

Dixie School Bylaws

ARTICLE I — NAME

The name of this committee shall be known as the Dixie School Site Council.

ARTICLE II — ROLE OF COUNCIL

To develop a Single Plan for Student Achievement for Consolidated Application programs operated at the school as required by The California Educational Code EC 64001(a). The council must recommend the proposed plan to the Dixie District School Board for approval, monitor its implementation, and evaluate the results. At least annually, the council must revise and recommend the plan, including proposed expenditures of all funds allocated to the school through the Consolidated Application, to the Dixie district School Board for approval. School Site Council will follow the eight requirements for school plans, directly related to improving tested student performance, as outlined in the Guide to the Single Plan for Student Achievement. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California. The Site Council will also review, revise and monitor the Comprehensive School Safety Plan on an annual basis.

ARTICLE III — MEMBERSHIP

Section 1—Size and Composition

The School Site Council shall be composed of a minimum of 10 members.

The needs and resources of the school improvement program require that membership include broad representation of parents and staff, including all socioeconomic and ethnic groups represented in the school attendance area.

Representation on the council shall be: the principal, representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, and parents of pupils attending the school selected by such parents. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected by parents.

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

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

A parent may not serve concurrently as a Dixie Home & School Club executive officer and as a Dixie Site Council member.

Section 2—Term of Office

All members of the council shall serve for a minimum one year term. After a two year term, a member shall need to be reelected by a vote of his/her peers.

Section 3—Voting Rights

Each member 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.

Section 4—Termination of Membership

A member shall no longer hold membership should he or she no longer have a child at Dixie Elementary School or no longer meet the membership requirements under which he or she was selected; e.g. a parent becomes employed by the District. Membership shall automatically terminate for any

member who is absent from all regular meetings for a period of three consecutive months without notification to the chairperson. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5—Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6—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 IV — OFFICERS

Section 1—Officers

The officers of the School Site Council shall be a chairperson, a vice chairperson, a secretary and such other officers as the council may deem desirable.

Section 2—Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3—Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4—Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5—Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports and other communication of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6—Vice Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

Section 7—Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to each of the members, and to such other persons as the School Site Council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site Council records; keep a register of the address and

telephone number of each member of the School Site Council which shall be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

ARTICLE V — COMMITTEES

Section 1—Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2—Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3—Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4—Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the Dixie District School Board.

Section 5—Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6—Vacancy

A vacancy in the membership of any committee may be filled by appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI —MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1—Regular Meetings

The School Site Council shall meet on a regular basis throughout the year.

Section 2—Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

Section 3—Place of Meetings

The School Site Council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4—Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Any change in the established date, time or location and agenda must be given special notice. All special meetings shall be

publicized. Any required notice shall be in writing; shall state the day, hour and location of the meeting; and shall be delivered either personally or by mail to each member not less than seventy-two hours or more than two weeks prior to the date of such meeting.

Section 5—Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6—Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7—Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with the rules of order established by the Education Code Section 3147(c) and Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8—Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.

Section 9—Rules of Order

School Site Council must operate according to the following rules (The Green Act, EC 35147(c):

1. Meetings must be open to the public.
2. The public may address the council on any item within jurisdiction of the council.
3. Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the meeting.
4. The notice must specify the date, time and place of the meeting and agenda.
5. The council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.
6. Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda.
7. If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public input on the item.

ARTICLE VII —DEVELOPING THE SINGLE PLAN for STUDENT ACHIEVEMENT

Refer to Guide to the Single Plan for Student Achievement—A Handbook for Schoolsite Councils for detailed information under each step.

STEP ONE: Obtain Input

STEP TWO: Review School Characteristics

STEP THREE: Analyze Current Educational Practice and Staffing

STEP FOUR: Analyze Student Performance Data

STEP FIVE: Establish School Goals

STEP SIX: Review Available Resources

STEP SEVEN: Select Specific Improvements

STEP EIGHT: Consider Centralized Services

STEP NINE: Recommend the Plan to the Local Governing Board

STEP TEN: Monitor Progress

STEP ELEVEN: Evaluate the Effectiveness of Planned Activities

STEP TWELVE: Modify the Plan

Adopted 2009

Reviewed 5/20/2013