

# **Phoebe A. Hearst Elementary School School Site Council Bylaws**

## **Article I: Duties of the School Site Council**

The School Site Council of Phoebe A. Hearst Elementary School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees
- 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 Sacramento City Unified School District Board of Education (SCUSD 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 SCUSD Board approval whenever a material change (as defined in SCUSD Board policy) is made in planned activities or related expenditures
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the SCUSD Board and by state law

## **Article II: Members**

### *Section A: Composition*

Pursuant to California Education Code Section 52852, the SSC shall be composed of ten members, selected by their peers, as follows:

- Three Phoebe A. Hearst Elementary classroom teachers

- One Phoebe A. Hearst Elementary classified or certificated staff member
- Five parents or community members
- The school principal shall be an ex officio member of the SSC

SSC members chosen to represent parents may be employees of the SCUSD so long as they are not employed at Phoebe A. Hearst Elementary.

*Section B: Term of Office*

SSC members shall be elected during regular elections held in September for two-year terms. Three parents or community members shall be elected during odd years, and the remaining two parents or community members shall be elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

*Section C: Voting Rights*

Each 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 D: 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.

*Section E: Transfer of Membership*

Membership on the SSC may not be assigned or transferred.

*Section F: Vacancy*

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member elected during the next regular election.

## **Article III: Officers**

*Section A: Officers*

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

The chairperson shall:

- Preside at all meetings 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

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
- 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 September meeting of the SSC and shall serve for one year, or until each successor has been elected.

#### *Section C: Removal of Officers*

Officers may be removed from office by a two-thirds vote of all the members.

*Section D: 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. At least one member representing teachers and one member representing parents shall make up the subcommittee. 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 second Wednesday of each month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

### *Section B: Place of Meetings*

The SSC shall hold its regular meetings at a facility provided by Phoebe A. Hearst Elementary, 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: posted in the Phoebe A. Hearst Elementary main office and on the Phoebe A. Hearst Elementary website.

All required notices shall be delivered to the SSC and committee members no less than 72 hours in advance of the meeting, personally or by electronic 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 Education Code 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 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. Written notice of the proposed amendment must be submitted to SSC members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.

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