

Ivy Academia Entrepreneurial Charter School
7353 Valley Circle Blvd.
West Hills, CA 91304

SCHOOL SITE COUNCIL BYLAWS
Adopted for 2019-2020 school year
Approved November 4, 2019

ARTICLE I
Name of Council

The name of this council shall be the Ivy Academia School Site Council.

ARTICLE II
Role of Council

II.A The Role of the SSC

The purpose of the SSC is to develop and recommend Ivy's educational plan (LEA), including expenditures related to federally funded programs such as Title I and Title III. Following Ivy's Governing Board of Director's approval of the plan, it is the ongoing responsibility of the SSC to review the implementation of the Plan with the administration, principals, teachers, and other school personnel and to assess periodically the effectiveness of the Plan. The SSC will annually review the Plan and establish a site budget that is consistent with the Ed. Code and if necessary make modifications in the Plan to establish new school site needs and priorities. Modifications or any improvement of the Plan shall be developed, recommended and approved or disapproved in the same manner. Pursuant to Section 52020 of the Education Code, the school site principals shall be responsible for the ongoing administration of the plan. The SSC will be advised by the English Language Advisory committee (ELAC) (a subcommittee of the SSC) on Title III issues and student needs.

II.B Responsibilities

The primary responsibility of the SSC is to act as an advisory body to the administration in planning objectives and reviewing the program and the budget. Through the planned and organized activities of the SSC, advising is intended to include: informing, inquiring, suggesting, assessing, and recommending. 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

III.A Composition

The needs of a TK-12 SPAN school require that membership include a broad representation of parents and staff. Ivy Academia's SSC will be comprised of the following:

1. 1 Administrator
2. 1 Site principal
3. 2 Teachers representing TK-12, elected by teachers of the school

4. 3 Parents representing TK-12, elected by parents whose children attend the school
5. 2 Support Staff, elected by support staff of the school

III.B Selection

SSC elections will take place by Sept. 30th every year. By May 15, of the electing school year, a letter will be sent home to all TK-12 parents/guardians, asking them to nominate candidates, including themselves, to serve on the SSC. If there are more nominees than vacancies, a committee shall prepare a secret ballot for election of the parent members. Nominees having the highest number of votes besides the elected members shall be designated as a parent alternate. A Chair, Vice-chair, and Secretary will be the elected officials of the SSC.

III.C Term of Office

The term of office for all members is two (2) years. Membership may be limited to 2 consecutive terms. However, in the case that there are no other candidates to fill the vacancy that would be left by the member who has served two or more consecutive terms, that member may serve another term. The SSC shall use its best efforts to stagger the terms of membership to ensure continuity.

III.D Voting Rights

The council will attempt to make all decisions by consensus. If consensus cannot be reached the Chair shall call for a vote. The Chair may vote on all matters. **All votes may only be taken if a quorum is present.** A majority of membership, 51% shall constitute a quorum. 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. Any one member of the council may request a secret ballot on any matter submitted to a vote of the council.

To ensure parity on the council, only one site principal may vote on behalf of all principals. The principal/s may not veto a decision of the council (or make plan or budget changes without SSC approval).

III.E 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 meets the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member. Membership in the School Site Council is not transferable or assignable.

III.F Resignation

Any member may resign by submitting a written resignation to the SSC Chairperson.

III.G Vacancy

Any vacancy on the Council shall be filled, for the remainder of that term, by the first available alternate who is appointed by the Chair and approved by the SSC. Election process may be utilized if no alternate is present.

ARTICLE IV

Officers

IV.A Officers

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

IV.B Election and Term of Office

The officers of the SSC, for the next school year (beginning in August), will be elected annually by the then active representatives at the last spring meeting of the previous school year. The officer's will serve for one year until their successor has been elected.

IV.C 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 interest of the SSC Council would be served thereby.

IV.D Vacancy

A vacancy in any office shall be filled by consensus or a majority vote, when necessary, by the members of the School Site Council. The vote shall be taken at the first meeting following notification of the vacancy. The new officer shall serve for the unexpired portion of the term.

IV.E Chairperson

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC. Chairperson will develop agenda with the principal and assure posting 72 hours in advance.

IV.F Vice-Chairperson

The vice-chairperson shall assume all duties and responsibilities of the chairperson in the Chair's absence.

IV.G Secretary

The secretary shall keep the minutes of the meetings, shall promptly transmit them to each of the members; shall see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site Council records; and, in general, performs all duties incident to the office of secretary. Prior to each regular meeting, the secretary of the SSC shall prepare for each member, copies of the last meeting's minutes and the agenda for the next meeting. The secretary will be responsible for forwarding the agenda and publicizing the meeting. The agenda for the next meeting and the minutes of the past meeting shall be posted for public viewing at each school site and electronically on Ivy's web site.

ARTICLE V Committees

V.A Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. Such committees will appoint a chairperson who will report and or present committee recommendations at the regular SSC meeting.

V.B 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 the various committees.

V.C 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.

V.D 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.

V.E 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

VI.A Regular Meetings

The School Site Council shall meet regularly, tentatively scheduled on the first Monday of the month, at 3:30 p.m. in the business office. In the case of school holidays or other conflicts, an alternate meeting date will be scheduled.

VI.B Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council. Special meetings shall be posted 24 hours in advance.

VI.C Notice of Meetings

Advanced public notice of 72 hours shall be given of regular meetings. Notice shall be in writing and shall state the day, hour, and location of the meeting on Ivy's web site, posted at each school site, and sent via email to parents and staff.

VI.D Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative consensus is reached. A vote will be taken on all financial expenditures and a decision shall be made only after an affirmative vote, of a majority of its members in attendance, provided a quorum is in attendance. At the discretion of the Chair, voting may be by secret ballot.

VI.E Quorum

The presence of a majority of the voting membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC.

VI.F Meetings Open to the Public

All meetings of the School Site Council and of its committees shall be open at all times to the public.

ARTICLE VII
Amendments

The bylaws may be amended or revised by a 51% vote at any regular SSC meeting. This vote can only occur after the proposed amendment has been submitted to the SSC members in writing at the previous regular meeting.

VII.A Ratification

The bylaws shall be declared adopted when passed by either a consensus or 51% of those members present at a duly called and held SSC meeting.

The above By-laws were ratified on this fourth (4th) day of November in the year 2019.

Chairperson _____

Administrator _____