

Oliveira Elementary School
School Site Council
Bylaws

Article I NAME

The name of this Council shall be the Oliveira Elementary School Site Council.

Article II PURPOSE

The purpose of the Council shall be as follows:

1. To participate in the planning of the total school program (K-6) that adheres to the compliance issues as set forth by the State of California and the Federal Government.
2. To review and revise, annually, the specified portions of the budget and/or funds for SLIBG (School Library Improvement Block Grant) and/or EIA (Economic Impact Aid) and/or Local Control Funding Formula (LCFF).
3. To review, annually, the implementation, evaluation and effectiveness of the school improvement plan currently known as the *Single Plan for Pupil Achievement (SPPA)*.

Article III MEMBERSHIP

Section 1. COMPOSITION OF COMMITTEE:

- a. The council shall be constituted to ensure parity between (A) School Personnel: the Principal, Classroom Teachers, and Other School Personnel; and (B) Parents or Other Community Members. The SSC will be comprised of at least eight (8) members, four (4) from the school personnel and four (4) from parents or other community members.
 - A. School Personnel
 - Four (4) District Employees (members of the Oliveira School Staff)
 - The School Principal
 - At least two (2) classroom teachers
 - One classified employee
 - B. Parents or Community Members
 - A sincere attempt will be made to include in the School Site Council members parents from the various socio-economic, ethnic, and program groups encompassed by the Oliveira Elementary School attendance area.
 - Parent is defined as the parent or guardian of a student at ta school, unless that parent is a paid employee of the school district at that site.
 - Community is defined as any person (not employed by the school site) having an interest in local school process and is elected by parents to take one of their positions.
- b. Classroom teachers shall select classroom teachers, other school personnel shall select other school personnel, and parents and/or community members shall be selected by parents of students attending the school.
- c. Two *alternate* parent and/or community members shall be selected and encouraged to attend SSC meetings.

Section 2. SELECTION OF COMMITTEE

- a. The Principal is automatically a member of the Council.
- b. Teachers shall be determined through the Additional Duties assignment process.
- c. Classified Employees shall be elected by the Majority Vote of the Classified Employees.
- d. Parent and Community Member SSC positions will be advertised in parent bulletins in April. Selection of candidates will be held in May.

Section 3. TERM OF OFFICE

All newly elected members will serve for a two-year term. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term. Alternate parent and/or community members serve a one-year term. A member who has completed a full two-year term may serve an additional year as an alternate. At least one year shall elapse before such member may be selected to a new term as an alternate or full member.

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 Council. The alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 5. TERMINATION OF MEMBERSHIP

A member shall no longer hold membership should his/her child cease to attend Oliveira Elementary School or a parent member work in the school. Membership shall automatically be terminated for any member who is absent for any three (3) CONSECUTIVE REGULAR MEETINGS.

Section 6. TRANSFER OF MEMBERSHIP

Membership in the School Site Council is not transferable or assignable.

Section 7. VACANCY

- a. Vacancies on the Council will be filled for the remainder of the term by the alternate member(s).
- b. In the event that a parent's membership ends and there is no alternate parent member to fill the vacancy, an emergency election may be held wherein the election takes place one month after the community is notified.

Article IV OFFICERS

The officers of the Council shall consist of a Chairperson, Vice Chairperson and Recording Secretary. These officers shall be elected by the Council on an annual basis.

Article V DUTIES OF OFFICERS

The Chairperson shall preside at all meetings of the Council, attend district meetings of the Council, attend district meetings for School Site Chairpersons and perform all other duties pertaining to the office.

The Vice Chairperson shall act as an aide to the Chairperson and shall perform the duties of the chairperson in the absence of that officer.

Article VI DUTIES OF COUNCIL MEMBERS

The following duties are the responsibility of each member:

1. To become knowledgeable of current SLIBG/EIA/LCFF compliance issues and new laws related to these school funded programs.
2. To participate in planning of the K-6 program and its adherence to the SPPA.
3. To assist in monitoring budgets for SLIBG, EIA and LCFF.
4. To provide staff, parents and community members with information addressed during School Site Council meetings.

Article VII MEETINGS

Section 1. During the school year, meetings shall be held on the last Wednesday of the month on which school is in session. Meetings will be held every two (2) months unless an emergency meeting is necessary. All meetings are open to staff and community members.

Section 2. A Quorum is necessary for a vote of the Council to be held.

Section 3. A Quorum shall consist of two-thirds of the Elected Council membership.

Section 4. Minutes of each meeting shall be posted and made available within three (3) working days of approval by a simple majority of the council membership.

Article VIII AMENDMENTS

These bylaws may be amended at any regular meeting of the council by a TWO THIRDS VOTE, provided such amendments are submitted in writing to the membership one week prior to the meeting.

Article IX CONDUCT OF MEETINGS

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

Article X RATIFICATION

The bylaws shall be declared adopted when passed by TWO-THIRDS of the Council.

Revised 2.19.14; Revised 4/27/16; Approved 5.25.16

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