BYLAWS**

## **ARTICLE 1 – NAME OF THE COUNCIL**

The Chico Unified School District has established the Citrus Avenue Elementary School site Council. Hereinafter, the School Site Council may be referred to as SSC.

## **ARTICLE II – ROLE OF COUNCIL**

The SSC is required, under the state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The SSC will:

- Analyze and evaluate the academic achievement of all students in the school.
- Obtain recommendations from the school site leadership team, standing, and special committees regarding the focus of the *Local Control Accountability Plan (LCAP/School's Single Plan for Student Achievement)*.)
- Review and provide input on the school's plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
- Recommend the school's plan, including related Federal budget expenditures (Title II and Safe Schools Funds), to the local governing board.
- Provide ongoing monitoring of the implementation of the plan and budgets/expenditures.
- Revise the school plan, including expenditures, timelines, and evaluation criteria, as needed.
- Participate in all local, state, and federal reviews of the school's program for compliance and quality.
- Annually evaluate the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students.
- Encourage broad representation of parents, community members, teachers, and students. If appropriate, including all socio-economic, ethnic, and programmatic groups represented in the school leadership roles and in the activities of the School Site Council.
- Carry out all other duties assigned to the council by district governing board and by state law.
- Monitor the implementation of the plan.
- Every two years, an English Learner Advisory Committee may elect to have the SSC serve as the site leadership body for the EL program. If this occurs the SSC, after training will assist the principal and staff in:
  - Developing 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
  - Administer the school's language census.
  - Assure that efforts have been made to notify EL parents of the importance of regular school attendance.

Every two years, a School Advisory Committee may elect to have the School Site Council serve as the site leadership body for the Economic Impact Aide Program will assist the principal and staff in:

- Developing a detailed school plan for low income, educationally disadvantaged, and English Learner students as a part of the Single Plan for Student Achievement that is submitted to the local board of education.

The SSC will vote to determine whether the school will participate in the School =based Coordination Program.

## **ARTICLE III – MEMBERS**

### **Section 1 – Size and Composition**

- Elections of council members shall be held each year in the month of September.
- The SSC will be composed of the following members: Half of the representation on the council shall form the school staff. This council half will include:
  - Principal
  - Teachers, selected by teachers (Classroom teachers shall constitute the majority of those persons representing the school staff)
  - Other school personnel

- And-

The remaining half on the council will be

- Parents and/or community members, selected by parents at the school.

#### **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 the student. Council members chosen to represent parents may be employees of the school district so long as they are not employed by the 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 is 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 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 II: Term of Office**

Council members will be elected and shall serve a two year term. However, in order to achieve staggered membership, one half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of members selected during the even years.

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 re-selected by the appropriate representative group.

### **Section III: Selection/Election of Members**

Election of members shall be held each year in the month of September. The following procedures shall be followed in nominating candidates and selecting/electing council members.

- **Teachers:** Classroom teachers will display interest in SSC membership at the first staff meeting of each new school year. The nominees will be put on a ballot for the staff to elect. The principal will create a ballot and have the staff vote. The Principal and another school personnel will collect and tally the votes.
- **Parents / Guardians:** Parents/Guardians will submit interest in membership to the principal in September of each new school year. A ballot will be sent home with interested candidates names and voted on by families. Ballots will be returned to the office and the principal and another school personnel will collect and tally the votes.

### **Section IV: Voting Rights**

Each member of the SSC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC. Absentee ballots shall not be 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 V: Termination of Membership**

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.

The SSC, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

### **Section VI: Transfer of Membership**

Membership on the SSC may not be assigned or transferred.

### **Section VII: Resignation**

Any selected SSC member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

### **Section VIII: Vacancy**

Any vacancy on the SSC that occurs during the term a member shall be filled by:

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

## **ARTICLE IV – OFFICERS**

### **Section 1: Officers**

The officers of the SSC shall include a Chairperson, vice-chairperson, secretary, and any other officers the SSC shall deem desirable.

### **Section II: Election of Officers**

The officers of the SSC shall be elected annually and shall serve a term for one year or until a successor has been elected.

Any member of the SSC, including the principal, may serve in any officer capacity.

### **Section III: Removal of Officers**

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

### **Section IV: Vacancy in an Officer Position:**

A vacancy in any office because of resignation, removal, disqualification, death, or otherwise shall be filled for the remainder of the officers term. A vacancy in any office shall be filled by a special election of the SSC. This special election will be included in the posted meeting agenda.

### **Section V: Duties of Officers**

#### **The Chairperson shall:**

- 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.

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

- Represent the chairperson or council 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 SSC.
- Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meetings.
- Provide all notices in accordance with the provisions of these bylaws.
- Serve as custodian of the School Site Council records.
- Maintain a register of the address, phone number, and term of office for each council member.
- Maintain a register of the chairpersons of other school advisory and subcommittee member, including address and phone numbers.
- Perform all duties that are assigned by the chairperson or the council.

**ARTICLE V – COMMITTEES**

**Section 1: Standing and Special Committees**

The SSC may establish standing or special committees to perform various functions as prescribed by the SSC. All committees will include representation from various representative groups. All appointed individuals and committees serve at the pleasure of the SSC and are advisory to it. No standing or special committee may exercise the authority of the SSC. A standing or special committee may be abolished by a vote of the SSC. The purpose of these committees is to:

- Gather and analyze data
- Examine materials, staffing, or funding possibilities
- Propose to the SSC strategies for improving the instructional practices

**Section II: Standing and Special Committee Membership**

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

**Section III: Standing and Special Committee Term of Office**

The SSC shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

**Section IV: Standing and Special Committee Rules**

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

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

### **Section 1: Meetings**

The SSC shall hold its regular meetings at 2:30 on the 3<sup>rd</sup> Wednesday of the month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC. All meetings must be open to the public.

### **Section II: Place of Meetings**

The SSC shall hold its regular meetings at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined jointly by the school principal and SSC chairperson.

### **Section III: Notice of Meetings**

Written public notice of the meeting shall be posted at least 72 hours in advance of the meeting, indicating date, time, and location. The agenda will be posted describing each item of business to be discussed or acted upon. Any changes to the established date, time, or location will be especially noted in the agenda.

All required notices shall be delivered to SSC and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, personally, by mail, or by email.

The SSC will notify representative groups of the meeting schedules through:

- School Newsletter
- Posted on designated bulletin board
- Posted on school website

### **Section IV: Quorum**

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

### **Section V: Conduct of Meetings**

Meeting of the SSC shall be conducted in accordance with the rules of order established by Education Code 35147 and the *Robert's Rules of Order* or and adaption thereof approved by the SSC.

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

All meetings of the SSC and its appointed committees shall be open to the public. Any member of the public shall be able to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. Every agenda for regular meetings shall provide an opportunity

for members of the public to directly address the SSC on any item of interest to the public, before or during the SSC's consideration of that item.

The SSC 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 SSC subsequent to the posting of the agenda.

Each meeting agenda will include a time for the public comment. The SSC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the SSC.

Any materials provided to a SSC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 {commencing with Section 6250} of division 7 of Title 1.)

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

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

The 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 SSC about their concerns.

#### **Section VIII: Uniform Complaint Procedures**

The SSC shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any SSC member or member of the public believes that the SSC 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 – BYLAW AMENDMENTS**

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