

# School Site Council Bylaws 2022-23

## Thornhill Elementary School

### Article I

#### Duties of the School Site Council

The school site council of **Thornhill Elementary School**, hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain recommendations for and review the proposed School Plan for Student Achievement (SPSA) from all school advisory committees.
- Acquire recommendations from community and parent members participating in SSC meetings.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations, including reviewing the funds spent on EL Learners, immigrant students, foster youth, and academically struggling students.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members.
- Make modifications to the plan whenever the need arises. Note: to make modifications, you need to have at least a quorum present for voting purposes.
- 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.
- Annually (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

## Article II Members

### Section A: Composition

The school site council shall be composed of at least 10 members, selected by their peers, as follows:

- 3 Classroom teachers
- 1 Other school staff members
- 5 Parents or community members
- 1 Principal (*Principal is an ex officio member of the school site council*)

School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

### Section B: Term of Office

School site council members shall be elected for **2-year** terms. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

### Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to the school site council vote. Absentee ballots shall not be permitted.

### Section D: Termination of Membership

By an affirmative vote of two-thirds of all its members, the school site council may suspend or expel a member. Reasons for suspending or expelling a member need to be submitted to your Strategic Resource Planning Specialist. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

### Section E: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

### Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by the appointment of the school site council for the period of time until the next regular election.

## **Article III**

### **Officers**

#### **Section A: Officers**

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

##### **The Chairperson shall:**

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

##### **The Vice-Chairperson shall:**

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

##### **The Secretary shall:**

- Keep minutes of all regular and special meetings of the school site council. ***Minutes must be typed.***
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the following other persons: Strategic Resource Planning Specialist.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses, and telephone numbers of each school site council member, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as assigned by the chairperson or the school site council.

#### **Section B: Election and Terms of Office**

The officers shall be elected annually at the SSC Establishment Meeting of the school site council and shall serve for one year or until each successor has been elected.

#### **Section C: Removal of Officers**

Officers may be removed from office by a two-thirds vote of all the members or by missing 3 meetings; then, they can be removed from the SSC by a simple majority vote taken by present members as long as there is a quorum present. The member being voted on, if present, will count for quorum and may vote as well.

#### **Section D: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office, or by an alternative SSC member (if indicated on the Bylaws).

## **Article IV**

### **Committees**

#### **Section A: Subcommittees**

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one representing parents shall comprise the subcommittee. No subcommittee may exercise the authority of the school site council. Subcommittee members may be appointed by the Principal and Chair of the SSC.

#### **Black, Indigenous, and People of Color (BIPOC) Subcommittee**

- Advise the School Site Council (SSC) on the development of the School Plan for Student Achievement (SPSA).
- Advise the principal, teachers, and staff about school programs for BIPOC student achievement and inclusion.
- Assist in the development of school evaluation needs.
- Have oversight and input of diversity curriculum, programming, and activities as well as recommend appropriate communication with parents.
- Build a sense of community amongst BIPOC parents and guardians.
- Support students in math and literacy.
- The committee will meet four times a year.

#### **Section B: Other Standing and Special Committees**

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

#### **Section C: Membership**

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

#### **Section D: Terms of Office**

The school site council shall determine the terms of office for members of a committee.

#### **Section E: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council or policies of the district governing board.

#### **Section F: Quorum**

A majority of the members of the committee shall constitute a quorum (51% of SSC members), unless otherwise determined by the school site council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **Article V**

### **Meetings of the School Site Council**

#### **Section A: Meetings**

The school site council shall meet regularly on the **3<sup>rd</sup> Tuesday**, school day of every 2 months. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council. Individuals present at the SSC meetings must sign in on a sign-in sheet. Sign-in sheets must be handwritten. (If holding a virtual meeting during COVID, see virtual meeting protocol)

#### **Section B: Place of Meetings**

The school site council shall hold its regular meetings at a facility provided by the school unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by a majority vote of the school site 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:

- 1) Front Office**
- 2) Newsletter**
- 3) Main Entrance**

All required notices shall be delivered to the school site council and committee members within 72 hours and no more than 7 days before the meeting, personally or by mail (or by email).

#### **Section D: Quorum**

The act of a majority of the members present (51%) shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

#### **Section E: Conduct of Meetings**

Meetings of the school site council shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with Robert's Rules of Order or an adaptation thereof approved by the school site council. Holding meetings virtually is not allowed unless given prior approval by the Strategic Resource Planning Office of Oakland Unified School District. Meetings must be held in a face-to-face format to provide equal opportunity for participation from ALL.

### **Section F: Meetings Open to the Public**

All meetings of the school site council and committees established by the school site council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## **Article VI** Amendments

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least **3 days** prior to the meeting at which the amendment is to be considered for adoption.