

**RUSKIN ELEMENTARY SCHOOL
SITE COUNCIL
BY-LAWS**

**ARTICLE I
NAME OF COUNCIL**

The name of this organization shall be the Ruskin School Site Council hereafter referred to as the RSSC.

**ARTICLE II
ROLE OF COUNCIL**

Section 1 - PURPOSE

The purpose of the RSSC is to insure community participation in educational decision making.

Section 2 - RESPONSIBILITY

Specifically, the RSSC has the responsibility to:

1. Act as liaison group for the school in order to strengthen communication between Ruskin School and the community it serves.
2. Adopt general school goals and annually review attainment of general school or grade level objectives.
3. Approve categorical programs that require School Site Council approval.
4. Approve the annual budget for the School Improvement Plan, the local optional portion of the annual school budget, and the annual budget of other categorical programs that require School Site Council approval.
5. Approve a School Improvement Plan that meets the requirements of District Policy 2511 and Administrative Guidelines; Chapter 6 of Part 28 of the Education Code; Division 5.2 of Part 1 of the Administrative Code; and rules and regulations of the State Department of Education.
6. Approve school policies for the operation of the local school that are consistent with District Policy; Administration Guidelines; and the law, rules and regulations of the State of California.
7. Take advisory position to guide the Principal/staff, Superintendent or the Board of Trustees in making decisions that might affect the local school/school district.

**ARTICLE III
MEMBERS**

Section 1 - COMPOSITION

1. The Council's School Site Representative (voting membership) shall be composed of the Principal and representatives of teachers/specialists selected by other personnel at the school and parents of pupils attending Ruskin School or other community members selected by such parents.
 - a. School representatives shall include the Principal, who shall serve as executive secretary; six teacher representatives, selected by that group; one categorical/specialist representative, selected by that group; and one classified employee representative, selected by that group. Teachers shall comprise a minimum of 50% of those persons representing the Ruskin School staff.

- b. Community representatives shall include nine non-staff representatives elected by Ruskin parents. During the months of March, April and May, efforts will be made to recruit minority candidates in order to reflect the ethnic population of the school.

Section 2- ELECTION PROCEDURES

1. Elections will take place during the last two weeks of May.
2. Election procedures for parent and/or community representatives shall be as follows:
 - a. An Election Committee shall be composed of a number of Council members who are not running for re-election. This committee will be responsible for assuring the completion of this election as stated above.
 - b. The Election Committee shall ask for applications for representative candidacy to the RSSC from the total school community via two consecutive newsletters.
 - c. A voter's pamphlet will be sent home, one per family, in the newsletter giving every parent/guardian an opportunity to vote independently.
3. Procedures for the election of staff representatives shall be determined by the Principal and staff.

Section 3- TERM OF OFFICE

1. Elected positions shall be filled by those candidates receiving the highest number of votes in their category.
2. All community members of the Council shall serve for a two-year overlapping term.
3. All staff members of the Council shall serve as elected.

Section 4- VOTING RIGHTS

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. The elected alternate shall vote in the absence of a representative.

Section 5- TERMINATION OF MEMBERSHIP

A member of the Council can no longer hold membership should he/she cease to be a resident of the area or no longer meets the membership under which he/she was selected (e.g., a parent becomes employed by the school). Membership shall automatically terminate for any member who has two consecutive unexcused absences as determined by the Chairperson. The Council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 6- TRANSFER OF MEMBERSHIP

Membership in the School Site Council is not transferable.

Section 7- ALTERNATES FOR PARENT AND CLASSIFIED REPRESENTATIVES

"Runners-up" from the last election will be requested to serve as the alternates. Other alternates will be selected by their peers as deemed necessary by the Council.

Section 8- ALTERNATES FOR CERTIFICATED STAFF REPRESENTATIVES

Alternates for Certificated Staff Representatives will be determined by the teacher-made Council Representation Chart. First alternates will become the succeeding representatives.

Section 9- MEMBER RESIGNATION

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

Section 10- COMMUNITY REPRESENTATIVE VACANCY

The parent/community representatives shall select a parent/community member to fill the vacancy for the remainder of the vacant seat's term. Consideration shall be given to the results of the May election.

ARTICLE IV OFFICERS

Section 1- OFFICERS - ELECTION AND TERM OF OFFICE

1. The officers of the new School Site Council shall be elected annually at the last Council meeting of the year and shall serve for one year, or until each successor has been elected.
2. The officers of the RSSC shall serve no more than two consecutive terms in the same office.
3. New Council officers will assume their responsibilities at the first council meeting of the school year.

Section 2- STAFF REPRESENTATIVE VACANCY

Procedures for the filling of staff representative' vacancy shall be determined by Principal and staff.

Section 3- REMOVAL

Any member may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the Council, the best interests of the Council would be served thereby.

Section 4- VACANCY

A vacancy in any office, because of death, resignation, removal, disqualification, or otherwise, shall be filled through special election by the School Site Council for the unexpired portion of the term.

Section 5- CHAIRPERSON

Duties and Responsibilities:

1. Preside over all meetings of the School Site Council.
1. Sign all letters, reports, and other communications with School Site Council approval.
2. Perform all duties incident to the office of Chairperson, and such other duties as may be prescribed by the School Site Council.
3. Participate in agenda meetings with Vice-Chairperson, Principal and/or other designated person(s).
4. Will attend all BDAC meetings (Berryessa District Advisory Committee)

Section 6- VICE-CHAIRPERSON

Duties and Responsibilities:

1. Represent and/or assist the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence.
2. Participate in the agenda meetings.
3. Perform such other duties that may be assigned by the Chairperson or by the School Site Council.
4. Will attend all BDAC meetings when chairperson is unavailable

Section 7- SECRETARY

Duties and Responsibilities:

1. Keep the minutes of the meetings, both regular and special, of the governing board. Approved minutes must be signed and dated by the Chairperson and Secretary or appointees in the absence of one or both.
2. See that all notices are duly given in accordance with the provisions of these by-laws.

3. Be custodian of the School Site Council records.
4. 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 each member.
5. Perform all duties incident to the office of Secretary and such other duties as may be assigned to the office by the Chairperson or by the School Site Council.
6. Complete and submit minutes to the Executive Secretary within one week of meeting.

Section 8- PARLIAMENTARIAN

Duties and Responsibilities: -

1. Assist the Chairperson to keep order at all meetings by giving guidance on request of the Chairperson.
2. Be official timekeeper.

Section 9- EXECUTIVE SECRETARY/PRINCIPAL

Duties and Responsibilities:

1. Develop the agenda in cooperation with the Chairperson and Vice-Chairperson.
2. Develop background materials needed for agenda items.
3. See that the minutes are sent to each of the members. Minutes will be posted in the school office for public view.
4. See that the agenda is sent to each of the members, to the school district, and to the school parents via the newsletter one week prior to the Council meeting date.

ARTICLE V COMMITTEES

Section 1- STANDING AND SPECIAL COMMITTEES

The School Site Council may 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 may appoint members to the various committees. Committee memberships are not limited to Council members.

Section 3- TERM OF OFFICE

Each member of a committee shall continue as such for the term of his/her appointment and until his/her successor is appointed, unless the committee is terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4- COMMITTEE CHAIRPERSONS

Standing and special committee chairpersons will be appointed by the Chairperson and/or elected by attending committee members.

Section 5 - RULES

Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the School Site Council or with policies of the governing board.

Section 6- 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 a quorum is present shall be the act of the committee.

Section 7- REPORTING TO THE COUNCIL

Reports made to the Council should include the names of participating members so as to reflect the voting impact of the committee.

ARTICLE VI STANDING RULES - CONDUCT OF MEETING

The Council shall adopt a set of standing rules by the second meeting each year and these shall not be changed more than once each year.

Section 1- REGULAR MEETINGS

School Site Council shall establish a regular date for a minimum of five meetings per 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 meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4- NOTICE OF MEETINGS

Public notice shall be given of regular meetings at least seventy-two (72) 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. Voting members will be notified at least twenty-four (24) hours prior to the meeting.

Section 5- QUORUM

A quorum of the total Council consisting of not less than 50% parent/community members and not less than 50% staff members, shall be present to make decisions.

Section 6- VOTING

All decisions of the School Site Council shall be made only after an affirmative vote of majority of members in attendance, provided a quorum is in attendance, unless otherwise stated.

Section 7- CONDUCT OF MEETINGS

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order, or in accordance with an appropriate adaptation thereof.

Section 8- MEETINGS 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.

Section 9 - AGENDA

1. Agenda with previous meeting's minutes will be distributed five (5) school days prior to the Council meeting date.

2. Outline form will be used with modifications.
3. No addition of action items may be made after the publishing of the agenda, without a majority vote by the attending Council.
4. When an action item is to be placed on the agenda, the sponsor shall submit a summary of the item to the Executive Secretary seven (7) school days prior to the Council meeting for attachment to members' agendas.
5. Ten minutes of Open Communication time will be available, to be divided equally among those wishing to speak.

Section 10-IDENTIFICATION OF REPRESENTATIVES

A sign-in sheet will be used for the Roll Call of representatives and identification of non-voting members.

Section 11 - TIME LIMITS

1. A maximum of ten minutes will be allowed for presentation of a proposal during action time. At the end of that time a decision will be made to:
 - a. Extend discussion another ten minutes.
 - b. Commit to a Task Force (Special Committee).
 - c. Vote on the proposal.
 - d. Table discussion.
2. Two minutes before the speaker's time has ended a reminder will be given by the Parliamentarian.
3. Meetings shall last no more than two hours. Five minutes before the end of the meeting, a majority vote can be taken to extend fifteen minutes, an additional fifteen minutes may be added at the discretion of the Chairperson.

Section 12- MEETING TIME AND DAYS

Meeting times and days will be set by the new Council at the last Site Council meeting at the end of the school year.

Section 13 - ORDER OF DISCUSSION

The Council members will speak to the question first. After that time, visiting members may add to the discussion.

Section 14- OPEN COMMUNICATION SIGN-UP

For persons who wish to speak to the Council during Open Communication Time, the speakers will follow the order in which they have signed. Anyone neglecting to sign in may be recognized by raising his/her hand to be added to the list. Written communication will be read or recognized by Chairperson.

Section 15- BABYSITTER

A babysitter will be arranged by the Chairperson and/or designee for all Council meetings upon request two days prior to the meeting. Babysitting will be for children 8 years and younger.

Section 16- VOTING

A motion will be voted on by members holding their voting stick; i.e., name plates, or a voice vote at the discretion of the Chairperson.

Section 17- AMENDING THE BY-LAWS

Amendments to the by-laws shall be given two readings at the Council meetings and shall accepted upon a two-thirds majority passage vote of attending Council members.

Section 18- LIMITATIONS ON AUTHORITY

All actions and activities of the School Site Council shall be consistent with Board Policy, Administrative Guidelines, the Education Code, and Title V of the California Administrative Code. School Site Council members shall have no authority as individuals and all actions must represent the majority opinion of the Council.

The Council shall not participate in the evaluation of teachers or members of the classified staff.

The School Improvement Council shall not become involved in the process or issues involved in developing a negotiated agreement with employee organizations, and shall not endorse candidates for public office.

Adopted 11-8-17

