

# Foxboro Elementary School

## **School Site Council Bylaws**

### *Article I*

#### **Name of the Council**

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

### *Article II*

#### **Purpose**

The purpose of this council shall be to:

1. Determine whether or not to participate in a three-year school improvement plan and, if so, develop and recommend the school improvement plan.
2. Have ongoing responsibility to review with the principal, teachers, and other school personnel, the implementation of the school improvement program, and to assess periodically the effectiveness of the program.
3. Annually review the school improvement plan, 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.
4. Take other actions as required by the Education Code.

### *Article III*

#### **Membership**

##### **Section 1 – Composition**

The council shall be composed of the principal and representatives of: teachers elected by teachers at the school; classified personnel elected by other classified personnel at the school; parents of pupils attending the school elected by such parents.

At the elementary level, the council shall consist of four teachers, one administrator, one classified member, four parents and five alternates.

The elementary teachers shall comprise the majority of those persons under (a) above.

## Section 2 – Number

The membership of this committee shall not exceed 15.

## Section 3 – Alternates

Alternates shall be appointed by the elected SSC. There shall be two (2) alternates for teachers, one (1) alternate for classified personnel, and two (2) alternates for parents.

## Section 4 – Resignations

Resignations will be accepted only upon written notice to the chairperson.

## Section 5 – Vacancy

Any vacancy on the council shall be filled for an interim period by the alternate who was appointed by the elected SSC.

## Section 6 – Term of Office

All members of the council shall serve for a two-year term, and may be re-elected.

## Section 7 – Voting Rights

Each member shall be entitled to one vote and may cast the vote on each matter submitted to vote of the council. Absentee ballots shall not be permitted. In the absence of a regular member, alternates will have voting rights.

## Section 8 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meet the membership requirements under which he/she was selected, eg. Student no longer attends Foxboro. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three months. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

## *Article IV*

### **Officers**

#### Section 1 – Officers

The officers of the school site council shall be chairperson, vice-chairperson, 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 during the month of September and shall serve for one year or until each successor has been elected.

### Section 3 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be by special election, filled by the school site council for the un-expired portion of the term.

### Section 4 – Chairperson

The chairperson shall preside at all meetings of the school site council and may sign all letters, reports, and other communications 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 5 – 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 6 – 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 council members and to such others person 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 or chooses to resign committee membership.

### 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 governing 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 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 an appointment made in the same manner as provided in the case of the original appointment.

## *Article VI*

### **Meeting of the School Site Council**

#### Section 1 – Regular Meeting

School site council shall meet monthly during the school year as needed. A minimum of 8 meetings to be scheduled each school 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 monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public.

#### Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 48 hours in advance of the meeting. Any change in the established date, time, or location 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 48 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, provided a quorum is in attendance.

(Exception: The council may request the governing board to exclude the school from participation in the school improvement program upon a vote of a majority of school personnel and a majority of non-school personnel.)

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.

Section 7 – Conduct of Meetings

All regular and special meetings of the school site council may be conducted in accordance with Robert’s Rules of Order or in accordance with a an appropriate adaptation thereof or by consensus.


Section 8 – Meeting 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. Only members of the School Site Council may cast a vote.

*Article VII*  
**Amendments**

Section 1 – Voting


These bylaws may be amended at any meeting by a majority vote, a quorum being present.



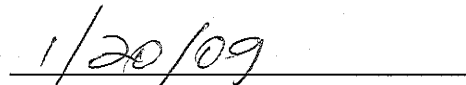
Gary Borghello, Chairperson



Donna Adcock, Secretary



Lisa Eckhoff, Principal



Date

