

CLARA J. KING SCHOOL
SCHOOL SITE COUNCIL BYLAWS

ARTICLE I

The name of this committee shall be the Clara J. King School Site Council (SSC).

ARTICLE II

Purpose

The purpose of the King SSC shall be to:

1. Contribute to the development of the King Single School Plan.
2. Have ongoing responsibility to review with the principal, classroom teachers, classified school personnel, and parents the implementation of the Single School (SIP) Plan and to assess periodically its effectiveness.
3. Annually review the school's Plan, establish the budget consistent with the California Education Code, and recommend modifications in the Plan to reflect changing needs and priorities.
4. Communicate needs and interests within the school community.
5. Take other actions consistent with provisions in the California Education Code.

ARTICLE III

Selection of Members

1. King Classroom Teacher Members:

At a meeting open to all King classroom teachers, called by the principal, King classroom teachers shall elect *three* members and *one* alternate member to the SSC. The alternate member shall be the teacher receiving the fourth most votes and shall serve as a voting SSC member for any absent classroom teacher member. Volunteers/nominations will be taken and a paper ballot will be used.

2. Non-Classroom Teaching Staff Members:

At a meeting open to all classified staff members, called by the principal, or through uniform written correspondence, King School classified staff personnel shall nominate candidates for SSC. Through a paper ballot, classified staff members will vote to select *one* member and *one* alternate to the SSC. The alternate shall be the classified staff member receiving the second most votes and shall serve as a voting SSC member in the event that the classified staff member is absent.

3. King Parent Members:

At a meeting open to the public held no later than October 15, called and conducted by the principal, King parents shall elect a sufficient number of parents to equal a total of *five* King parents (or other community members), including the number of continuing parent/community members, and at least *two* alternates to the SSC. The first alternate shall be the King parent with the next most votes and shall serve as a voting SSC member for any absent parent member. The second alternate shall be the King parent with the next most votes after the first alternate and shall serve as a voting SSC member for any absent parent member in the event that the first alternate is unavailable. In the event that a tie in voting prevents the clear selection of a parent member to the SSC, the parent members of the SSC will vote to determine the selection order.

ARTICLE IV

Membership

1. The King School Site Council shall be composed of the principal, *three* King classroom teachers elected by King classroom teachers, *one* non-classroom teaching King school personnel elected by non-classroom teaching King school personnel, and *five* King parents elected by King parents.
2. The membership of the Council shall not exceed *ten*.
3. Resignations will be accepted only upon written notice to the chairperson.
4. Members shall be elected to serve for *two* years. Members may opt to serve the current year only. Members may serve two terms consecutively. They may serve additional terms if there are no other candidates interested.

5. Voting Rights:

Each member, including the chairperson, shall be entitled to *one* vote and may cast that vote on each matter submitted to a vote by the SSC. The elected alternate(s) shall vote in the absence of any representative(s). Absentee ballots shall not be permitted.

6. Termination of Membership:

A parent member shall no longer hold membership if he or she:

- a. Ceases to be a resident of the Cypress School District, unless an interdistrict permit is on file in the Cypress School District Office.
- b. No longer meets the membership requirements.
- c. Is absent from *three* consecutive regular meetings without a valid reason.
- d. Is suspended or expelled by a two-thirds vote of the SSC.

7. Vacancy:

Any vacancy on the SSC shall be filled from the alternates for the remainder of the school year, or a member may be appointed by the SSC chairperson and approved by the SSC if all alternate group members have been depleted.

8. English Learner Advisory Committee:

The English Learner Advisory Committee (ELAC) shall be a subcommittee of the SSC and, consistent with provisions in the California Education Code, shall be made up of the school principal, one additional school staff member, and the parent of one King student who is classified as English Learner. The staff member shall be elected by King staff and the parent shall be elected by parents of King LEP students.

ARTICLE V

Officers

The officers of the SSC shall be chairperson, secretary, vice-chairperson, and whatever other officers that the SSC may deem necessary.

Meeting, Date and Time

1. Regular Meetings:

The SSC shall meet regularly during the school year at dates and times to be determined by the SSC.

2. Special Meetings:

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

3. Location of Meetings:

The SSC shall hold its regular and special meetings in a facility provided by the school and readily accessible by all members of the public, including physically challenged persons.

4. Notice of Meetings:

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location of the regular meeting requires special notification. All special meetings shall be publicized. Any required notice shall be in writing and shall state the day, hour, and location of the meeting. It shall be delivered either personally or by mail or electronically to each member not less than 72 hours or more than 2 weeks prior to the date of such meeting.

5. Meetings Open to the Public:

All regular and special meetings of the SSC and of its standing and/or special committees shall be open at all times to the public.

ARTICLE VII

Quorum

1. A simple majority (six members) of the membership shall constitute a quorum.
2. No decision of the SSC shall be valid unless a majority of the current SSC members concur by their votes.

ARTICLE VIII

Amendments

These bylaws may be amended at any regular meeting by a two-thirds vote of the members present.

ARTICLE IX

Duties of Officers

1. Chairperson:

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties that may be prescribed by the SSC.

2. Vice-Chairperson:

The vice-chairperson shall represent the chairperson during his/her absence, and the vice-chairperson shall perform such other duties that may be assigned by the chairperson or by the SSC.

3. Secretary:

The secretary shall:

- a. Keep the minutes of all meetings (both regular and special) and promptly transmit the minutes to each of the members and to such other persons as the SSC may deem necessary.
- b. Ensure that all notices are given in accordance with the provisions of these bylaws.
- c. Be custodian of the SSC records.
- d. Keep a roster of each of the SSC member's address and phone number, or e-mail address. This information is to be provided by individual members.
- e. Perform other duties that may be assigned to the office by the chairperson or by the SSC.

ARTICLE X

Duties of Council Members

1. It shall be the duty of all council members to attend all meetings.
2. When it is impossible for council members to attend in person, the alternates shall attend and have full voting privileges.
3. Council members shall accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties prescribed.

ARTICLE XI

Election of Officers

1. All officers shall be elected as soon as membership is established on the SSC at a time no later than the end of the second SSC meeting of the school calendar year.
2. New officers shall assume their duties at the close of the elective meeting.
3. If an officer should resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy shall be filled by the regular election process.

ARTICLE XII

Committees

The chairperson shall appoint committees as deemed necessary at any time, or as directed by a majority of the members present.

ARTICLE XIII

Conduct of Meetings

All regular and special meetings of the SSC shall be conducted in accordance with *Robert's Rules of Order* or in accordance with an appropriate adaptation thereof.

ARTICLE XIV

Selection of Representative to District Committees

1. The SSC shall appoint a parent or community member to represent the King SSC on various District committees.
2. The representatives may or may not be members of the SSC.
3. The representatives shall attend and report back on regular and/or special District committee meetings.
4. An alternate will be selected to represent the King SSC at any District committee meeting if the regular representative cannot attend.

ARTICLE XV

Agendas and Minutes

1. One week prior to any SSC meeting any member may submit agenda items to the chairperson or school office for the principal.
2. The minutes of the previous meeting and the agenda of the following meeting will be provided to each council member prior to the meeting.

ARTICLE XVI

Communications

1. A copy of all minutes and agendas will be sent to the Superintendent by the secretary or principal.
2. A copy of all minutes and agendas will be on file in the school office and available to the public.
3. Special communications to the school board will be authorized by the SSC and/or its committees and signed by the chairperson and principal.
4. SSC communications between the school and the community will be authorized by the SSC or its committees and signed by the chairperson and principal.