Article I
Duties of the School Site Council

The school site council of Doyle Elementary, hereinafter referred to as the SSC, shall carry out the following duties:

Obtain recommendations for a review of the proposed Single Site Plan for Student Achievement from all school advisory committees.

Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.

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.

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 other duties assigned to the SSC by the district governing board and by state law.
Article II
Members

Section A: Composition
At the elementary level, the minimum number of members is ten. The elementary SSC is comprised of half parents and community members (non-district employees); and half school personnel, with classroom teachers in the majority, and one other staff member (not a classroom teacher).

50% Parents/Community Members (minimum of 5)
- Parents must have a child currently enrolled in the school.
- Parents/community members may not be employed at the school site.

50% School Personnel (minimum of 5)
- Principal (automatic member)
- Minimum of three (3) Classroom Teachers
- Minimum of one (1) Other School Representative*
- Classroom teachers must be in the majority.

*Other School Representative is defined as follows: At least one staff member who is not a classroom teacher must be included on the SSC. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: ELST, office staff, resource teachers, custodian.

SSC members chosen to represent parents may be employees of the school district as long as they are not employed at the school.

Section A-1: Election Process for Classroom Teachers and Other Staff

The principal can schedule a meeting for selection of representatives for classroom teachers and “other” staff members. Nominations can be entertained from the floor and/or a nominations committee can be appointed to come up with a slate of willing candidates, with the principal serving in an advisory capacity to the nominating committee. All nominees must be informed of the duties, responsibilities, and term of office prior to the elections.

Reviewed 09/29/2022
Section A-2: Election Process for Parents

Parents and community members are selected through a nomination process to serve as parent or community member representatives on the SSC. Section 52852 of the California Ed Code states the council must include parents of pupils attending the school. There is no requirement for inclusion of community members. They are permitted but not mandated. The principal notifies the parents and community members of a general meeting to nominate parent/community members for the SSC by a posted written notice in an area accessible to the public, typically in the form of an agenda, at least 72 hours in advance. Notice may also include the school site marquee, School Messenger, and paper fliers.

Section B: Term of Office

SSC members shall be elected for a two (2) year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected 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 SSC is entitled to one vote and may cast that vote on any matter submitted to vote of the SSC. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The SSC 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 SSC chairperson. Members can be terminated after three consecutive absences.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

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

Reviewed 09/29/2022
Section A: Officers

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

The chairperson shall:
- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:
- Represent the chairperson in assigned duties
- Substitute for the chairperson in his/her absence

The secretary shall:
- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and place a copy in the SSC binder located in the school office
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses, and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

Section B: Election and Terms of Office

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

Section C: Removal of Officers

Any officer may be removed from their office by 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 SSC, for the remaining portion of the term of office.

Reviewed 09/29/2022
Article IV
Committees

Section A: Sub-committees

The SSC may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and on member representing parents shall make up the sub-committees. No sub-committee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees

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

Section C: Terms of Office

The SSC shall determine the terms of office for members of the committee.

Section D: Rules

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

Section E: Quorum

A majority (51%) of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the SSC, provided a quorum is present.
Article V
Meetings of the SSC

Section A: Meetings
The SSC shall meet regularly on the 3rd Thursday of each month, at 2:30 p.m., in the Lounge. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings
The SSC 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 majority vote of the SSC.

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: ConnectEd, Doyle website, email, and on the Parent Information Bulletin Board.

All required notices shall be delivered to SSC and committee members no less than 72 hours, and more than 5 days in advance of the meeting, personally, by phone, by mail, or by email.

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 other wise be attributed by the SSC. A majority of the members of the SSC (51%) or greater) shall constitute a quorum.

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 © and with Robert’s Rules of Order or an adaptation thereof approved by the SSC.

Section F: Meetings Open to the Public

Reviewed 09/29/2022
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 VI
Amendments

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

Reviewed 09/29/2022