

Campo Elementary School

School Site Council Bylaws

ARTICLE I

Duties of the School Site Council

The School Site Council of Campo Elementary School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for the proposed *School 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 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 other times as appropriate) 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 district governing board and by state law.

ARTICLE II

Members

Section 1—Composition. The SSC shall be composed of ten (10) members selected by their peers as follows:

- Three (3) classroom teachers
- Two (2) other school staff members (including the principal)
- Five (5) parents or community members

SSC members chosen to represent parents and community may be employees of the Mountain Empire School District as long as they are not employed at Campo Elementary.

Section 2 - Voting Rights. Each member shall be entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. The elected alternate shall vote in the absence of the representative.

Section 3 - Term of Office. SSC members shall serve for two years. No member may serve for more than two consecutive terms with the exception of the principal. At the

conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section 4 - Termination of Membership. Resignations will be accepted only upon written notice to the chairperson. A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which they were selected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive meetings.

Section 5 - Transfer of Membership. Membership on the SSC may not be assigned or transferred.

Section 6 - Duties. It shall be the duty of all council members to attend all meetings or provide an alternate when it is impossible to attend in person. Such alternates shall have full voting privileges. All council members are responsible for accepting positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

Section 7 - Vacancy. Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE III

Officers

Section 1 - Officers. The officers of this council shall be a chairperson, vice-chairperson, recording secretary, and other officers the SSC may deem desirable.

Section 2 - Chairperson. 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.

Section 3 - Vice-Chairperson. The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

Section 4 - Recording Secretary. The recording 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 school site council.
- Perform other such duties as are assigned by the chairperson or the SSC.

Section 5 - Election and Term of Office. All officers shall be elected annually and shall serve for one year or until each successor has been elected.

Section 6 – Removal of Officers. Officers may be removed from office by a two-thirds vote of all the members.

Section 7 - Vacancy. Should a vacancy occur in any office before new elections are held, the chairperson shall appoint a council member in good standing to assume the office until the next regular election when the vacancy could be filled.

ARTICLE IV

Meetings of the School Site Council

Section 1 - Meetings. Meeting dates and times shall be established by the SSC at the first regular meeting of the school year. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC; however, all meetings must be open to the public. Any or all members may participate in a meeting of the SSC, by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence at the meeting.

Section 2 – Place of Meetings. The SSC shall hold its regular meetings at a facility provided by the school or will conduct meetings virtually.

Section 3 – 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 through the parent and staff calendars, e-mail, school bulletin boards, school website, etc.

Section 4 - Quorum. A simple majority of the membership, maintaining parity between staff and community, shall constitute a quorum.

Section 5 – Conduct of Meetings. Meetings of the SSC shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c) and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Section 6 – 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 3 of this article.

ARTICLE V

Amendments

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

ARTICLE VI

Committees

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

ARTICLE VII

Standing Rules

The meetings will be governed by these bylaws, and any dispute will be settled by Robert's Rules of Order.

Adopted: 10/25/23