

**HARRINGTON SCHOOL  
SCHOOL SITE ADVISORY COUNCIL  
BYLAWS  
ENGLISH LEARNER ADVISORY COMMITTEE**

*mtg  
4/28/10*

**ARTICLE I**

**NAME**

The name of this committee shall be the HARRINGTON SCHOOL SITE ADVISORY COUNCIL.

**ARTICLE II**

**PURPOSE**

The purpose of this council shall be to advise in matters pertaining to the district and its educational program, specifically:

1. Development of the School Improvement Plan including:
  - A. On-going responsibility to review with the principal, teachers and other school personnel, the implementation of the School Improvement Program.
  - B. Annual Review of the School Improvement Plan, Establishment of a new School Improvement Budget consistent with the Education Code, and if necessary, the making of modification in the plan to reflect changing improvement needs and priorities.
  - C. Council member training and school staff development: The council shall participate in, budget for, and expend funds in conjunction with staff development programs related to the school site plan, or its implementation, or its evaluation. Calif. Ed. Code, 52019 (a), (b), (e).
    - i. The School Site Council may expend funds in conjunction with the school plan for the training of new and continuing members, and other parents, teachers, and community members through workshops, conferences, and meetings available through the school district. The California Teacher's Association, or any outside individual instructing or evaluating school site councils, their plans, and functions.
    - ii. Each new school year, for the purposes of instructing new members and refreshing continuing members, the council shall review and discuss in their first public meeting an appropriate training manual such as, SCHOOL SITE COUNCILS, developed by the California Teacher's Association.
  - D. Budget Preparation: The budget forms prepared by the School Site Council relating to the school plan shall show the amount of district general funds for each line item already provided to support the school's base program, as well as, all

funding resources, including but not limited to state categorical education programs. Cal. Ed. Code 52015 (a) (4), 52015 (f).

- i. The administrative member of the council shall provide from the school district to the council a current list of funding resources local, state, federal, and other grant monies received by the school district and the school site.

E. Budget consultation with school staff: The school site council shall confer with the School Leadership Team for information, advice, and expertise from time to time while developing their budget in conjunction with the school plan. The school site council may survey or consult with other staff members, including classified employees, during the budget preparation process.

- i. The school site council shall provide and present their proposed budget for review, recommendations, and revisions to be made at a general school staff meeting chaired by the school principal and a teachers' association representative. This presentation of a proposed budget pertaining to the school plan shall be thirty (30) days before the council budget is sent to the board of education for approval.

2. Development and implementation of a school master plan for bilingual education including:

- A. Review and comment on English Learner needs assessment at school.
- B. Review and comment on assessment placement and reclassification procedures for Limited English Pupils.
- C. On-going review of school English Learner program and its effectiveness.

3. Take others actions as required by the Education Code.

- A. Keep written minutes of School Site Council meetings. Meeting minutes will be kept in a binder, and minutes shall be maintained continuously until completion of a multi year improvement plan or for a term of four years, whichever is greater.
- B. Create and update a School Site Council Annual Calendar no later than forty-five days after the yearly election for new School Site Council members. A calendar shall be kept in the binder with that year's meetings minutes.
- C. Create and update School Site Council Roster of members organized by member constituencies defined within these bylaws. Sub-committees and their members shall be part of the roster. The roster shall be kept in the binder with the meeting minutes.
- D. The council calendar will be used by the council as a self evaluative tool to monitor the council's progress and accomplishment of its duties under the Calif. Ed. Code.

## ARTICLE III

### MEMBERSHIP

#### Members defined:

1. **Members** shall consist of 50% school personnel and 50% parents and community members. The school personnel will include a majority of classroom teachers that hold valid credentials and take daily ADA attendance. Cal. Ed. Code sec. 52012.

2. **Other school personnel** includes all other staff such as itinerant teachers (reading, resource, speech, ESL, etc.) and school administrators. Other school personnel includes all classified personnel such as custodians, secretaries, instructional assistants, librarian, and food service workers.

3. **Parent member** is defined as the parent or guardian of a student at a school, unless that parent is a paid employee of the school district at that site.

4. **Community member** is defined as any person having an interest in the local school process and is elected by parents to take one of their slots.

5. **Council Size:** In accordance with state guidelines the minimum size of the Council will be ten (10) members. Parity of numbers shall be maintained between classroom teachers, other school personnel, parents and community members in the event the size of the Site Council is increased.

6. **Resignation or replacement of Members:** In the event a member resigns or misses two consecutive monthly meetings, not withstanding personal emergency, the Council may nominate and select a new members to finish that school year. A new term shall require an election.

7. **The Replacement member** shall meet the member definition of the individual that was replaced. The Council shall maintain parity between the Council members as defined previously. For example, a regular classroom teacher must be replaced by another classroom teacher, and not by a parent or an itinerant teacher.

8. **Members shall serve until such time as:**

- a) a resignation is submitted to the chairperson
- b) eligibility to be a representative terminates
- c) the Council, by affirmation of two-third of all the members, votes to terminate a member.

9. **Replacement of members** shall be by appointment on the basis of the School Site Advisory Council's recommendation.

## ARTICLE IV

### OFFICERS

The officers of this council shall be a chairperson, a vice-chairperson, and the school principal who shall be the Executive Secretary.

ARTICLE V

AMENDMENT

These bylaws may be amended at any regular meeting by a vote of 2/3 of the entire council members.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. It shall be the duty of the chairperson to reside at all meetings.

Section 2. In the absence or disability of the chairperson, the vice-chairperson shall assume the duties of the chairperson.

Section 3. Should both senior officers be unavailable, the Executive Secretary shall preside.

Section 4. The executive secretary shall see that the minutes are developed and maintained for each meeting.

Section 5. The executive secretary shall see that notices of meetings and/or agendas, correspondence, and publicity items as directed are sent out.

ARTICLE VII

DUTIES OF COUNCIL MEMBERS

It shall be the duty of all council members to:

1. Attend all meetings or provide an alternate when it is impossible to attend in person. Such alternates shall have full voting privileges.
2. Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

ARTICLE VIII

SCHOOL SITE ELECTION OF MEMBERS AND OFFICERS

1. Elections for members for the School Site Council shall closely follow the definitions for members above.

2. Three classroom teachers shall be elected at large by classroom teachers by secret ballot. Classroom teachers may declare their candidacy to the union representative and classroom teachers may be nominated by other classroom teachers at an open meeting conducted by the union representative, and classroom teachers may write in the name of a classroom teacher on the ballot. The union representative will prepare the ballots and conduct the election. The ballots will be counted by the union representative, a classified representative, and a person agreeable to the representatives.

3. One school administrator will be selected by the administration.

4. One other school staff member will be selected from itinerant teachers and/or classified personnel. This election shall be conducted jointly by the union representatives for the teachers and classified personnel. The union representatives shall prepare a ballot for the other school staff category, and gather nominations, and conduct the election as described above for classroom teachers.

5. Parents may submit a form for their candidacy to any administrator or other current Site Council member, or school staff personnel who will

forward their name to the Council Chairperson for inclusion on a ballot. Parents already members of the Council will conduct the election of new parents to the Council. Council parents may be assisted in the gathering of nominations by the Parent Teacher Organization, any parent oriented support groups such as the Healthy Start Family Center, the school administration and staff. The parent election will be at large among the school parent population by secret ballot at a designated public meeting and/or other means determined by the current School Site Council. The Council will select disinterested third parties to tally the results of the parent election. Parents shall have five elected members.

6. Community candidate/members, one who is not a parent, but who is interested in the local school, may be voted by parents to take one of their slots. A community individual may become a candidate for election as described above for a parent.

7. The chairperson and vice-chairperson shall be elected at the September/October meeting.

8. New officers shall assume their duties at the close of the September/October meeting.

9. Should an officer resign before new elections are held, the chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy can be filled.

#### ARTICLE IX

#### COMMITTEES

Section 1. The chairperson shall appoint such committees as he/she considers necessary at any time, or as directed by a majority of the members present.

Section 2. The Bilingual Parent Advisory Subcommittee/English Language Learners Advisory Subcommittee will be a standing committee. It is responsible for carrying out the bilingual advisory duties listed in Article II, Sections 2 and 3. The subcommittee shall elect a parent chairperson from its membership. This parent will be the school's representative to the District English Language Learners Advisory Committee.

#### ARTICLE X

#### RULES

A. The meeting will be governed by these Bylaws and in accordance with Administrative Regulation No. \_\_\_\_\_, Oxnard School District and any dispute will be settled by Robert's Rules of Order. The parliamentarian shall be appointed by the chairperson.

#### ARTICLE XI

#### MEETINGS AND QUORUM

Section 1. Meetings shall be held on \_\_\_\_\_ at \_\_\_\_\_ p.m. at the school.

Section 2. A simple majority of the membership shall constitute a quorum.

Section 3. Action items shall require a majority vote of the council members present.



**Section 4.** There shall be a posted notice with an agenda no less than 72 hours before the meeting.

**Section 5.** Action taken will be on the agenda items only, unless unanimous vote of the members present decide a need for immediate action for a need that became evident after posting the agenda.

**Section 6.** For informational purposes and review, the council shall read and discuss and note in the minutes their review of Calif. Ed. Code section 35417 in its entirety at the first public meeting each new school year.

## ARTICLE XII

### School Site Council Handbook or Binder

1. The School Site Council shall provide and maintain and update a handbook or binder for each council member. Certificated staff on the council will have the responsibility to review, update, and maintain the handbook or binder during the school year for council members.

- a) Bylaws
- b) Minutes/Agendas
- c) Annual Calendar
- d) The School Improvement Plan (the Single Plan for Student achievement)
- e) The School Improvement Budget
- f) Council Roster

2. The Council shall provide each member with an up-to-date School Site Council Handbook or Binder that has the following tabs and includes appropriate attachments for illustration or information:

- a) Resources:

- Function of SSC
- Responsibilities of SSC
- An effective SSC
- Effective Meeting Management
- Sample agenda and minutes
- Council Self-evaluation
- Needs Assessment
- Allowable Expenditures
- Income and Expenditures by location
- Evaluation results: The Master School Plan
- Council Self-Evaluation
- Other Materials: A Layperson's Copy of Rober's Rules of Order.