

# **Laneview School Site Council Bylaws**

As amended through October 2023

## **Article 1. NAME**

The name of this organization shall be Laneview School Site Council. Any use of the word Council in these by-laws shall refer to the Laneview School Site Council.

## **Article II. PURPOSE**

The purpose of the Council shall be the implementation of the Berryessa Union School District Board Policy #6511 (School Councils)

## **Article III. RESPONSIBILITIES**

Section 1. Adopt general school goals and annually review attainment of general level objectives.

Section 2. Approve categorical programs (i.e. Title 1) that require school level approval.

Section 3. Adopt a general school policy.

Section 4. Review and approve the annual school budget and categorical program budgets (i.e. LCAP, Title 1).

Section 5. Annually review the School Plan for Student Achievement (SPSA), establish a new budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.

Section 6. The Council may also take advisory positions to guide the District Administration and the Board of Trustees in making decisions that might affect the local school.

Section 7. The Council will take on the responsibilities of both the Laneview School Site Council and the Laneview English Language Advisory Council for the 2021-2022 and 2022-2023 school years as decided by a majority vote by the Laneview English Language Advisory Council on 09.21.2021 and the Laneview School Site Council on 10.07.2021. The District English Language Advisory Council member is appointed to a role within the Laneview School Site Council to vote, advise, and share regular reports.

## **Article IV. LIMITATIONS**

Section 1. All actions and activities of the Council shall be consistent with Board Policy, the Education Code and the Title V of the California Administrative Code.

Section 2. Council members shall have no Council authority as individuals. All actions taken in the name of the Council must represent the majority opinion of the Council.

Section 3. The School Council shall not infringe upon the responsibilities of individual teachers or administrators in making professional decisions regarding specific students, become involved in the procedure relative to evaluating an individual teacher, and shall not prescribe a professional staff member teaching methods except as defined in the School Plan for Student Achievement or school policies. The council shall not become involved in the process or issue involved in developing a negotiated agreement with employee organizations, and shall not endorse candidates for public office.

#### **Article V. MEMBERSHIP**

Section 1. The Council shall be composed of the principal, and representatives of classroom teachers, elected by classroom teachers at the school; other school personnel, elected by other school personnel, parents of students attending the school, or community members residing within the school boundaries, elected by such parents and community members.

Section 2. The Council shall consist of five elected and selected parents or community members, the school Principal, three teachers and one other employee who provide support to the school program. When a parent/community member resigns or forfeits membership, a member of the teacher/other employee group may resign until party is reached.

Section 3. The Council shall be constituted to ensure parity between a) the Principal, classroom teachers and other school personnel, and b) the parents or other community members.

Section 4. Classroom teachers shall comprise the majority of those persons representing the school staff.

Section 5. An Employee of the district, who is also a parent/guardian of a pupil who attends a school other than the school of employment, may serve on the School Site Council as an elected parent representative.

Section 6. The terms of office for Council members shall be two years, with members serving staggered terms, and elections held annually. New Council members assume duties at the beginning of the October meeting.

Section 7. Any Council member, except the Executive Secretary, may be recalled by a two-thirds vote of the Council.

#### **Article VI. ELECTIONS**

Section 1. Applications for candidacy for election to the Council shall be sent to all Laneview families no later than the first week of September.

Section 2. Deadline for candidacy applications shall be no later than the third week in September.

Section 3. Information pertaining to the candidates and ballots will be distributed to the school community during the week of Back to School Night in September.

Section 4. Ballots will be counted, and the parent/community candidates receiving the highest number of votes will be elected. Results of the election will be announced to the community the first week in October.

Section 5. Newly elected members will be invited to attend the October meeting.

Section 6. Staff members to serve as elected members of the Council shall be selected before the September Council meeting.

Section 7. If a vacancy occurs, appointments shall be from the persons receiving the next highest number of votes in the previous election. The term of office shall be only for the duration of the unexpired term. In the absence of previous candidates who may be appointed under this section, the parents of the council may elect/appoint an additional or replacement representative.

#### **Article VII. OFFICERS**

Section 1. The officers of the council shall consist of a Chairperson, Vice Chairperson and Secretary who shall be elected by Council members at the October meeting.

Section 2. The principal shall serve as Executive Secretary.

Section 3. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled by special election by the Council for the unexpired portion of the term.

Section 4. Any officer, except the Executive Secretary, may be recalled by a two-thirds vote of the Council.

Section 5. Officers, with the exception of the Executive Secretary, shall not serve more than two consecutive terms in the same office.

#### **Article VIII. DUTIES**

Section 1. The Chairperson shall be responsible for:

- Conducting meetings according to the bylaws of the Council and accepted rules of parliamentary procedure governed by Robert's Rules of Order, Newly Revised
- May appoint chairpersons of special committees.
- Jointly preparing the agenda with the Executive Secretary and posting the agenda at school prior to the Council meeting

Section 2. The Vice-Chairperson shall be responsible for:

- Conducting meeting in the absence of the President
- Coordinating the work of all committees

Section 3. The Secretary shall be responsible for:

- Recording the minutes of each meeting
- Maintaining all school correspondence relating to Council activities and maintaining a record of the minutes at school

### **Article IX. DUTIES OF THE COUNCIL MEMBERS**

Section 1. The Council members are expected to attend every monthly meeting of the Council.

Section 2. Members are to represent fairly the students, parents and community members, and shall be responsive to the needs of children and parents and staff members.

Section 3. Council members shall be responsible for communicating with parents and community members to find out the issues and feelings in order to vote intelligently and fairly on any issue.

Section 4. The Council shall establish such committees as it deems necessary to conduct Council business, or that are mandated by the district administration or applicable legislation

### **ARTICLE X. MEETINGS**

Section 1. The council shall meet on the first school day Thursday of every other month at 6:00 PM beginning in August unless otherwise decided by a majority vote of the council at the previous meeting.

Section 2. Votes will be taken by voice, a show of hand or roll call vote if roll call vote is requested by any Council member.

Section 3. Changes to the bylaws shall require a two-thirds vote for approval.

Section 4. A quorum shall consist of not less than 51% of the parent/community members of the Council, and not less than 51% of the staff members of the Council. The Vice-Chairperson shall be responsible for verifying a quorum.

Section 5. Any Council member who misses two consecutive meetings due to unexcused absence shall forfeit membership on the Council.

## **ARTICLE XI – AUTHORITY**

This Council shall be governed by Robert’s Rules of Order Newly Revised. These bylaws may be amended by a two-thirds vote at any regular or special Council Meeting.