

MARIPOSA AVENUE ELEMENTARY SCHOOL

BY-LAWS OF THE SCHOOL SITE COUNCIL

ARTICLE I

Name of Council

The name of this council shall be the Mariposa School Site Council.

ARTICLE II

Goal of the Council

The goal of the council shall be to ensure that students are competent in the basic skills and have knowledge in a wide variety of other areas necessary for a full and productive life.

ARTICLE III

Role and Responsibility of the Council

The School Plan for Student Achievement and the Administrative and Instruction Budget shall be developed and recommended by the School Site Council. The School Site Council, following approval of a School Plan for Student Achievement and the Administrative and Instruction Budget by the San Juan Unified School District Board of Education, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and students the implementation of the School Plan for Student Achievement and the Administrative and Instruction Budget and to assess periodically the effectiveness of such program. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California and the San Juan Unified School District Board of Education.

ARTICLE IV

Members

Section 1 - Composition

The needs and resources of the School Plan for Student Achievement require that staff membership include broad representation of parents and staff, including socioeconomic, ethnic, and programmatic groups represented in the school. Representation on the council shall be: the principal and representatives of teachers (selected by teachers at the school), other school personnel (selected by other school personnel at the school), parents of pupils attending the school (selected by such parents).

"Parents" means a person who is the mother, father, or legal guardian, or one acting in *loco parentis* of a pupil attending this school.

Teachers shall comprise the majority of those persons representing school staff.

Council members representing parents/and or community members may be employees of the San Juan Unified School District but may not serve as a parent at the site of employment.

Section 2 - Size

The School Site Council shall be composed of 10 members. The number shall not be altered except to reflect a change in school size to conform to regulations established by the San Juan Unified School District Board of Education.

Section 3 -

All members of the council, except the principal, shall serve for a 2-year term of office.

Section 4 - Election Procedures

Council members, with the exception of the principal, will be elected in September. Other school personnel and teachers will nominate/elect their representatives by ballot. Parents will be informed of a future election via a school bulletin. This bulletin will allow for self-nomination. A ballot will be made available to each parent. A committee, representative of the peer group, will have responsibility for counting the ballots. The candidate(s) receiving the greatest number of votes shall be elected. In the instance of a tie, a runoff election will be held.

Newly elected council members shall be installed at the School Site Council meeting in September.

Section 5 - Voting Rights

Whenever possible, the School Site Council matters will be decided by a consensus of those present. However, any member of the council may request a formal vote to be taken on any issue before the council. When a vote is necessary, each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. No absentee ballots are permitted; and alternates do not have voting rights on the council. The School Site Council shall be required to formally vote for approval of the plan and budget.

Section 6 -
Termination

A member shall no longer hold membership should he or she no longer meets the membership requirements under which he or she was elected. Membership shall automatically terminate for any elected member who is absent from 3 regular meetings annually. The council, by vote of two-thirds of all members, can suspend or expel a member whenever, in the judgment of the council, is in the best interest of the council or School Plan for Student Achievement is not being met.

Section 7 -
Resignation

Any member may resign by filing a written resignation with the School Site Council.

Section 8 -
Vacancy

A vacancy for any reason shall be elected by members of the School Site Council peer group for the unexpired portion of the term.

Section 9 -
Chairperson

A. The chairperson will be a member of the council elected by a majority vote. The chairperson shall have the responsibility of meeting with principal to set the agenda, to ensure that agendas and previous minutes have been sent to the council members prior to the meeting, and preside at all meetings of School Site Council. The chairperson shall sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties as may be prescribed by the School Site Council from time to time.

Section 10 -
Vice-Chairperson

The vice-chairperson will be a member of the council elected by a majority vote. 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. 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 11 -
Recording Secretary

The recording secretary will be a member of the council and elected by a majority vote. The recording secretary shall keep the take minutes of the meetings, both regular and special, of the School Site Council and shall promptly submit true and correct copies of the minutes of such meetings to the chairperson and principal for dissemination to council members. In addition, the secretary will submit a copy of the minutes to the Director of the School Plan for Student Achievement Coordination and to such other persons as the School Site Council may deem necessary. The secretary shall see that all notices are duly given in accordance with the provisions of these by-laws and shall be the custodian of the School Site Council records. The recording secretary shall keep a register of the email address, street address, and telephone number of each member of the School Site Council; and in general, perform all duties incident to the office or recording 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. If no member wants to be the recording secretary, the duty of taking minutes will be shared by the membership with each member taking minutes on a rotational basis.

ARTICLE V
Committees

Section 1 -
Establishment of Special Committees

The School Site Council may from time to time establish and abolish such special committees as it may deem necessary. No special committees 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

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 -
Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the 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 regularly on a Tuesday of the month at 2:40 p.m. unless changed by the majority vote of the council. All persons within the school community will be notified of the council meetings. All School Site Council meetings will be open to the public.

Section 2 -
Special Meetings

Special meetings may be called by the Chairperson or by the majority vote of the council members. At least 24 hours notice will be given to council members and the public.

Section 3 -
Place of Meetings

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

Section 4 -
Notice of Meetings

Notice of meetings shall be in writing. Notification shall state the day, time, and location of the meeting. At least 48 hours notice must be given to council members and the public prior to conducting a special meeting of the School Site Council.

Section 5 -
Quorum

The presence of 51% of the total membership of the School Site Council shall be required in order to constitute a quorum necessary for the transaction of business. No decision of

the School Site Council shall be valid unless the majority of the members in attendance concur.

Section 6 -
Decisions of the School Site Council

Decisions of the School Site Council shall be made by consensus or a vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 7 -
Conduct of the Meetings

All regular and regular special meetings of the School Site Council shall be conducted in general accordance with Roberts Rules of Order and in a business-like, courteous manner.

Article 8 -
Amendments

The above by-laws may be amended by a two-thirds affirmation vote of the council members at any meetings a quorum is present. Any amendment must conform to the provisions of AB777 of the Education Code of the State of California, and the San Juan Unified School District Board of Education policies.