

MILLBRAE SCHOOL DISTRICT  
TAYLOR MIDDLE SCHOOL

SCHOOL SITE COUNCIL BYLAWS 07-08

ARTICLE I – NAME

The name of this council shall be the Taylor Middle School Site Council. (Education Code Section 52011 (b) )

ARTICLE II – ROLES AND RESPONSIBILITIES

- (A) Develop a three-year School Improvement Plan for the school.
- (B) Once the Board approves the plan, review the plan with the total school community.
- (C) Conduct ongoing review of plan implementation.
- (D) Periodically evaluate program implementation to determine its effectiveness in meeting children’s needs. Modify the plan as needed.
- (E) Develop an annual budget and monitor it on an ongoing basis. Establish a new budget annually, which is consistent with program plan.
- (F) Establish and maintain communications with the governing board, school and district personnel, and community.
- (G) Annually review the School’s safety plan and approve the implementation of that plan.
- (H) Act on other duties and responsibilities as determined by the Council or by the local governing board.

ARTICLE III – MEMBERSHIP

Section 1: Composition

The Council shall be composed of the principal and representatives of the teachers (selected by teachers at the school); other school personnel (selected by other school personnel at the school); parents of pupils attending the school (selected by such parents) or other community members selected by parents; and, in secondary schools, pupils selected by pupils attending the school. Council membership should include broad representation of parents, students, and staff, including socio-economic and ethnic groups represented in the school attendance area.

Secondary Level:

The Council shall be constituted to ensure parity between:

- (A) Principal, classroom teachers and other school personnel with classroom teachers comprising the majority of persons represented.

(B) Equal number of parents\* (or community members) and students.

#### Section 2: Term of Office

All members of the Council (wherever possible) shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing each group (except principal) shall serve for a one-year term only, during the first year of the Council's existence, all terms shall be two years in length. At the conclusion of a member's term, at least one year shall elapse before such member may be elected to a new term.

#### Section 3: 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. Each voting member may act as a liaison to his or her constituency, but should not necessarily represent any special interest group. Absentee ballots shall not be permitted. (See Article VI, Section 6)

#### Section 4: 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 meet the membership requirements under which he or she was selected, e.g., a parent becomes employed by the district. Membership shall terminate for any member who is absent from three consecutive regular meetings. The Council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

#### Section 5: Transfer of Membership

Membership in the School Site Council is not transferable.

#### Section 6: Resignation

Any member may resign by filing a written resignation with the chairperson of the School Site Council.

#### Section 7: Vacancy

Any vacancy on the Council for less than five months in one school year, may be filled for the remainder of the school year by recommendation and ratification of the Council. If the unexpired term is for five school months or more, the term shall be filled by the regular selection process.

#### Section 8: Replacement of Members

New members of each constituency shall be selected by as large a group of their peers as is feasible. Notice of vacancies in a constituency shall be widely publicized, and any member of the constituency shall have the opportunity to place his or her name on the ballot.

(\*Those persons identified as parents or community members of the Council must not be employed by the Millbrae Elementary School District.)

## ARTICLE IV – OFFICERS

### Section 1: Officers

The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers as the Council may deem desirable.

### Section 2: Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

### Section 3: Removal

Any officer may be removed by a two-thirds vote of all members of 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, by special election, be filled by the School Site Council for the unexpired portion of the term.

### Section 5: Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time\*.

### Section 6: Vice-Chairperson

The duty of the vice-chairperson shall be to substitute for the chairperson during his or her absence. The vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

### Section 7: Secretary

The secretary shall keep the minutes of the meetings of the School Site Council and shall promptly transmit to each of the members, and to such other persons as the School Site Council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the

provisions of these bylaws; be custodian of the School Site Council records; 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 such member; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

\* It is recommended that the chairperson be a parent not employed by the Millbrae Elementary School District.

## ARTICLE V – COMMITTEES

### Section 1: Standing and Special Committees

The School Site Council may from time to time 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 shall appoint members to the various committees.

### Section 3: Term of Office

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

### Section 4: Rules

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

### Section 5: Quorum

Unless otherwise provided on 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 6: Vacancy

A vacancy in membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

## Section 7: Committees Required by Categorical Programs

At schools receiving categorical funds such as Title I, State Preschool, AB 1329, etc., or at schools meeting special requirements under AB 65 such as Bilingual, the School Site Council shall establish subcommittees consistent with guidelines of the respective legislation.

## ARTICLE VI – MEETINGS OF THE SCHOOL SITE COUNCIL

### Section 1: Regular Meetings

The School Site Council shall meet regularly, at least once per month during the school year or as often as necessary.

### 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 monthly meetings and its special meetings in a facility provided by the school and readily accessible to all members of the public, including handicapped persons.

### Section 4: Notice of Meetings

Advanced public notice shall be given of regular and special meetings. Notice shall be in writing and shall state the day, hour, and location of the meeting.

### Section 5: Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

### Section 6: Decisions of the School Site Council

All decisions of the School Site Council shall be made on the basis of consensus after an affirmative vote of a majority or a consensus of its members in attendance, provided a quorum is in attendance. There are only two decisions in the legislation which require a separate vote of the two major sub-groups of the Council: 1) to delay involvement in the School Improvement Program and 2) to withdraw from the School Improvement Program. The Council should communicate the rationale for either decision to the governing board. In all other cases, the Council will vote or reach consensus as a whole.

Section 7: Amendments

These bylaws may be amended by a two-thirds vote at any regular meeting, provided notice has been given at the previous regular meeting.

Section 8: 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 9: 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.