

BYLAWS FOR HAWTHORNE SCHOOL SITE COUNCIL

Revised September 2014

Article I

NAME OF COUNCIL

The name of this council shall be the Hawthorne School Site Council ("SSC").

Article II

ROLE OF THE COUNCIL

The purpose of the SSC is to develop and recommend to the District Board of Education the Single Plan for Student Achievement ("Plan") in accordance with California Education Code, Sections 52012 et seq. Following approval of the Plan by the District Board of Education, the SSC shall have ongoing responsibility to review the implementation of the Plan with the principal, teachers, and other school personnel, and to assess periodically the effectiveness of the Plan. 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 principal shall be responsible for the ongoing administration of the Plan.

Article III

MEMBERSHIP

Section 1- Composition

The needs and resources of the Plan require that the membership include broad representation of parents and staff.

The SSC shall be composed of the following:

1. The principal (non-voting member)
2. Assistant Principal (administrator)
3. School Site Council Coordinator
4. Teacher Representative K-3
5. Teacher Representative 4-5

6. Teacher Representative 6-8
7. Teacher Representative Special Education
8. Teacher Representative Specialist
9. Classified Representative
10. Parents/community members selected by parents

Teacher representatives shall be limited to a minimum of five members and shall comprise the majority of school representatives. The SSC shall be constituted to ensure parity between (a) classroom teachers and other school personnel, and (b) the parents or other community members. SSC members representing the parents/community members shall not be employees of the school, but can be employees of the school district. In addition, two (2) parent or other community member alternates will be available, if necessary to constitute a quorum. Alternates are encouraged to attend all meetings in a non-voting capacity, unless necessary to meet quorum requirements.

Section 2- Selections

In March of each school year, the Election Committee shall formulate and implement election procedures. In April of each school year, a letter shall be sent to parents of all K-8 students enrolled, inviting them to nominate candidates, including themselves, to serve on the SSC. If there are more nominees than vacancies, the Election Committee shall prepare a secret ballot for election of the parent/community member members. The two nominees having the highest number of votes besides the elected members shall be designated as parent/community member alternates.

Teacher members shall be nominated and elected by their peers at a separate meeting. Nominations shall take place in August.

Section 3- Term of Office

The term of office for all members is two (2) years. Membership shall be limited to two (2) consecutive terms. However, in the event 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.

Section 4- Voting Rights

Each member 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. In the event a parent representative

is absent, the Chairperson shall designate one of the parent alternates referred to in Article, III, Section 1, above, to vote in place of the absent member.

Section 5- Termination of Membership

A member's term shall be terminated if the member fails to meet membership requirements under which the member was selected, e.g. a parent member becomes employed by the School.

If any member of the SSC fails to attend two (2) regular meetings of the SSC, without adequate reason as determined by the chairperson, the SSC shall declare that member's seat vacant.

Section 6- Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 7- Resignation

Any member shall resign by submitting a written resignation to the SSC chairperson.

Section 8- Vacancy

The first available alternate who is appointed by the chairperson and approved by the SSC shall fill any vacancy on the SSC for the remainder of that term.

Article IV

OFFICERS OF THE SSC

Section 1- Officers

The officers of the SSC shall be a chairperson, secretary, and officers, as the SSC deems desirable.

Section 2- Election and Term of Office

The active representatives at the beginning of the school year shall elect the SSC officers for the school year. Nominations and self-nominations for each office shall be taken and voted upon in succession. Voting shall be by secret ballot. Officers serve for one year or until each officer's successor has been elected.

Section 3- Removal

Any officer may be removed by a two-thirds vote of all SSC members whenever, in the judgment of the SSC, the best interest of the SSC would thereby be served.

Section 4- Vacancy of Officers

Any vacancy shall be filled by a majority vote of the members of the SSC. 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.

Section 5- Chairperson

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC.

Section 6- Secretary

The secretary shall record and submit to all members minutes of all SSC meetings and shall perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the SSC. Prior to each regular meeting, the secretary of the SSC shall send a copy of the minutes and the agenda for the next meeting to each member.

Article V

COMMITTEES

Section 1- Special and Standing Committees

The SSC may from time to time establish and abolish such standing or special committees, as it may desire. These committees shall select a chairperson who will report and/or present committee recommendations at the regular monthly meetings of the SSC.

Section 2- Membership

Unless otherwise determined by the SSC, the chairperson of the SSC shall appoint members to the various committees. Each parent SSC member shall be required to serve on at least one committee per school year.

Section 3- Term of Office

Each member of a committee shall continue as a member of such committees for the duration of that school year or until the committee shall be terminated or abolished.

Section 4- Quorum

A majority of the committee shall constitute a quorum. Decisions shall be made by the affirmative vote of the majority members present at a committee meeting.

Section 5- Vacancy

A vacancy in the membership of any committee may be filled by an appointment by the chairperson.

Article VI

MEETINGS OF THE SSC

Section 1- Regular Meetings

The SSC shall meet approximately three times annually.

Section 2- Special Meetings

Special meetings of the SSC may be called by the chairperson, principal, assistant principal, and coordinator or by a majority vote of the SSC.

Section 3- Place of Meetings

The SSC shall hold its regular monthly meetings and its special meetings in a facility provided by the school and/or readily accessible to all members of the public.

Section 4- Notice of Meetings

Prior to each regular meeting, the secretary of the SSC shall send a copy of the minutes and agenda for the next meeting to each member. As required under Section 35147 of the Education Code, public notice of regular meetings shall be posted at least 72 hours in advance of the meetings. The notice shall specify the date, time and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The SSC may not take any action on any item that did not appear on the agenda unless the SSC, by unanimous vote, finds that there is a need to take immediate action and that the need for action came to its attention subsequent to the posting of the agenda. As required under Section 35147(d) of the Education Code, any materials provided to the SSC shall be made available to the public upon request.

Section 5- Decisions of the SSC

Decisions of the SSC 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 chairperson, voting may be by secret ballot.

Section 6- Quorum of SSC

The presence of fifty-one (51) percent of the voting membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC.

Article VII

AMENDMENTS

The bylaws may be amended by a two-thirds majority of the membership of the SSC.