



**CORREIA MIDDLE SCHOOL  
SCHOOL SITE COUNCIL BYLAWS**

**ARTICLE I  
Name of Council**

The name of this council shall be the Correia Middle School Site Council.

**ARTICLE II  
Role of Council**

The School Site Council shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval
- Provide ongoing review of the SPSA implementation with the principal, teachers, and other staff
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures
- Regularly evaluate progress made toward school goals to raise academic achievement of all students
- Carry out all other duties assigned to the council by the SDUSD Board of education and by state law

**ARTICLE III  
Members**

**Section 1 – Composition**

Correia uses the elementary school format for the SSC, composed of a minimum of 10 members. The SSC shall be constituted to ensure balance between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members. To clarify, a 10 member council includes the Principal, 3 classroom teachers, 1 other school staff, and 5 parents or community members. Council members representing parents or community members shall not be employees of the school.

## **ARTICLE II**

### **Members**

#### **Section A: Composition\***

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

- (1) PRINCIPAL
- (4) CLASSROOM TEACHER
- (1) OTHER SCHOOL STAFF
- (3) PARENTS OR COMMUNITY MEMBERS
- (3) STUDENTS (secondary)

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

## **Section 2 – Selection Process**

Members shall be self-nominated and elected by their peers. Teacher members shall be elected by a ballot of the school's teaching staff. Other school staff members shall be elected by a ballot of the other school staff. Parent and community members shall submit a bio at the time of nomination and be elected by a ballot of parents (with one vote per family). In each election, candidates with the highest number of votes shall fill the available vacancies, without a runoff. If open positions go unchallenged, a vote is unnecessary to fill the vacancy.

## **Section 3 – Term of Office**

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, ideally (but not mandatory) one-half, or the nearest approximation thereof, of the members of each representative group shall be elected during odd years and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

## **Section 4 – 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 elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted. A member may be present through electronic means (i.e. telephonically, video conferencing, or via e-mail) and can vote, provided that the member has been present, has heard, and has been able to participate in the whole debate.

## **Section 5 – Termination of Membership**

Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. A member shall no longer hold membership should he/she no longer meet the membership requirements under which he/she was selected. The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any member who is absent from all regular meetings for a period of three consecutive months can be expelled.

## **Section 6 – Transfer of Membership**

Membership in the school site council is not transferable or assignable.

## **Section 7 – Vacancy**

Any vacancy on the council shall be filled for the remainder of the school year by appointment of the chairperson and approval by a majority of the council.

**Absentee (proxy) and any electronic ballots shall not be permitted.**

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## ARTICLE III

### Elections of Council Members

- The school principal is a standing member of the council.
- Classroom teacher elections will be held in September:
  - The classroom teacher membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by classroom teachers.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- “Other” staff elections will be held in September.
  - The “other” staff membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by “other” school personnel.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- Parent/Community Member representative elections will be conducted in September.
  - Nominations and elections will be conducted by the school office staff.
  - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, or website. The announcement will also be posted on the School Marquee.
  - Nominations will be accepted in September.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- Students’ elections will be held in September with the ASB elections:
  - The student membership will be elected into rotational positions of one year.
  - Nominations and elections are conducted ASB.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.

All election ballots and result records will be maintained at the school site for seven (7) years.

**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 – Chairperson**

The chairperson shall preside at all meeting of the school site council; collaborate with the principal in developing agendas; and sign all letters, reports, and other communications of the 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 3 – Vice-Chairperson**

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and 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 4 – Secretary**

The secretary shall keep minutes of all regular and special meetings of the council, and promptly transmit copies to each of the members for their review for accuracy; 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 names, addresses, telephone numbers, and e-mail addresses of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings; and perform all duties incident to the office of secretary and such duties as from time to time may be assigned to the office by the chairperson or by the school site council.

**Section 5 – 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. A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remainder of the term of office.

**Section 6 – Removal**

Any officer may be removed by a two-thirds vote of all members sitting on the school site council, whenever, in the judgment of the council, the best interests of the council would be served thereby.

**ARTICLE V**  
**Meetings of the School Site Council**

**Section 1 – Meetings**

School site council shall meet regularly (typically, but not necessarily, monthly) during the school year. Special meetings may be called by the chairperson or by request of any five members of the site council.

**Section 2 – Place of Meetings**

The school site council shall hold its regular monthly meetings and special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons. Alternate meeting place may be determined by the chairperson or by majority vote of the council.

**Section 3 – Notice of Meetings**

Public notice (web site posting) shall be given for all meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location, and all special meetings must be given special notice (web site posting and e-mail blast plus optionally phone-blast and/or paper) not less than 72 hours prior to the date of such meeting and stating the topic, day, hour, and location of the meeting. Any required notice shall be delivered personally or by mail or e-mail to each member of the council.

**Section 4 – Decisions of the School Site Council**

All decisions of the school site council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

**Section 5 – 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. No decision may otherwise be attributed to the council. A majority of the members of the school site council shall constitute a quorum.

**Section 6 – 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 appropriate adaptation thereof.

**Section 7 – Meetings Open to the Public**

All regular and special meetings of the school site council and its standing or special committees shall be open at all times to the public. Any member of the public shall be able to address the site council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.

**ARTICLE VI  
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. A vacancy in the 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 3 – Term of Office**

Each member of a committee shall continue as such for the term of his or her appointment and 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 the bylaws or with rules adopted by the school site council or with policies of the governing board.

**Section 5 – Quorum**

A majority of the committee shall constitute a quorum, unless otherwise provided in the decision of the school site council designating a committee. The act of a majority of the members present shall be the act of the committee provided a quorum is present.

**ARTICLE VII**

**Amendments**

Amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of proposed amendment(s) must be submitted to council members at least 72 hours in advance of the meeting at which the amendment is to be considered for adoption.

**Adoption**

These bylaws were duly adopted by the SSC at a regular meeting held at Correia Middle School on November 4, 2009. They shall remain in effect until replaced or modified by the SSC.