

Richmond Street School Site Council

Articles of Constitution and Bylaws

Adopted by Richmond Street School Site Council _____

Approved by El Segundo Unified School District School Board _____

Constitution:

Preamble:

Site Councils are established under Section 1260.1 of the El Segundo Unified School District policy Handbook and under California Education Code Sections 52010-52021. Herein the Richmond Street School Site Council is described, commissioned and governed under the approval of the El Segundo Unified School District School Board.

Article I: Name

The name of this group shall be Richmond Street School Site Council.

Article II: Purpose and Function

The purpose of the School Site Council is to administer the School Improvement Program, a plan that defines a school's targeted work to raise achievement for all of its students, and School Improvement funds, is to:

- Implement and review the School Improvement Plan and related funds in a manner which is consistent with and subordinate to El Segundo School Board Policy section 1260.1 (Appendix A) and California Education Code sections governing School Improve programs and funds.
- The Site Council also has the purpose of attending to matters of the school environment as listed in Board Policy 1260.1.2.vii.
- The Richmond Street School Site Council may determine policy only insofar as pertains to the facilitation and maintenance of the School Improvement Plan and related funds. It may make recommendations as pertains to environmental matters, when requested to do so by administrators, or the School Board.
- The Council may also help in communication and clarification of policy when requested to do so by administrators or the School Board.

Article III: Membership

A. Composition (EC 52012, 52852 and 54724)

Section A. The Richmond Street School Site Council shall be composed of the following members, the principal, teachers elected by other teachers, other school personnel elected by other school personnel, parents elected by other parents, in secondary schools students elected by the entire student body, and community members elected by such parents. Classroom teachers are the majority on the school staff side. Each member has equal voting rights. **The principal is responsible for the elections of staff members within the first month of school.**

At an elementary level, the council shall be constituted to ensure parity. Half of the membership shall be **(a)** principal, classroom teachers and other school personnel (staff side); and half shall be **(b)** parents, or other community members elected by the parents (parent side). The council will be made up of no fewer than 10 members.

- **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 such student.

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this 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 defined as 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.

B. Membership and Elections

The Principal shall sit in tenured membership on the Site Council for as long as he/she holds that position at Richmond Street School. This shall also include anyone who serves as acting principal. If the principal is not able to attend a School Site Council Meeting, the Vice Principal of Richmond Street School may act in the principal's role.

At least three classroom teachers shall be elected by a majority of the faculty to serve a maximum of three years per term. Vacant seats shall be filled in September of each school year.

The member who represents other school personnel shall be appointed by the elected school teacher representatives in conjunction with the principal and chair of the School Site Council. Replacement of staff representatives shall occur in like manner.

Community members and parents of Richmond Street School pupils will elect the parent or community members during the month of September of each school year to serve a maximum of three years per term. We should be specific about the election procedure. A special election will be held if a replacement council member is needed. Parents or community members who are regular employees of the El Segundo Unified School District shall not be eligible to hold membership on the Site Council if deemed there is a conflict of interest.

Parent Election Procedure:

In early September, the Principal will send information to parents regarding School Site Council and will announce that nominations are open for vacancies on the committee. Nominations will be collected by the Principal via email and/or paper form. Parents will have at least one calendar week to submit nominations. The Principal will create an online and paper ballot to be used for School Site Council elections. Elections will open the night of Back to School Night and will commence one week after that date. Parents will be notified of these dates.

Article IV: Voting Rights

Each member elected or assigned under Article III, above, shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. Absentee and assigned voting shall not be permitted.

Article V: Termination and Replacement of Members

A member of School Site Council shall no longer be seated when he/she ceases to be eligible under Article III, above. Membership shall terminate for any member who is absent without legitimate excuse for three meetings of the School Site Council within the same term, as determined by the chairperson. The School Site Council, by affirmative two-thirds majority vote of all the members, can expel a member.

A member may resign by filing a written resignation with the School Site Council chairperson. Pending acceptance of such resignation by a majority of the council, resignation shall terminate membership.

Membership in the School Site Council is not transferable or assignable. Members may only be replaced by special election conducted among the peer group that he/she represents, (i.e., faculty, other school personnel, or parent/community members. In the event the peer group is unable to make a selection, the chairperson shall fill the vacancy by appointment, pending approval of two-thirds of the seated members.

Article VI: Advisory Membership

Advisory, non-voting, membership may be extended to the other person, e.g., administrators, and representatives of interested organizations, e.g., PTA, as deemed appropriate and as invited by the voting membership of the School Site Council. Such individuals may serve in full capacity as a member of any committee, standing or special, for the duration of the term of advisory member and as prescribed by the voting members of the Council.

The term of advisory membership shall extend from September through the following August (twelve months), and may be renewed pending the approval of the School Site Council and the willingness of the advisory member to continue serving.

Termination of advisory membership may occur after absence without excuse for three meetings in the same term, by means of resignation, or by means of expulsion affected by a simple majority vote of the School Site Council.

Article VII: Accountability

The Richmond Street School Site Council shall be accountable to the State Board of Education and its policies for School Site Councils and School Improvement Programs and funds.

The Richmond Street School Site Council shall be accountable to the El Segundo Unified School District Board of Education and its policy handbook. The Council shall submit any formative document(s), or amendments thereto, to the Board for approval.

The Richmond Street School Site Council shall inform the school community of its decisions by posting and making available its minutes to the community.

Article VIII: Amendments to the Articles of Constitution

Amendments to these Articles of Constitution may be made by the action of a two thirds majority of the Richmond Street School Site Council, pending the approval of the El Segundo Unified School District Board of Education.

Richmond Street School Site Council Bylaws

Section 1: Officers

The officers of the School Site Council shall be the chairperson, vice-chairperson, secretary, parliamentarian, and such other officers as the Council may deem necessary or desirable.

Section 2: Officers' Election and Term of Office

The officers of the School Site Council shall be elected annually at the first meeting when the newly elected members are seated, usually in the October meeting. If any officer is unable to complete his/her term, a replacement shall be elected from the council at the earliest opportunity.

Section 3: Removal

Any officer may be removed by a two-thirds majority vote of the Council members. At any time that a motion to remove the chairperson with a second comes to the floor, that portion of the meeting shall be chaired by the vice-chairperson.

Section 4: Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, it is the chairperson's responsibility to run meetings, keep order, and perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the School Site Council. The Chairperson shall work in collaboration with the principal to set the agenda for each SSC meeting.

Section 5: Vice Chairperson

The duties of the Vice-Chairperson shall be to: a). Represent the chairperson in assigned duties; b) Substitute for the chairperson during his/her absence; c) perform other such duties as may be assigned by the chairperson and/or the School Site Council.

Section 6: Secretary

The duties of the Secretary shall be to: a) Keep the minutes of all Council meetings. If the secretary cannot be present, the Chairperson will assign the keeping of the minutes to a recording secretary; b) Transmit the minutes to School Site Council members, and to the School Board through the office of the Superintendent; c) In cooperation with administrative staff assistants, be a custodian of the records of the Council; d) Develop, maintain, and distribute to all other Council members a roster of Site Council members, including telephone numbers and email addresses; e) Notify members of meeting/special meeting times, dates, locations, and provide a copy of the agenda and minutes.

Section 7: Parliamentarian

The duties of Parliamentarian shall be to: a) Assist the chairperson in maintaining order; b) Should be familiar with the committee’s bylaws, parliamentary procedures and Robert’s Rules of Order; c) Moderate any debate or discussion.

Section 8: Administrative Responsibility

The principal shall have the responsibility for the proper function and implementation of the SSC. The principal, with collaboration from the Chairperson, will provide the agenda for each SSC meeting.

Section 9: Committees

Committees will be determined every school year as the Council deems necessary (ex. School Improvement Committee, Technology Committee, Environmental Concerns Committee, etc.).

A. AUTHORITY

Committees shall have the authority of the Council to investigate issues to which they are assigned and to make recommendation(s) to the Council.

B. MEMBERSHIP

Committees shall consist of Council members, voting and advisory, who are willing to serve on said committee.

C. TERMS OF OFFICE

Each member of a standing committee shall serve on that committee for one year, beginning at the first fall (September or October) meeting and ending at the following August meeting.

Section 10: Meetings of the School Site Council

A. Regular Meetings

The Richmond Street School Site Council shall meet regularly, not less than once per month throughout the course of any given school year.

B. Time of Meetings

At the first meeting of the year, the School Site Council will attempt to establish a consistent meeting time of a minimum of 8-7 meetings per school year. The time of the meeting will take place before or after school as determined each year.

C. Place of Meetings

School Site Council shall hold its meetings in a facility provided by the school district that is readily accessible to all members and to the public, including physically challenged individuals.

D. Special Meetings

Special meetings of the School Site Council may be called by the chairperson, or by a majority vote of the Council. The agenda of such a meeting shall include only one item of business, unless the Council agrees by a two-thirds majority to expand the special meeting's agenda. Special meetings may be restricted to Site Council members if it is determined by a two-thirds majority that confidentiality is necessary.

E. Notice of Meetings

Public notice shall be given for regular and special meetings and agenda posted at least 48 hours in advance. Members of the School Site Council shall also receive notice from the SSC Secretary within 48 hours of a meeting's date, time, and location as well as a copy of the minutes from the previous meeting.

F. Quorum

The presence of six voting members shall be required in order to constitute a quorum necessary for the transaction of the business of the Richmond Street School Site Council.

G. Decision

All policy decisions with regard to the School Improvement Program and funds shall be final only when a properly made and seconded motion is approved by a simple majority of the voting members. All recommendations with regard to environmental matters shall be issued when it is agreed upon by common consent or by majority approval of a properly made and seconded motion.

H. Conduct for Debate

All regular and special meetings of the Richmond Street School Site Council shall be conducted in an orderly fashion in accordance with Robert's Rules of Order or an adaptation of same. (See Appendix B: Rules of Order) Any member or guest may engage in discussion or debate when recognized by the chair. Special rules may be implemented in order to maintain orderly debate on certain issues or to structure special meetings. Such rules may be implemented with the approval of two-thirds of the voting members to a motion.

I. Meetings Open to the Public

All regular meetings of the Site Council shall be open to the public. Special meetings will ordinarily be open to the public. Special meetings may be restricted, under ~~special~~ circumstances when confidentiality must be protected, to members of Site Council with the approval of two-thirds of the voting members to a motion, properly made and seconded, to convene a special closed-door session.

Section 11: Amendments and Additions to these Bylaws

Bylaws may be amended or augmented by a motion, properly made and seconded, which approved by a two-thirds majority of the Richmond Street School Site Council.

Appendix A: Board Policy for Site Council (1260.1)

Membership

- A. Elementary school site councils shall have, as a minimum:
 - 1. The school principal
 - 2. Three classroom teachers selected by the classroom teachers of the school
 - 3. One representative of "other school personnel," selected by the other school personnel
 - 4. Five parents of pupils who attend the school or other community representatives selected by the parents of the pupils attending the school, provided that no person so selected is an employee of the district.

- B. Terms of the Members
 - 1. Principal: term is tenure in position.
 - 2. Classroom teachers shall be selected to staggered two-year terms.
 - 3. The representatives of the other school personnel shall be selected for a ~~two~~three-year term.
 - 4. Parents or other community representatives shall be selected to staggered ~~two~~three-year terms.
 - 5. Any board member who resigns, completes a term or is recalled shall be replaced by election of a new member, utilizing the same procedure by which the member was originally elected.
 - 6. Any member may be recalled by the group which elected the member, provided that the group has adopted a recall procedure.

Responsibilities of the School Site Council

- 1. Each School Site Council shall determine whether or not it wishes the local school to participate in the School Improvement Program. The council may request the governing board to exclude the school from participation in the school improvement program, and if the governing board accepts the request, the phase-in schedule will be modified to provide reconsideration of the exclusion no later than three years from the date of the decision not to participate. (E.C 52011)
- 2. If the decision is to have the local school participate in the school improvement program, the school site council may apply to the governing board for a planning grant to develop a three year improvement plan. The plan developed shall have the following required characteristics. (School level plans developed under the E.C.E. Act of 1972 are deemed to meet requirements for plans under Chapter 6, part 28.) The plan must:
 - a. Be based on a comprehensive assessment of the school's capability to meet the learning needs of each pupil.
 - b. Specify improvement objectives, including intended (expected) outcomes.
 - c. Be based on a three year span, at the end of which the objectives specified must be substantially accomplished. It is understood that the school site council may feel that certain of the component parts of E.C. 52025, 52016, and 52017 may already be of high quality in the school, and it may not be necessary to provide activities for them under the school improvement program.

- d. Each plan shall address each of the following topics, either detailing how improvement will be made, or stating and demonstrating briefly why it is believed that the school performance is already of high quality:
 - i. Instructional strategies, curricula and materials which will make it possible for each student to
 - a. Make continuous progress and learn at a rate appropriate to abilities.
 - b. Master basic skills in language development and reading, writing and mathematics pursuant to E.C. sections 51215 and 51216.
 - c. Develop knowledge and skills in other aspects of the curriculum, such as arts and humanities, physical, natural and social sciences, multicultural education; physical, emotional and mental health; consumer economics; and career education.
 - d. Pursue educational interests and develop esteem for self and others, personal and social responsibility, critical thinking, and independent judgment.
 - ii. Instructional and auxiliary services to meet the needs of non-English speaking pupils, including instruction in a language such pupils understand: educationally disadvantaged pupils, and pupils with exceptional abilities or needs.
 - iii. A staff development program for teachers, other school personnel, paraprofessionals, and volunteers as provided in E.C. 52019.
 - iv. Improvement of the classroom and school environments, including improvement of relationships between and among students, school personnel, parents and the community, and reduction of the incidence of violence and vandalism among pupils.
 - v. Other objectives set by the school site council.
 - vi. The proposed expenditure of allowances provided under E.C. 52045 et seq. (article 4 of Chapter 6), and other state or local funds available to support the school improvement program.
 - vii. Ongoing evaluation and modification of the school improvement plan by the school site council based on information regarding:
 - a. The degree to which the school is meeting its improvement objectives as assessed by parents, teachers, other school personnel, and pupils.
 - b. Improve school environment as measured by indicators such as the incidence among pupils of absenteeism, suspension, expulsion and dropouts, and the incidence and costs of school violence, vandalism and theft of school or private property while participating in school activities; pupil attitudes toward school, self and others; incidence of absenteeism, resignation and requests for transfers among teachers and other school personnel; and degree of satisfaction of teachers, pupils, parents, administrators, and others with school services and decision-making processes.
 - c. The degree to which fiscal expenditures meet the criteria of the school improvement plan.

(NOTE: The information required by vii. Above shall be made available to any person upon request.)

- e. In addition to the above, elementary school improvement plans must include:
 - i. active involvement of parents in classroom activities and in other aspects of the program. Parents who work under the supervision of certificated personnel are to be encouraged to participate in the staff development program.

Legal Reference:

Please contact Dr. Melissa Moore. Superintendent, El Segundo Unified School District, 641 Sheldon Street El Segundo, CA 90245. mmoore@esUSD.k12.ca.us for the current relevant Education Code and California Administrative Code sections and regulations and El Segundo Board Policies.

Appendix B: Rules of Order

All meetings of the Richmond Street School Site Council shall proceed in an orderly fashion, following a prepared agenda and minutes of all meetings be recorded and made available to the members of the Council for approval.

Meetings of the Site Council shall begin promptly when called to order by the chairperson or one acting in that capacity.

Role will be taken and the minutes of the previous meeting shall be presented to the Site Council for approval by majority vote or common consent.

Information items will generally be presented to the Site Council by the principal. Other information items may be presented by Site Council committees, chairperson, members, school staff, etc., and included as ordered in the agenda. Information items may or may not require any action by the Council. Record of information items shall be recorded in the minutes.

Action items regarding School Improvement Budget, School Improvement Program, Environmental Concerns or other policy recommendations requires the ordered debate of the School Site Council. Such debate shall proceed according to commonly accepted rules of order as seen in Robert's Rules of Order. Generally, the following summary should be sufficient in structuring debate:

1. Debate may begin on an action item when a motion has been formed, made and seconded within the course of the agenda.
2. Debate begins when a motion made and seconded is quoted by the chair. The chair shall then open the debate by inviting discussion.
3. All voting and advisory members may participate in the debate when recognized by the chair.
4. Only voting members may vote in any action of the Richmond Street School Site Council.
5. During debate, a main motion may be amended by means of a motion and second to amend the main motion. An amendment may also be amended in like manner. When an amendment or substitute motion is on the floor, the discussion is limited to that amendment or substitute motion until the amendment or substitute motion carries by majority vote or fails to receive a majority vote. Only one question may be on the floor at any given time.
6. If an amendment to the main motion or substitute motion carries, the amended motion or the substitute motion shall become the main motion on the floor and the debate on the main motion may resume. If amendment or substitution fails, the original main motion is reopened for debate.
7. When discussion ceases a motion is called to vote by the chairperson.
8. A motion may also be called to a vote by a voting member, pending a two-thirds majority consent to act on a motion.
9. The chairman shall conduct a vote by restating the motion on the floor and by calling for the vote of all those in the affirmative and of all those in the negative.
10. A simple majority of votes in the affirmative carries a motion. A majority in the negative causes a motion to fail and the floor is open to other motions on the current action item, or the council may move to the next item.
11. When the agenda is finished, the chairperson may declare adjournment. Adjournment may also occur by means of a motion to adjourn with second that passes by majority vote.