



Schoolsite Council Bylaws

Article I - Establishing a Council

The Perris Union High School district has established the Academy School Site Council. Hereinafter, this school site council may be referred to as council.

Article II – Role of the Council

The school site council is required, under state law, to serve as the school community representative body for determining the focus of the school’s academic instructional program and all related categorical resources. The school site council has responsibility for the following duties:

- Analyze and evaluating the academic achievement of all students in the school;
- Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the school’s Single Plan for Student Academic Achievement;
- Developing and approving the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan and all related expenditures to the local governing board;
- Providing ongoing monitoring of the implementation of the plan and budget/expenditures;
- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school’s program for compliance and quality;
- Annually evaluating the effectiveness of the school’s progress toward meeting school goals to raise student achievement for all students;
- Encouraging broad representation of parents, community members, teachers, and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school leadership roles and in the activities of the school site council; and
- Carrying out all other duties assigned to the council by the district governing board and by state for federal law.

Article III – Council Membership

SECTION 1: SIZE AND COMPOSITION

The school site council will be composed of 12 members.

Half of the representation on the council shall be from the school staff. This council half will include:

1-Principal;

4 – Teachers, selected by teachers;

(NOTE: Classroom teachers shall constitute the majority of those persons representing the school staff)

1 – Other School Personnel

(Examples: resource teachers, librarians, counselors, nurse, clerical staff, food service, custodial, para-educators, vice-principals, administrative assistants)



AND

The remaining half on the council shall be evenly distributed between:

- 3 – Parents or community members, selected by parents at the school; and
- 3 – Students, selected by students.

Section 2: Term of Office

All members of the council shall serve a term of two (2) years.

Section 3: Selection/ Election of Members

Election of council members shall be held each year no later than the end of October.

The Title I Coordinator will conduct the election process. The duties of the Coordinator shall be to supervise the election procedures, to identify nominees on the basis of the nominating procedures, to unseal and count the ballots, and declare elected representatives on the basis of the election procedures.

The following procedures shall be followed in nominating candidates and selecting /electing council members:

Teachers: The Title I Coordinator or designee shall notify teachers of vacancies on the school site council by the end of September. The Title I or designee will coordinate teacher requests and voting.

Parents / Guardians: Parents/Guardians will be notified through a mailer, electronic flier, and auto-dialer of school site council vacancies. Parents will notify the Title I Coordinator or designee of their interest and will be asked to submit a nomination form. Ballots will be prepared for nominees. Voting will take place at Back to School Night or at a designated parent meeting.

Other School Personnel: The Title I Coordinator or designee shall notify other school personnel of vacancies on the school site council by the end of September. The Title I Coordinator or designee will coordinate other school personnel requests and voting.

Students: The Title I Coordinator or designee shall notify students of vacancies on the school site council by the end of September. The Title I Coordinator or designee will coordinate student requests and voting.

Section 5: Termination of Membership

A member shall no longer hold membership should she or he cease to be a resident of the school or no longer meets the membership requirements under which she or he was selected.



Membership shall automatically terminate for any member who is absent from all regular meetings for a period of **THREE (3)** consecutive meetings.

The council, by an affirmative vote of two-thirds of all members, can suspend or expel a member.

Section 6: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section 7: Resignation

Any selected council member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

Section 8: Vacancy

Any vacancy on the council that occurs during the term of a member shall be filled by:

- Seating of a previously elected alternate member to fill the remainder of the term of the vacant seat; or
- Appointment of a new member to fill the remainder of the term (selected by the remaining peer group members, no the council as a whole; or
- An election of a new member by the appropriate representative group.

Article IV – Council Officers

Section 1: Officers

The officers of the council shall include a chairperson, vice-chairperson, secretary, and any other officers the council shall deem as desirable.

Section 2: Election of Officers and Terms of Office

The officers of the council shall be elected annually and shall serve a term for two years or until a successor has been elected.

Any member of the council, including the principal, may serve in any officer capacity.

Section 3: Removal of Officers

Any officer may be removed from their office by two-thirds vote of all council members.

Section 4: Vacancy in an Officer Position

A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of their officer's term. A vacancy in any office shall be filled by a special election of the council. This special election will be included in the posted meeting agenda.



Section 5: Officer Duties

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; and
- Assume other such duties as prescribed by the council.

The Vice-Chairperson shall:

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

The Secretary shall:

- Keep minutes of all regular and special meetings of the council;
- Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meetings;
- Provide all notices in accordance with the provisions of these bylaws;
- Serve as custodian of the site council records;
- Maintain a register of the address, phone number, and term of office of each council member;
- Maintain register of the chairperson of other school advisory and subcommittee members, including addresses and phone numbers;
- Perform all duties incident to the office of the secretary;
- Perform such duties that are assigned by the chairperson or the council; program; and /or;
- Draft position or plans for council review.

Annually, the school site council shall convene a professional development committee, composed of a majority of teachers, to determine the professional development activities included within the *Single Plan for Student Achievement*.

Article V – Meetings of the School Site Council

The council shall hold its regular meetings at 4:30 p.m. on the Second Tuesday of the month.

Special meetings of the council may be called by the chairperson or by majority vote of the council. Special meetings will only be called when there is a deadline that requires urgent attention and cannot wait until the next regular meeting. The notice and agenda for a special meeting must be posted 72 hours in advance and must set forth every issue the meeting will address. No other issues can be discussed.

No member of the council has the right to cancel any regularly scheduled meeting of the council. If a quorum of members is not present, an abbreviated meeting will be held and reports and business will be tabled until the next meeting when a quorum is present.



Section 2: Place of meetings

The council shall hold its meetings regularly at Perris High School Campus.

Section 3: Notice of Meetings

Written notice of the meetings shall be posted at least 72 hours in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and agenda describing each item of business to be discussed or acted upon.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, personally, by mail or email.

Section 4: Quorum

The presence of 51% of the council membership in attendance at the meeting will constitute a quorum. No decisions of the council shall be valid unless a quorum of the membership is present.

Section 5: Conduct of Meetings

Meetings of the Council shall be conducted in accordance with the rules of order established by California Education Code 35147 and the Robert's Rule of Order or an adaptation thereof approved by the council.

If a council violates any of the procedural meeting requirements found in California Education Code 35147, and upon demand of any person, the council shall reconsider the item at its next meeting, after allowing for public input.

Section 6: Meeting Open to the Public

All meetings of the council and its appointed committees shall be open to the public.

Section 7: Communication with the Local Board of Education

The school site council shall implement the rules and regulations as defined in the local board policy. A local board of education has the right to deny the content and related budget found in the school's *Single Plan for Student Achievement*.

Section 8: Uniform Complaint Procedures

Annually, the school site council shall participate in training about the district's uniform complaint procedures.

Article VI – Council Bylaw 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. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to council members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.



Appendix 1: Meeting Dates

2020-2021 Meeting Dates

- October 13th, 2020
- November 10th, 2020
- December 8th, 2020
- January 12th, 2021
- February 9th, 2021
- March 9th, 2021
- April 13th, 2021
- May 11th, 2021