

BYLAWS FOR THE RANCHO ROMERO SCHOOL SITE COUNCIL
(Revised January 2020)

ARTICLE I
Name of Council

The name of this council shall be the Rancho Romero School Site Council (SSC).

ARTICLE II
Duties of the School Site Council

The School Site Council of Rancho Romero School, hereinafter referred to as SSC, shall carry out the following duties:

- Obtain recommendations for and review the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the SPSA and expenditures to the district governing board for approval.
- SSC shall also set the Rancho Romero Educations Fund (RREF) expense budget to ensure the funds are being allocated in accordance with SPSA objectives.
- Provide ongoing review of the implementation of the SPSA with certified and classified school personnel and parents.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- The SSC shall act as a unifying body to coordinate the goals of the Parent Teacher Association (PTA), the RREF, and the Student Council, thus ensuring no gaps or overlapping activities.
- Annually evaluate progress made toward Site goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the SSC by the district governing board and by the state law.
- Site Council information will be posted on Rancho Romero website including meeting agendas, minutes, members and bylaws.
- There will be monthly program reports by Principal and staff running the funded programs, as deemed necessary.

ARTICLE III

Members

Section A – Composition

The SSC shall be composed of 12 members selected by their peers, as follows:

- 4 classroom teachers (certificated)
- 1 other staff member (classified)
- 6 parents or community members
- 1 alternate parent member
- The school principal shall be an ex officio member of the council and co-chair

Staff members on SSC may not be funded by SIP/RREF funds.

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

There shall be a liaison membership for the PTA president or one of the co-presidents and the RREF president. This liaison membership is automatically bestowed when the new president assumes the office but does not hold voting rights on the SSC.

Section B – Election of Parent Members

Election of parent SSC members and the alternate takes places in April or May each year. All candidates who wish to run for SSC must submit a written candidacy platform. Ballots with candidates' statements are sent home manually or sent out via school e-mail communication. Each family at Rancho Romero may cast one vote. If there are more candidates than SSC openings, ballots are to be numbered or coded. Ballots may be returned with children to their class or brought to the office by a given deadline. Voting can also be done electronically.

Section C – Election of Teacher/Staff Members

Election of teacher/staff members should take place in August each year. No written candidacy platforms are necessary but interested teachers/staff should submit their names to the principal. All staff can vote (either electronically or manually).

Section D – Term of Office

SSC members shall be elected for a two-year term. However, in order to achieve staggered membership, one-half or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting. Members may choose to re-run for SSC at the conclusion of their two-year term.

If it becomes necessary to re-establish a staggered membership, members may volunteer for a one-year term. If this does not accomplish a staggered membership, a chance method shall be used to determine which members shall serve one-year terms.

The alternate member shall hold that position for one year and will then move into a two-year membership term.

Section E – 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 alternate member does not have voting rights unless his/her vote is necessary to meet quorum. Absentee ballots shall not be permitted.

In the event that it becomes necessary to vote on a matter in between two regularly scheduled Site Council Meetings, an e-mail vote or teleconference call vote may be used. For an email vote, one of the co-chairs shall email all members of the SSC, clearly laying out the motion on the table. If significant discussion follows, the co-chairs shall determine if the motion can be tabled until the next regularly scheduled meeting or if an additional meeting (possibly a teleconference) is necessary prior to that time. Otherwise, votes can be made by voting council members by a reply to all or at a minimum, to a co-chair and the secretary, who will track the votes.

For a teleconference vote, all members will be notified of the call-in number and any password that is required. All members attending the meeting must participate by telephone – a subset of the group cannot meet face to face at the same time. Each participant will state their first name before speaking and asked to be recognized by the call leader (one of the co-chairs). The call leader will keep a log of those wishing to speak. A vote will be taken by roll call, with each member confirming their name and vote. All other meeting rules remain the same as those for a regular meeting.

Section F – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g. a parent becomes employed by the school. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The SSC, by affirmative vote of two-thirds of all members, can suspend or expel a member.

Section G – Resignation of Membership

Any elected member may resign by filing a written resignation with the co-chairs.

Section H – Transfer of Membership

SSC membership may not be assigned or transferred.

Section I – Vacancy

Any vacancy on the SSC shall be filled for the remainder of the school year by the elected alternate member of the SSC. If the elected alternate is unable to assume the vacancy, the co-chairs shall fill the vacancy by appointment. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE IV Officers

Section A – Officers

The elected officers of the SSC shall be two co-chairpersons, a secretary and other officers SSC may deem desirable.

The Co-Chairs 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 SSC shall elect one parent site council member to act as co-chair with the principal. The president duties shall be shared equally or in a mutually agreeable manner by the two co-presidents.

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 then post them on the SSC webpage
- 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 co-chairs, of the 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 co-chairs of the SSC.

Section B – Election and Terms of Office

The officers shall be elected annually, at the May meeting of the SSC, and shall serve for one to two years, or until a successor has been elected.

Section C – Removal of Officers

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

Section E – Timekeeper

A timekeeper shall help facilitate the progress of the meeting agenda discussions by monitoring the time spent discussing each topic to ensure that each subject on the agenda can be fully covered during the meeting in the time allotted. Any SSC member may voluntarily act as timekeeper, and this volunteer may change from one meeting to the next.

Article V 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. No sub-committee may exercise the authority of the SSC.

At least one member representing teachers and one member representing parents shall make up the subcommittee. Other sub-committee members may include SSC members and/or members of the school community at large. At large members may not lead sub-committees.

Section B – Other Standing and Special Committees

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

Section C – Membership

Unless otherwise determined by the SSC, the SSC co-chairs shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the co-chairs.

Section D – Terms of Office

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

Section E – 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 F – Quorum

A majority 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 committee, provided a quorum is in attendance.

Article VI Meetings of the School Site Council

Section A – Meetings

The SSC shall meet regularly at least seven times during the school year. Special meetings of the SSC may be called by the co-chairs or by consensus 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 co-presidents or by majority vote of the SSC.

Section C – Notice of Meetings

Written public notice shall be given of all meetings at least 48 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. Any required notice shall be in writing; shall state the day, hour and location of the meeting; and shall be delivered either personally, by mail, or by e-mail to each member not less than two days prior to the date of such meeting.

Section D – Quorum

In order to constitute quorum, a majority of the voting SSC members shall be present and must include two parent members and two teacher members. A majority is defined as one more than half of the voting members.

Section E – Decisions of the School Site Council

All decisions of the SSC require a two thirds vote of the voting members present. Quorum must be met for votes to be conducted.

Section F – Conduct of the Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California Education Code Section 3147(c), and Robert’s Rules of Order or an adaptation thereof approved by the SSC.

Section G – Meetings Open to the Public

All meetings of the SSC and of committees established by the SSC shall be open to the public. Only members of the SSC shall have decision-making rights.

Article VII 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, provided quorum is met. Written notice of the proposed amendment must be submitted to SSC members at least two (2) days prior to the meeting at which the amendment is to be considered for adoption.

Article VIII Agenda

An agenda of the SSC meeting will be sent to all SSC members and school staff two (2) days prior to the meeting.

Article IX Parent Survey

A parent survey will be prepared and administered by the SSC every Fall. The results of the Parent Survey will help SSC allocate funds and give input to RREF on how to use parent donations.

Article X

Budget Preparation

The co-chairs, or other committee as established by the SSC, will prepare a proposed budget for the coming year. This budget will include funds provided by the Rancho Romero Education Fund (RREF) and the school district (Site Discretionary budget). Budget preparation will include the following criteria:

1. Demonstrated alignment of proposed programs with SSC goals outlined in the SPSA.
2. Alignment of proposed programs with input from the Principal and staff on education priorities.
3. Alignment of proposed programs with parent/member priorities as established by the parent survey and other mechanisms that SSC may approve to gather parent input.
4. Discussion on how proposed programs will be subsequently reviewed.

The proposed budget will be discussed throughout the year in SSC meetings.

The formal budget development process begins in January when a preliminary budget allowance from RREF will be provided to SSC based on discussion among RREF president, RREF treasurer and SSC co-chairs and approval from RREF. An additional budget allowance may be provided by RREF later in the school year, based on the success of Spring fundraisers and if approved by RREF. These two budget allowances equal the total RREF budget provided to SSC to allocate for the next school year.

The co-chairs will develop a draft budget for the following school year, factoring in the input collected via surveys and other sources. The draft budget will be presented to the SSC for approval, which requires a two-thirds vote. Upon approval by SSC, the co-chairs will present the budget to RREF for final approval.

The schedule for the above outlined process will be determined each year according to contractual and other deadlines set by the District.

During the school year, the budget will be monitored by the co-chairs, in conjunction with the Rancho Romero Education Fund Treasurer, who records and monitors all financial transactions.

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