

Article I
Duties of the School Site Council

The school site council of South Fork Junior – Senior High School (CDE 1263040123707), hereinafter referred to as the council, shall carry out the following duties:

- 1) Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement (SPSA)* from all the appropriate advisory committees.
- 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 of Trustees 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 (and at each quarter and semester), 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 by state law.

Article II
Members

Section A: Composition & Terms:

The council shall be composed of 12 members, selected by their peers, as follows:

- 4 classroom teachers (2 year term, selected in May)
- 1 non-teaching staff member (2 year term, selected in May)
- 3 parents or community members (2 year term, Selected in May)
** parent/ community member can be employees of a school as long as they do not carry out their job duties at SFHS.*
- 1 principal or administrator
- 3 student representatives (1 year term)
- All members can serve multiple terms consecutively pending approval of peers.

Section B: Voting Rights:

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee, electronic (email), or cell phone ballots shall not be permitted. In very unusual cases, the quorum can elect to amend this section or if item is so time-sensitive that it cannot be tabled.

Section C: Termination of Membership:

- Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.
- Any member missing 3 consecutive meetings, unless pre-excused by council chairperson, shall be automatically terminated.

Section D: Transfer of Membership:

Membership on the council may not be assigned or transferred.

Section E: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by:

- Regular elections
- Appointment by a 3 person committee (principal +2) for the remainder of the time until the next election
- Appointment by the chair of a “previous” council member, accompanied by approving SSC vote.

The method of filling the vacancy must be done as an action item within 2 meetings of the vacancy occurring.

Section III **Officers**

Section A: Positions

The officers of the council shall be the chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the council

The vice-chairperson shall:

- Represent the chairperson in assigned duties in the event of his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the council
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with the bylaws
- Be custodian of the records of the council
- Keep a register of names, addresses (physical & email), and telephone numbers of each of the council, the chairpersons of the advisory committees, and others with whom the council has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the council

Section B: Election and Terms of Office:

The officers shall be elected annually, at the May meeting of the council, and shall serve for one year, or until a successor has been elected.

Section C: Removal of Officers:

Any officer may be removed from their office by a two-thirds (2/3) vote of all the members or a letter of resignation from that officer.

Section D: Vacancy:

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

Article IV **Committees**

Section A: Sub-Committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. All subcommittees will be made up of 3 persons, with no more than 2 people from the same peer group.

Section B: Other standing Committees

If a parent is unable or unwilling to serve then the council will appoint one parent/community member to act as a liaison on the Family Partnership Council. This parent/community member does not have to be a council member, but does have to report to the council at each regular council meeting. The representative does not exercise the authority of the council. The council will encourage participation of people in the larger school community, but if there is not an interest of appointment, a member shall be appointed. If more than one person is interested, the council shall “interview” in open meeting and decide on the best representative.

The above arrangement shall be followed if the district has more standing committees that require representation of SFHS.

Article V **Meetings of the Council**

Section A: Meetings

The council shall meet regularly on the 4th Tuesday of each school month at 3:30 p.m. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings in the Library of SFHS. The handicapped access is located at the door at the back of the library. Alternate meeting places may be determined by the chairperson or by a majority vote of the council.

Section C: 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 in the following venues: Office Window in A-wing, west of the office door; the school website; and the District Office bulletin board.

All required notices shall be delivered to committee members no less than 72 hours, and no more than 30 days in advance of the meeting, personally, by mail, or by email/fax.

Section D: Quorum

The act of a majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council shall constitute a quorum ($1/2 + 1$), each meeting. An action item is considered passed if a simple majority ($1/2 + 1$) of those members present at the time of the motion, discussion, and vote.

Section E: Conduct of Meetings

Meetings shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and an adaptation of Robert's Rules of Order to meet basic rules of meeting order.

Section F: Meetings Open to the Public

All meetings of the council, and committees established by the council, shall be open to the public. Members of the public shall be recorded as "guests" in the minutes. Guests will be given an opportunity to state why they are present during the Public Comments. At any time the

chairperson can limit the discussion to SSC only. The “guest” shall not enter into the discussion of the council unless recognized by the chairperson. The “guest” shall sit in the audience area and not intermingled with the council.

Article VI
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 provided there is at least one representative of each council group (i.e. teacher, non-teaching, parent/community, or student). Written notice of the proposed amendment must be submitted to council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption. It will occur on the agenda as an action item. Every May, the bylaws will be reviewed. Every June, there will be an opportunity to update and approve with a listing of members for the coming year.

Date Bylaws Reviewed: Wednesday, November 14, 2007 & Tuesday, November 27, 2007

Annual Date of Bylaw Approval:

2007 – 2008:

Member:	Peer Group:	Term:
Ginger Anderson	Student	1 year
Patti Anderson	Teacher	2 years (expires June 2008)
Sita Formosa	Parent	2 years (expires June 2008)
Brice Gummingsall	Teacher	2 years (expires June 2009)
Tasha Haller	Teacher	2 years (expires June 2008)
Luna Ivey	Student	1 year
Sue Ivey	Parent	2 years (expires June 2008)
Lori Meints	Parent	2 years (expires June 2008)
Jack Young	Non-Teaching Staff	2 years (expires June 2009)
Dena Rovai	Teacher	2 years (expires June 2009)
Dalton Teasley	Student	1 year
Paula Wyant-Kelso	Principal	Not applicable