

BYLAWS  
Of the  
SCHOOL SITE COUNCIL OF VALLEY ARTS AND SCIENCE ACADEMY

Article I  
Duties of the School Site Council

The school site council of Valley Arts and Science Academy, hereinafter referred to as the School Site Council (SSC), shall carry out the following duties:

- Make recommendations and suggestions for the proposed *Single Plan for Student Achievement* from all school advisory committees.
- 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 recommendations and suggestions for expenditures. Suggest 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 all other duties assigned to the school site council by the district governing board and by state law.

Article II  
Members

Section A: Composition

The school site council shall be composed of 9 voting members and one non voting alternate member, selected by their peers, as follows:

- 2 Classroom teachers
- 2 Other school staff members
- 3 Parents
- 1 Community member
- The school principal shall be an ex officio member of the school site council
- 1 Alternate (non-voting parent)

School site council members chosen to represent parents may not be employed at the school. VASA employees shall not hold an office on the SSC that could by default become the chair position. A teacher may not hold a co-chair position.

Section B: Elections

The School Site Council Parental Members will be elected by a school wide peer

vote. This election shall take place in the spring of every school year. A non-voting alternate member shall be selected in the case that a voting member can not fulfill their duties. Each VASA family shall receive one ballot per family. . During the election of SSC parent members, there shall be ballots which are translated into the primary spoken languages of the VASA student families. The ballots shall be sent to parents using a numbering system and a sticky label system. The ballots shall also have a write-in portion added.

#### Section C: Term of Office

School site council members shall be elected for 2 year terms. 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 school site council, each member's current term of office shall be recorded in the minutes of the meeting.

#### Section D: Voting Rights

Each voting member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted. The alternate parent shall have voting rights in the event that a parent member is absent.

#### Section E: Termination of Membership

The school site 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 school site council chairperson.

#### Section F: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

#### Section G: Vacancy

Any vacancy on the school site council occurring during the term of an elected member shall be filled by an alternate member. If an alternate member is not available a special election will be held as soon as possible, time permitting.

### Article III Officers

#### Section A: Officers

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

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incident to the office of the chairperson.

- Have other such duties as are prescribed by the school site council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the VASA bulletin Board, to be posted at least 72 hours prior to meeting.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.

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

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

#### Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members of the site council.

#### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

### Article IV Committees

#### Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

#### Section B: Other Standing and Special Committees

The school site council may establish and abolish standing or special committees

with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

#### Section C: Membership

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

#### Section D: Terms of Office

The school site council 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 school site council, 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 school site council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

### Article V Meetings of the School site council

#### Section A: Meetings

The school site council shall meet once monthly on the first Monday in which school is in session. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council. The agenda shall be posted by the office door and on the school website. Banners shall be placed on the school property at each gate to announce the date, time and location of the SSC meeting.

#### Section B: Place of Meetings

The school site council 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 school site council.

#### 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: newsletters, school calendar, and public posting.

All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than 14 days in advance of the meeting, personally or by mail (or by e-mail).

#### Section D: Quorum

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

#### Section E: Conduct of Meetings

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

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

All meetings of the school site council, and of committees established by the school site 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 school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 14 days prior to the meeting at which the amendment is to be considered for adoption.