



Bylaws of the Ardenwood School Site Council & English Language Advisory Committee



Article I. Name

The Name of this Council shall be the Ardenwood School Site Council; hereinafter referred to as SSC.

Article II. Role of the Council

The SSC is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categories resources. The SSC has responsibility for the following duties.

- Analyzing and evaluating the academic achievement of all the students in the school;
- Obtaining recommendation from school site advisory, standing, and special committees regarding the focus of the *School Plan for Student Achievement*;
- Developing and approving the school plan and all proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan including related budget expenditures to the local governing board;
- Providing ongoing monitoring of the implementation of the plan budget/expenditures;
- Revising the school plan, including expenditures, timeline, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school's program for compliance and quality;
- Conducting an annual evaluation of the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students;
- Encouraging broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the SSC and
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

Article III. Member

Section 1: Size and Composition

The SSC shall be composed with a minimum of ten (10) members. Half of the representation on the SSC shall be from the school staff and the remaining half on the council shall be parent or community members. School staff shall include one (1) Principal; teachers who are selected by teachers, other school personnel. Parents or community members shall be selected parents at the school.

Council Size	Parent	Principal	Other Staff	Certificated Teachers
10	5	1	1	3
12	6	1	1	4
14	7	1	1	5
14	7	1	2	4
16	8	1	2	5
16	8	1	1	6

Section 2: Terms of Office

All parent members of the council shall serve a term of two (2) years. However, in order to achieve staggered membership, one-half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of members selected during the even years.

At the end of each representative member's term, membership terminates. In order to continue to serve as a council member, the member must be reselected by the appropriate representative group.

Section 3: Selection/Election of Members and Alternates

Election of parent/guardian council members, to fill vacancies from expired terms or vacancies from members who have matriculated through Ardenwood, will be conducted at the start of the school year.

Annually, the SSC will establish an election committee composed of a teacher, other school personnel, and a parent to oversee the election of council members.

Election Committee: The duties of the SCC shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedure, to unseal and count the ballots, and to declare elected representatives on the basis of the election procedure.

The following procedure shall be followed in nominating candidates and selecting/electing council members:

- Teachers and other school personnel will be selected and elected by fellow staff members during their regularly scheduled faculty meetings.
- Parent candidates may be nominated by other parents and/or staff members. The parent members are elected by ballot with voting rights given to parents/guardians.
- Alternate members are voted in.
- Election ballot shall be prepared by the election committee with the assistance of the Principal.
- In all elections for council members, lot will decide ties.

Section 4: Voting Rights

Each member of the council shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted. The elected alternate may not vote in the absence of a representative.

Non-voting participation is open to all members of the staff and Ardenwood community.

Section 5: Termination of Membership

A member shall no longer hold membership should s/he ceases to be a resident of the school. Membership shall automatically terminate for any member who has an unexcused absence (without prior notification) from regular meetings for a period of three (3) consecutive months. The SSC, by an affirmative vote of two-thirds of all members, can suspend or expel a member for cause.

An employee of a school who is also a parent/guardian of a pupil who attends a school other than the school of the parent/guardian's employment is not disqualified by virtue of this employment from serving as a parent representative on the council established for the school that his or her child or ward attends.

Section 6: Transfer of Membership

Membership of the SSC may not be assigned or transferred.

Section 7: Resignation

Any selected SSC member may terminate his/her membership by submitting a written letter of resignation to the SSC Chairperson.

Section 8: Vacancy

Any vacancy on the SSC that occurs during the term of the member shall be filled by:

- An election by appropriate representative group;
- An appointment by the remaining members of the peer group (only peer group members appoint); or
- The seating of a previously elected alternate to fill the remainder of the term.

Article IV. Membership

It shall be the duty of all Council members to attend meetings on a regular basis and accept positions as officers or subcommittees when so appointed or elected, unless unable to carry out the duties entailed.

The Principal shall notify the members of Council meetings and send out agendas provided by the chairperson.

Section 1: Officers

The officers of the SSC shall include a Chairperson, Vice Chairperson, Secretary and any other officers the SSC shall deem as desirable.

Section 2: Election of Officers and Terms of Office

The officers of the SSC shall be elected annually and shall serve a term for one year or until a successor has been elected. Any member of the SSC, including the Principal, may serve in any officer capacity.

Section 3: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all SSC members.

Section 4: Vacancy in any Officer Position

A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the SSC. This special election will be included in the posted meeting agenda.

A vacancy in the parent community voting membership will be filled on the recommendation and vote of the parent members of the SSC. Teachers and other staff will elect a new representative if a vacancy occurs.

Section 5: Officer Duties

The Chairperson shall:

- Preside at all meetings of the council;
- Sign all letters, reports and other communication of the council;
- Perform all duties incident to the office of the Chairperson; and
- Assume other such duties as prescribed by the council.
- Prepare meeting agendas with the Principal, and send agendas for regular meetings.

The Vice Chairperson shall:

- Represent the Chairperson or council in assigned duties; and
- Substitute for the Chairperson in his or her absence.

The Secretary shall:

- Keep minutes of all regular and special meetings of the council;
- Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meeting;
- Provide all notices in accordance with the provisions of these Bylaws;
- Serve as custodian of the SSC reports;
- Maintain a register of the address, phone number and term of office of each council member;
- Maintain a register of the chairpersons of other school advisory and subcommittees, including addresses and phone numbers;
- Perform all duties incident to the office of Secretary;
- Perform such duties that are assigned by the Chairperson or the council; program, and/or
- Draft position or plans for council review.

Should the senior officers be unavailable, the Principal shall preside and the duty of recording minutes shall be rotated.

The members shall:

- Attend all regularly scheduled meetings;
- Participate in discussions;
- Provide input in Ardenwood's programs;
- Carry information back to the community;
- Assume other duties that are assigned by the Chairperson or the council;
- Work on subcommittees as assigned by the Chairperson or the council; and
- Vote on motions.

The alternates shall:

- Attend all regularly scheduled meetings;
- Participate in discussions;
- Provide input in Ardenwood's programs; and
- Carry information back to the community.

Annually each SSC shall convene a professional development committee, composed of the majority of teachers, to determine the professional activities included within the *School Plan for Student Achievement*.

Article V. Committees

Section 1: Standing and Special Committees

The SSC may from time to time establish standing or special committees to perform various functions as prescribed by the SSC. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the council and are advisory to it. No standing or special committee may exercise the authority of the SSC. A standing or special committee may be abolished by a vote of the council.

The purpose of these committees is to:

- Complete specific assignments provided by the council;
- Gather and analyze data;
- Examine materials, Staffing, or funding possibilities; and
- Propose to the SSC strategies from improving the instructional practices.

Special committees for the council may include:

- English Learner Advisory Committee (ELAC)
- Nominative Committee
- Bylaws Revision Committee
- Budget/Finance Committee
- Gifted and Talented Education (GATE) Advisory Committee

Section 2: Standing and Special Committee Membership

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

Section 3: Standing and Special Committee Term of Office

The council shall determine the membership terms for all standing and special committees. This term should be communicated to the committee member at the beginning of their assignment.

Section 4: Standing and Special Committee Rules

Each standing and special committee will establish procedural rules that are consistent with the council's Bylaws and the district governing board.

Article VI. Meeting of the School Site Council

Section 1: Meetings

The SSC shall meet 4 times per school year and hold its regular meetings at 5:00 pm on the 4th Tuesday of September, November, February and April. Exceptions to this schedule shall be communicated to the members of the council and the public when a change becomes necessary. Special meeting of the council may be called by the Chairperson or by a majority vote of the council.

Section 2: Place of Meetings

The council shall hold its regular meetings in the Ardenwood Elementary Library. The facility shall be accessible to the public, including handicapped persons, and meets health and safety codes. Should the meeting site change, the Principal and Chairperson will determine the alternate site jointly.

Section 3: Notice of Meetings

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site or any other appropriate place that is accessible to the public, and the school website. This written 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. Any changes in the established date, time or location meeting need to be especially noted in the agenda. The SSC shall not take any action on any item of business unless that item appears on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to the SSC and committee members no less than 72 hours, and no more than seven (7) days in advance of the meeting, personally, by mail or by email. The council will annually notice representative groups of the meeting scheduled by posting at the school office and posting on the school website.

Section 4: Quorum

The presence of 51% of the council membership in attendance at the meeting will constitute a quorum. No decisions of SSC shall be valid unless a quorum of the membership is present.

Section 5: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code §35147 and the *Robert's Rule of Order* or an adaptation thereof by the council.

If a council violates any of the procedural meeting requirements found in California Education Code §35147, and upon demand of any person, the council shall reconsider the item at its next meeting, after allowing for public input.

Section 6: Meetings Open to the Public

All meetings of the SSC and its appointed committees shall be open to the public. Any member of the public shall be able to address the council during the meeting on the item within the subject matter jurisdiction of the council. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the SSC on any item of interest to the public, before or during the council's consideration of the item.

The SSC may not take any action on any item of business unless that item appears on the posted agenda or unless the council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The SSC will provide opportunities for the public to comment on matters that are not on the agenda, but the SSC may take no action.

The minutes of the SSC meeting are public records.

Any materials provided to the SSC shall be available to any member of the public who requests the material pursuant to the *California Public Records Act* (Chapter 3.5 (commencing with §6250) of Division 7 Title 1).

Section 7: Communication with the Local Board of Education

The SSC shall implement the rules and regulations as defined in local Board policy. The SSC may communicate with the board by submitting a letter to the Board of Education office. The SSC may request to speak at the local Board of Education meeting by following district procedures for communicating to the school Board.

A local Board of Education has the right to deny the content and related budget found in the school's *School Plan for Student Achievement*. The Board of Education will provide written notification to the council about their concerns.

Section 8: Uniform Complaint Procedures

Annually, the SSC shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any SSC member or members of the public believes that the SSC has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with the district.

Section 9: Online Meetings and Voting

It is the intention of the SSC to by default conduct its meetings in accordance with Article VI Sections 1 and 2. However, there may be times where SSC action is required to take place quickly or to be completed remotely. Meetings may take place online, through available video or teleconferencing options, to help address specific needs. SSC voting members may cast their votes through electronic

means for items addressed within online meetings. Public notice and participation in online meetings will still comply with details set forth in Article VI Sections 3 and 6.

Article VII. Bylaws Review and Amendments

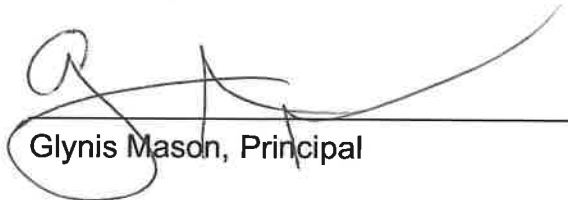
The Ardenwood School Site Council Bylaws shall be reviewed by the SSC every two years, and revision/review date shall be notated, even if there are no amendments.

An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as part of the agenda and must be submitted to council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.

The foregoing Bylaws of the Ardenwood School Site Council are hereby adopted and approved as of the date below written, and shall be written immediately as provided herein.

Approved by an affirmative vote of the Ardenwood School Site Council this 21st day of March, 2023.

Signed:



Glynis Mason, Principal

03/21/2023
Date

Attest:



School Site Council Secretary

03/21/2023
Date

- Amended: September 2011*
- Reviewed and Amended: September 2018*
- Reviewed and Amended: September 2019*
- Amended: April 2020*
- Reviewed and Amended: September 2020*
- Reviewed and Amended: October 2021*
- Amended: March 2023*