



San Diego Unified School District

Financial Planning and Development

**Financial Planning, Monitoring and Accountability Department**

**Sessions Elementary School Site Council Bylaws**

**2020/2021**

**ARTICLE I**

**Duties of the School Site Council**

The School Site Council of Sessions Elementary School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.

**ARTICLE II**

**Members**

**Section A: Composition\* (EC 52012 and 52852)**

The council shall be composed of the following members, the principal, [classroom] teachers elected by other [classroom] teachers, other school personnel elected by other school personnel, parents elected by other parents. Classroom teachers are the majority on the school staff side. **Each member has equal voting rights.**

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

- ✓ Classroom Teachers (must be the majority of staff composition)
- ✓ Other school personnel
- ✓ Principal (ex officio member)
- ✓ Parents or community members

\*No subcategory representation is allowed. (EL, GATE, PTO, SDEA, SGT, K-1, 2-3, etc.)

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district as long as they are not employed at the school site.

### **Section B: Term of Office**

Council members shall be elected for two-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

### **Section C: Voting Rights**

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. **Absentee (proxy) and any electronic votes shall not be permitted.**

### **Section D: Termination of Membership**

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairman.

### **Section E: Transfer of Membership**

Membership on the council may not be assigned or transferred.

### **Section F: Vacancy** (*The following are examples, **select one***)

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

- a. Appointment by two-thirds of the council for the period of time until the next regular election

## **ARTICLE III**

### **Elections of Council Members**

- The school principal is a standing member of the council.
  
- Classroom teacher elections will be held in September:
  - The classroom teacher membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by classroom teachers.
  
- “Other” school personnel elections will be held in August.
  - The “other” staff membership will be elected into rotational positions of three years.
  - Nominations and elections are conducted by “other” school personnel.
  - Parent/Community Member representative elections will be conducted in September.
  
- Nominations will be accepted in September.

All election ballots and result records will be maintained at the school site for **five (5) years**.

## **ARTICLE IV**

### **Officers**

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

The officers of the council shall be a chairman, vice/co-chairman, secretary, and other officers the council may deem desirable.

#### ***The chairman shall:***

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- 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 chairman.
- Have other such duties as are prescribed by the council.

#### ***The vice/co-chairman shall:***

- Represent the chairman in assigned duties.

- Substitute for the chairman in his/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 72 school hours prior to the next meeting.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairmen of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as assigned by the chairman or the council.

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

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

**Section C: Removal of Officers**

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

**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.

**Section E: Quorum** The act of the 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 (50% plus one) shall constitute a quorum.

**No actions may be taken unless a quorum has been established.**

**Section F: Conduct of Meetings** Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (C). The District recommends the use of *Robert's Rules of Order* or an adaptation thereof approved by the council.

**Section G: Meetings Open to the Public** All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## **ARTICLE V**

### **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. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

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

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

#### **Section C: Rules**

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

## **ARTICLE VI**

### **Meetings of the Council**

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

The council shall meet regularly on the 3rd Thursday of each month. (subject to change) Special meetings of the council may be called by the chairman or by a majority vote of the council.

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

The council shall hold its regular meetings at a facility provided by the school, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairman or by majority vote of the council. During school closures due to a global pandemic or other emergency that limits access to the school site meetings may be conducted in an online format. Refer to SDUSD Executive order N-29-20 that was issued on March 17, 2020.

#### **Section C: Notice of Meetings**

1. Written public notice of all meetings shall be given at least 72 school hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues: Marquee, newsletter, and posted outside the office door and on the Sessions website.
4. All required notices shall be delivered to council and committee members no less than 72 school hours, and no more than 14 days in advance of the meeting, personally, or by mail or via e-mail.

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

The act of the 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 (50% plus one) shall constitute a quorum.

**No actions may be taken unless a quorum has been established.**

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

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c). The District recommends the use of *Robert's Rules of Order* or an adaptation thereof approved by the council.

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

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

### **ARTICLE VII**

#### **Amendments**

An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. 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.