

CHAPARRAL ELEMENTARY SCHOOL SITE COUNCIL BY-LAWS

ARTICLE I NAME

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

ARTICLE II PURPOSE

The purpose of this council shall be to:

- A. Develop and recommend the Single Plan for Student Achievement (SPSA).
- B. Have ongoing responsibility to review with the principal (or the designee), teachers, other school personnel, parents and pupils the implementation of the Single Plan for Student Achievement and to assess periodically the effectiveness of the program.
- C. Annually review the Single Plan for Student Achievement, establish a new school improvement budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
- D. Take other actions as required by the Education Code.

ARTICLE III MEMBERSHIP

Section 1

The council shall be:

- A. The principal (or designee), SPSA Coordinator (appointed by the principal), teacher representatives appointed or elected by the teachers, school personnel appointed or elected by other school personnel, and parents of pupils attending the school appointed or elected by such parents.
- B. Composed of no more than 14 members.

Section 2

The council shall be constituted to ensure parity between the school staff and the parent community.

Section 3

Classroom teachers shall comprise the majority of those persons representing school staff.

ARTICLE III MEMBERSHIP (continued)

Section 4

Each council member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballot shall not be permitted. In an effort to have all voting outcomes represent a balanced consensus between community members and school staff, a member unable to attend a meeting is allowed to give written permission to a like School Site Council member to cast his or her vote. Notes or emails must be delivered to a School Site Council member or to Chaparral Elementary School office prior to a scheduled School Site Council meeting.

ARTICLE IV ELECTION OF MEMBERS

Section 1

- A. Elections will be held before School Site Council's final June meeting. Newly elected members will be invited to come to the final June meeting and will take office at the first meeting of the following school year.
- B. Members shall be expected to attend all meetings.
- C. Members shall be required to accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

Section 2

Members shall serve a term of two years and may be appointed or re-elected. In special circumstances, a one-year term may be served.

Section 3

Parents of only a fifth grader are limited to a one year term. The council, by two-thirds of all members, can suspend or expel a member.

Section 4

Resignations will be accepted only upon notice to the chairperson.

Section 5

A vacancy of a certificated/classified staff or parent member on the council shall be filled for the remainder of the term by appointment. This appointment will be the responsibility of the chairperson with the approval by the majority of the council.

ARTICLE V            OFFICERS AND DUTIES

Section 1

The officers of this council shall be the SPSA Coordinator who serves as chairperson. The position of secretary shall be held by a designated council member.

Section 2

It shall be the duty of the SPSA Coordinator to preside at all meetings.

Section 3

In the absence of the SPSA Coordinator, the principal, or administrative designee, shall assume the duties of the chairperson.

Section 4

Should the SPSA Coordinator, the principal, or administrative designee be unavailable, the meeting shall be rescheduled.

Section 5

An appointed school employee or council member shall keep minutes and post minutes of all meetings in a place visible to both staff and community. The SPSA Coordinator shall notify all members of meetings and post copies of the agenda in a place visible to both staff and community no later than 72 hours before regularly scheduled meetings. The SPSA Coordinator is also responsible for attending to correspondence and sending out publicity as directed.

Section 6

The meetings shall be run by parliamentary law and matters of procedure according to Robert's Rules of Order Newly Revised.

ARTICLE VI            MEETINGS AND QUORUM

Section 1

Meetings shall be held monthly as determined by the council, or a special meeting may be called by the SPSA Coordinator.

Section 2

A majority of the council membership shall constitute a quorum. The council must consist of a minimum of 5 staff and 5 community members (Article III, Section 2).

Section 3

Should an officer resign, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy should be filled (Article IV, Section 5).

ARTICLE VI MEETINGS AND QUORUM (continued)

Section 4

Visitors and concerned individuals are required to submit a written request to be heard 48 hours prior to a meeting. At the meeting the individual has three (3) minutes to present the concern. The Chairperson shall decide if the concern is appropriate for the current meeting and if it is not will provide time at another regular meeting.

ARTICLE VII COMMITTEES

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

ARTICLE VIII AMENDMENTS

- A. These by-laws may be amended at a meeting by a majority, a quorum being present.
- B. The meetings will be governed by these by-laws and any dispute will be settled by Robert's Rules of Order Newly Revised.
- C. These by-laws will be review every two years.