

# Questa Elementary School

## School Site Council Bylaws

Article I  
Duties of the School Site Council

The School Site Council of Questa Elementary School, hereinafter referred to as the School Site Council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed School Site input for Local Control and Accountability Plans (LCAP) and site safety plan.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Annually, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the School Site Council by the district governing board and by state law.

Article II  
Members

**Section A: Composition**

The School Site Council shall be composed of 10 members, selected by their peers, as follows:

- 3 Teachers – 1 from TK-2, 1 from 3-5, and 1 from 6-8
- 1 Classified Staff Member
- 5 Parents or community members
- The school principal shall be an ex officio member of the School Site Council.
- One ASB Officer an ex officio member of the School Site Council.

**Section B: Term of Office for Members and Officers**

- Teachers and staff members will serve for two academic school years.
- Parents will serve for two academic school years.
- At the first regular meeting of the School Site Council, each member's current term of office shall be recorded in the minutes of the meeting.
- Alternates will serve for a two year term.

**Section C: Elections/Volunteers**

- Elections will be completed by the 1<sup>st</sup> SSC meeting of the year.
- Each peer group will receive a ballot and will be given at least 5 days to return the completed ballot to the school to be counted.
- Election results will be announced at the School Site Council meeting following the due date of the ballot(s).

- If there is a tie, a new ballot will be created to break the tie. For example, if 3 people have the number of votes from a ballot of five then the three who tied will be named on the new ballot.

#### **Section D: Termination of Membership**

- The School Site Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for being unsafe, irresponsible, or disrespectful.
- Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council chairperson.

#### **Section E: Transfer of Membership**

Any vacancy on the School Site Council occurring during the term of duly elected members shall be filled by appointment of the School Site Council for the period of the time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

### Article III Officers

#### **Section A: Officers**

The officers of the School Site Council shall be a chair person, vice-chairperson, secretary, and other officers the School Site Council may deem desirable.

The chairperson shall:

- Preside and call to order all meetings of the School Site Council.
- Sign all letters, reports and other communications of the School Site Council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the School Site Council.
- Schedules special meetings with at least a 48 hour public notice.

The vice-chairperson shall:

- Represent the chair person in assigned duties.
- Substitute for the chairperson in his or her absence.
- Responsible for creating and disseminating and collecting ballots.

The secretary shall:

- Keep minutes of all regular and special meetings of the School Site Council.
- Transmit true and correct copies of the minutes of such meetings to members of the School Site Council.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the School Site Council. All original records will be kept at school.
- Keep a register of the names, addresses and telephone numbers of each member of the School Site Council and others with whom the School Site Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the School Site Council.

**Section B: Election and Terms of Office**

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

**Section C: Removal of Officers**

Officers 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 School Site Council, for the remaining portion of the term of office.

Article IV  
Amendments

- A. An amendment of these bylaws may be made at any regular meeting of the School Site Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to School Site Council members at least 2 days prior to the meeting at which the amendment is to be considered for adoption.