

# Berenda Elementary School

## School Site Council Bylaws

### Article I: Name

The name of this committee shall be the Berenda School Site Council.

### Article II: Role of the Council

The Berenda School Site Council shall carry out the following duties:

1. Obtain recommendations for, and review the proposed Single Plan for Student Achievement
2. Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations
3. Recommend the plan and expenditures to the governing board for approval
4. Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members
5. Make modifications to the plan whenever the need arises
6. Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
7. Annually evaluate the progress made toward school goals to raise the academic achievement of all students
8. Carry out all other duties assigned to the council by the district governing board and state law.

### Article III: Membership

1. The Council shall be composed of the following:
  - The Principal
  - 4 school representatives (which includes 3 certificated teachers and an 'other' employee that can be either a classified employee or a certificated employee)
  - 5 parents or community members (elected by Berenda parents)
2. Resignations will be accepted only upon written notice to the chairperson.
3. All members of the Council shall serve for a two-year term. However, in order to achieve staggered membership, two parents and two teachers shall serve for a one-year term during the first year of the Council's existence. An appointed member may choose to run the following year.
4. At the conclusion of a member's term, at least one year must elapse before such member may be elected to a new term. However, if no new parents are elected at the first meeting or at the beginning of the second meeting, the position will be opened up so that a parent who held the position and termed out, can be elected again at the second or later meeting.
5. A member shall no longer hold membership should he or she fail to meet the membership requirements under which he or she was elected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive meetings.
6. The council, by an affirmative vote of two-thirds of all of the members, can suspend or expel a member.
7. Membership in the School Site Council is not transferable.
8. Any vacancy on the Council shall be filled for the remainder of the school year by an alternate appointed by the Council. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

#### Article IV: Officers

1. The Chair and Vice-Chairperson shall be elected from the membership at the first meeting of the year, following the election.
2. The new officer shall assume their duty at the first meeting.
3. It shall be the duty of the chairperson to open and close all meetings.
4. It shall be the duty of the SSC secretary to compile and review the minutes, and to send copies of the minutes to members of the School Site Council.
5. In the absence of the chairperson, the vice-chairperson shall assume all the duties of the chairperson.
6. Should both the chairperson and vice-chairperson be absent, the secretary shall open and close the meeting.

#### Article V: Election of Members

1. The SSC election will be held at the first meeting of each year.
2. The nominating process shall be as follows:  
Interested parents and community members wishing to run for the School Site Council shall declare their intentions to the principal before or at the SSC meeting and an election will be held at that meeting by all parents present.
3. The teachers shall conduct an election at the beginning of each year. The teachers receiving the highest number of votes shall be elected.
4. The 'other' school representative position shall be determined by an election of the other staff members on the site, including certificated staff members without a class roster.
5. The new members shall take office following the election.
6. Council members chosen to represent parents must be a parent of a child attending Berenda School, or a member of the Berenda School community. A council member elected to represent parents may be an employee of the school district so long as they are not employed at this school.

#### Article VI: Meetings

1. Meeting dates and times for subsequent meeting will be established at each meeting.
2. A simple majority of the membership shall constitute a quorum.
3. A minimum of four (4) meetings shall be held each year.
4. All decisions of the School Site Council shall be made only after an affirmative vote of a majority vote of its members in attendance, providing a quorum is in attendance.
5. Special meetings may be called by the chairperson or by a majority vote of the School Site Council.
6. All regular and special meetings of the School Site Council shall be open at all times to the public.
7. The meetings will be governed by these bylaws, and any dispute will be settled by Robert's Rules of Order,

#### Article VI: Amendments

1. These bylaws may be amended at any meeting, providing a quorum is present.

Revised and approved on 10/27/21

SSC Chairperson \_\_\_\_\_ Date \_\_\_\_\_