

ARTICLE I: Name

The Parkview Elementary has established the Parkview School Site Council.

ARTICLE II: Role of the Council

The School Site Council is required, under state and federal law, to serve as the school community representative body for determining the focus of the school's academic instructional programs and all related categorical resources. The School Site Council has responsibility for these duties:

- Analyze and evaluate academic achievement data
- Develop and approve a school plan and all related proposed expenditures in accordance with state and federal laws
- Recommend the school plan to the Governing Board
- Revise the school plan including expenditures, timelines, and evaluation criteria in conjunction as needed
- Monitor the school plan
- Participate in local, state, and federal reviews of the school's program for compliance and quality
- Annually evaluate the school's progress toward meeting the school goals to raise student achievement for all students.

Article III: Membership

Section 1: Size and Composition

The School Site Council will be composed of 10 members. Half of the representation on the council shall be from the school staff. The council half will include: (1) Principal, (1) Classified school employee, (3) Teachers selected by teaching staff. The remaining half shall be (5) Parents or community members selected by parents.

Section 2: Term of Office

All council members shall serve a term of (2) years. An attempt will be made to stagger membership by selecting approximately half of the members each year.

At the end of each representative's term, membership terminates. In order to continue to serve as a council member the member must be re-elected.

Section 3: Selection/Election of Members

Elections of council members shall be held each year at the start of the school year.

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. An alternative representative may not cast a vote.

Section 5: Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the school or no longer meet the membership requirements under which he/she was elected.

Membership shall terminate for a member who is absent from all regular meetings for a period of three consecutive months.

The council, by an affirmative two-thirds vote of all the members, can suspend or expel a member.

Section 6: Transfer of Membership

Membership of the council may not be assigned or transferred.

Section 7: Resignation

Any selected council member may terminate his or her membership by submitting a written letter of resignation to the Council Chairperson.

Section 8: Vacancy

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

- An election of a new member by the appropriate representative group
- Appointment of a new member to fill the remainder of the term (selected by the remaining peer group, not the council as a whole) or
- Seating a previously elected alternate member to fill the remainder of the term of the vacant seat.

Article IV - Officers

Section 1: Officers

The officers of the council shall include a chairperson, vice-chairperson, secretary, and any other officers the council shall deem necessary.

Section 2: Elections and Terms of Officers

The officers of the council shall be elected annually and serve for one year. Any member of the council 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 council members.

Section 4: Vacancy in an Officer Position

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

Section 5: Officer Duties

The chairperson shall:

- Preside at the meetings
- Sign all letters, reports, and other communications of the council

The vice-chairperson shall:

- Represent the chairperson or council in assigned duties
- Substitute for the chairperson or council in all assigned duties

The secretary shall:

- Keep minutes of all meetings
- Promptly transmit agendas and minutes to all council members

Article V – Committees

Section 1: Standing and Special Committees

The school site council may, from time to time, establish standing or special committees to perform various functions as prescribed by the council. 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 council. A standing or special committee may be abolished by a vote of the council. A standing or special committee may be abolished by a vote of the council.

The purpose of these committees is to:

- Gather and analyze data
- Examine materials, staffing, or funding possibilities
- Propose to the council strategies for improving instructional practices

Section 2: Committee Membership

Unless otherwise determined by the council, the council chairperson shall appoint 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: Committee Terms of Office

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

Section 4: 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 – Meetings of the School Site Council

Section 1: Meetings

The council shall hold its regular meetings at a time agreed upon by all council members. Special meetings 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 at a facility provided by the school.

Section 3: Written Notice of Meetings

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site. 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 needs to be especially noted in the agenda. The council shall not take any action on any item of business unless the council or committee members present, by unanimous vote, find 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 a meeting by members of the council, committees, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved by the provision of information need not be described as an agenda item.

The council will annually notify representative groups of the meetings schedules through: Inclusion in school communications (bulletins, newsletters) and posted in the school office bulletin board.

Section 4: Quorum

The presence of the 51% of the council membership in attendance at the meeting will constitute a quorum. No decisions of the council 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 Education Code 35147 and the Robert's Rules of Order or an adaption thereof approved by the council.

If the council violates any of the procedural meeting requirements found in Education code Section 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 council and committees shall be open to the public. Any member of the public shall be able to address the council during the meeting on any 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 school site council on any item of interest to the public, before or during the council's consideration of that item.

The council may not take any action on any item of business unless that item appears on the posted agenda or unless 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 will include a time for public comment. The school site council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the council.

The minutes of the council meeting are public records and are available to the public.

Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 [Commencing with Section 6250] of Division 7 of Title 1)

Section 7: Communications with Local Board of Education

The school site council shall implement the rules and regulations as defined in local board policy. The council may communicate with the board by submitting a letter to the board of education. A school site council may request to speak at a local board of education meeting by following district procedures for communication with the school board.

A local board of education has the right to deny the content and related budget found in school's single 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 school site council shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any school site council member or member of the public believes that the school site council 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.

Article VII – Bylaw 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 the council at least 15 days prior to the meeting at which the amendment is to be considered for adoption.

