

PIONEER K-8 SCHOOL
Twin Rivers Unified School District

SCHOOL SITE COUNCIL BY-LAWS

Revised and approved 9/27/22

Article I – Name

The name of this committee shall be the Pioneer K-8 School Site Council.

Article II – Purpose

The purpose of the Pioneer School Site Council is to act as an advisory link between the school and community in planning, implementing, and evaluating specially funded programs.

The organizational duties of the committee shall consist of:

1. Planning for the School Site Council yearly program and regular meeting agendas.
2. Setting a schedule for meetings, special events, and activities.
3. Establishing a communication system consisting of a committee roster, means of communication such as newsletters and other mailings.
4. Maintaining affiliation with the District Advisory Committee and its standing committees representing local school and district funding sources.
5. Training of the committee through participation in workshops, conferences, and visitations.
6. Assisting in the writing, implementation, and ongoing evaluations of the school's special programs.

Article III – Roles and Responsibilities

The California Education Code requires School Site Councils to develop a Single Plan for Student Achievement for Consolidated Application programs operated at the school. The School Site Council shall recommend the proposed plan to the local governing board for approval, monitor its implementation and evaluate the results. The School Site Council shall revise and update the Single Plan for Student Achievement annually, including proposed expenditures of all funds allocated to the school through the Consolidated Application.

Article IV – Membership

The membership of the School Site Council shall be in accordance with existing State and Federal directives administering these programs. This membership shall consist of representatives from school staff and the community.

The membership shall be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel; and (b) parents or other community members selected by parents whose children are served by the compensatory education program. Non-voting membership is open to all Twin Rivers Unified School District parents and staff.

In the event of a vacancy of a community member, the remaining community members on the SSC shall select a community member from those who respond to a request to fill the vacancy. At that time, the new member is selected to fill the vacancy until the next annual election.

In the event of a staff vacancy, the remaining staff, teachers or other staff members, shall select a teacher or other staff member, as appropriate, from those who respond to a request to fill the vacancy.

Article V – Voting

Each elected School Site Council member shall have one vote. Proxy and absentee voting shall not be permitted. All School Site Council matters shall be voted on by School Site Council members only. Official business will not be conducted with less than a quorum present. A simple majority of the membership shall constitute a quorum.

A minimum quorum, meaning six people, would be made up of at least two members from each group, but not less than the six required. In the event that the chair and vice chair or the principal are not in attendance no voting will take place.

Article VI – Officers

School Site Council shall have a chairperson, a vice-chairperson, and a secretary. These officers shall be elected by a majority vote.

Article VII – Duties of Officers

Section 1: The chairperson shall preside at all meetings of the School Site Council and shall be authorized to sign all documents relating to School Site Council business. The chair shall also meet with the principal and plan the agenda for each School Site Council meeting. The chair shall appoint a secretary to record all minutes for School Site Council meetings.

Section 2: The vice-chairperson shall represent and substitute for the chairperson in the chairperson's absence and shall succeed the chair in the event the office becomes vacant.

Section 3: The secretary shall keep an accurate record of all the meetings of the School Site Council, shall carry out the duties of a corresponding secretary when necessary, and take roll at all SSC meetings.

Article VIII – Election and Term of Office

Section 1: Members and officers of the School Site Council shall be elected for a two-year term. Elections will be held in the beginning of each school year. Ballots will be provided to all parents whose children are served by the compensatory education program.

Section 2: In addition to section one, annual elections may be held for the purpose of facilitating continuity between incoming and outgoing School Site Council members and allowing for replacement due to attrition, thus assuring a smooth transition for newly elected Site Council members serving a two year term.

Section 3: Nomination of the School Site Council shall be made by a nominating committee comprised of at least one parent and one staff member of the School Site Council. All candidates must have agreed to have their names placed in nomination.

Section 4: Election of the School Site Council shall be by a majority vote of all members casting ballots.

Section 5: Each officer upon the expiration of his/her term of office, or in the case of resignation, shall turn over to his/her successor, without delay, all records, books, and other materials pertaining to the office.

Article IX – Resignation, Removals, and Vacancies

Section 1: A vacancy shall exist if a member has missed three consecutive meetings without prior notification to the chairperson or the school principal.

Section 2: Any member may resign by filing a written resignation with the School Site Council.

Section 3: Any officer elected or appointed by the School Site Council may be removed by a two-thirds vote of all the members of the School Site Council whenever, in the judgement of the committee, the best interests of the committee will be served.

Article X – Meetings

Section 1: The School Site Council shall meet at least five times each year. Special meetings can be called by the chair or the school principal. Meetings will be held at Pioneer School on designated days or via Zoom. Members will be notified of each meeting by the secretary, chair, vice chair, or principal.

Section 2: School Site Council meetings will be held in an open, informal manner. However, the chair reserves the right to limit discussion so that all sides may be heard. Any dispute will be settled by Robert's Rules of Order. Upon completion of the business part of the meeting, an open discussion of concerns and new ideas of members may be held.

Article XI – Representative of Pioneer School Site Council at Twin Rivers Unified School District Advisory Committees

Pioneer Elementary representation at the District Advisory Committee shall be the School Site Council's designated representative. A written or oral report from the DAC will be given at the first regularly scheduled School Site Council meeting after the district meeting.

Article XII – Review

The By-Laws shall be reviewed at the beginning of each school year and updated to meet current requirements and needs. Revisions shall be submitted by the School Site Council for approval by a two-thirds majority vote at any time. A copy of the By-Laws shall be given to each member of the board at the beginning of the term of office. Copies of the By-Laws shall be made available to any member upon request.

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