

# **School Site Council Bylaws Leonardo da Vinci K-8 School**

rev. March 2019  
Approved by SSC on March 6, 2019

## **Article I: Name and Duties**

### **Section A: Name**

The name of this body shall be the Leonardo da Vinci K-8 School Site Council, hereinafter referred to as the SSC.

### **Section B: Duties**

The SSC shall carry out the following duties:

- Solicit school community (parents and teachers) and advisory committees (e.g., Parent-Teacher Council and English Learner Advisory Committee) input on SSC matters, including recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA);
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations;
- Recommend the SPSA and expenditures to the governing board for approval;
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members;
- Make modifications to the SPSA whenever the need arises;
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures;
- Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students;
- Annually establish a new school improvement budget for discretionary funds provided by the District;
- Carry out all other duties assigned to the SSC by the district governing board and by state law (the Education Code).
- Keep the school community regularly and transparently apprised of activities and decisions by the SSC and how they may contribute feedback.

## **Article II: Members**

### **Section A: Composition**

Membership of the SSC shall be constituted to ensure parity between a) school administrators, teachers, and other personnel; and b) parents and other community members selected by parents.

The SSC shall be composed of ten (10) members, selected by their peers, as follows:

- Five (5) Parents or legal guardians of pupils attending LdV or community members selected by parents and legal guardians
- Four (4) Classroom teachers and other school personnel. The majority of this group must be classroom teachers, but at least one must be an administrator or classified staff member
- The school principal shall be an ex officio member of the SSC

SSC members chosen to represent parents/guardians may be employees of the school district, so long as they are not employed at this school..

### **Section B: Elections**

Elections for all open SSC member positions will be held in April or May of each year. A nominating committee consisting of SSC members shall recruit nominees and supervise the election. The process will include a school-wide announcement of an open nomination period of at least two (2) weeks, with special attention given to notifying all segments of the school community. All eligible parents/guardians, community members, teachers, and classified staff who declare themselves candidates shall be placed into nomination on the appropriate ballots.

Each parent or legal guardian of a pupil(s) currently attending LdV will be eligible to cast one vote for each open parent/guardian position on the ballot, regardless of the number of children who attend the school. Each teacher, administrator, and classified staff member will be eligible to vote for each open teacher/school personnel position on the ballot.

### **Section C: Term of Office**

SSC members shall be elected for two (2) year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years.

Newly elected SSC members will take office at the first regular meeting of the school year following their election. At the September meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

#### **Section D: Voting Rights**

Each SSC member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted.

#### **Section E: Termination of Membership**

The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

A member will be removed should he/she no longer meet the requirements under which he/she was elected, as described in Section A. Membership may also be terminated for a member who is absent from all SSC meetings for a period of three consecutive months.

#### **Section F: Transfer of Membership**

Membership on the SSC may not be assigned or transferred.

#### **Section G: Vacancy**

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a candidate selected via majority vote of the remaining SSC members. The position will then be open for nomination and election at the immediately following election according to the process in Section B, even if the term for that position has not expired.

### **Article III: Officers**

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

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.

The chairperson shall:

- Preside at all meetings of the SSC
- Develop the agenda for each meeting of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence
- Send notices of meetings and agendas, attend to correspondence, and distribute information, as directed by the chairperson and the SSC

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons, including the PTC president and appropriate SCUSD personnel.
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

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

The officers shall be elected annually at the October or November regular meeting of the SSC and shall serve for one year, or until each successor has been elected.

## **Section C: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC for the remaining portion of the term of office.

## **Article IV: Committees**

### **Section A: Subcommittees**

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. Subcommittee membership may include

additional LdV parents and teachers who are not members of the SSC, unless prescribed by SSC vote. No subcommittee may exercise the authority of the SSC.

### **Section B: Other Standing and Special Committees**

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

### **Section C: Membership**

Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

### **Section D: Terms of Office**

The SSC shall determine the terms of office for members of a committee.

### **Section E: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board.

### **Section F: Quorum**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **Article V: Meetings of the SSC**

### **Section A: Meetings**

The SSC shall meet regularly on the first Wednesday of each month during the academic year. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC, with notice as detailed in Section C.

## **Section B: Place of Meetings**

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

## **Section C: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: school newsletter, e-newsletter and, when possible, the marquee sign at the entrance to the school building.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 28 days in advance of the meeting, personally or by e-mail.

## **Section D: Quorum**

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum.

## **Section E: Conduct of Meetings**

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

## **Section F: Meetings Open to the Public**

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided to the school community in accordance with Section C of this article.

## **Article VI: Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. All bylaw changes must be included, with full written detail of the proposal, in the meeting agenda that is made publicly available and sent to all SSC members. Written notice of the proposed amendment must be submitted to SSC members at least seven (7) days prior to the meeting at which the amendment is to be considered for adoption.