



The Bylaws of the Kensington Hilltop School Site Council (SSC)

of West Contra Costa Unified School District
as Amended and Restated
April 10, 2013

Bylaws of the School Site Council
Table of Contents

Article I: Duties of the School Site Council	1
Article II: Members	1
Section A: Composition	1
Section B: Term of Office	2
Section C: Voting Rights	2
Section D: Termination of Membership	2
Section E: Transfer of Membership	2
Section F: Vacancy	2
Article III: Officers	2
Section A: Officers	2
Section B: Election and Terms of Office	3
Section C: Removal of Officers	3
Section D: Vacancy	3
Article IV: Committees	4
Section A: Sub-committees	4
Section B: Membership	4
Section C: Terms of Office	4
Section D: Rules	4
Section E: Quorum	4
Article V: Meetings of the Council	4
Section A: Meetings	4
Section B: Place of Meetings	5
Section C: Notice of Meetings	5
Section D: Quorum	5
Section E: Conduct of Meetings	5
Section F: Meetings	5
Article VI: Amendments	6

Article I
Duties of the School Site Council

The School Site Council of Kensington Hilltop Elementary School, hereinafter referred to as the 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 plan and related expenditures in accordance with all state and federal laws and regulations;
- 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 modifications to the plan whenever the need arises (the school site plan is a “living” document);
- 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 evaluate the progress made toward school goals to raise the academic achievement of all students by using the data available to determine the effectiveness of the programs. This data includes, but is not limited to, standards-based assessments (State and District) as well as teacher-developed assessments, along with student and parent surveys and classroom observations performed by an evaluator; and
- Ensure that a parent representative is on the District Advisory Councils as mandated by the District.

Article II
Members

Section A: Composition

The council shall be composed of ten (10) members, selected by their peers (teachers vote for teachers, parents vote for parents, etc.) as follows:

- Three (3) classroom teachers,
- One (1) other school staff member,
- Five (5) parents or community members,
- The school principal is a member of the council.

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

Council members shall be elected each May in accordance with the election procedures outlined by the District. Each member's term shall continue for two (2) years. Should there not be enough applicants in May, then there will be an election the following September. 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 council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. The council shall be permitted to terminate any member for cause.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by any of the following: regular elections; appointment of the council for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

**Article III
Officers**

Section A: Officers

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

The chairperson shall:

- Preside at all meetings of the council,
- Sign all letters, reports and other communications for the council,
- Perform all duties incident to the office of the chairperson,
- Have other such duties as are prescribed by the 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 council,
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the District's Community Engagement Office; post the minutes on the council's designated bulletin board,
- Provide all notices in accordance with these bylaws,
- Be custodian of the records of the council,
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons,
- Perform other such duties as are assigned by the chairperson or the council,
- Should both the chairperson and the vice-chairperson be absent from a meeting, the secretary shall preside at the meeting.

Section B: Election and Terms of Office

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

Section C: Removal of Officers

Any officer may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

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

Article IV Committees

Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. No sub-committee may exercise the authority of the council.

Section B: Membership

Unless otherwise determined by the council, the 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 C: Terms of Office

The council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the District governing board.

Section E: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the 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 Council

Section A: Meetings

The council shall meet monthly on a school day as determined at the September meeting. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The 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 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: Thursday Packet, School Website, School Calendar, and posted in the front hallway.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than seven (7) days in advance of the meeting, personally or by mail (or by email).

Section D: Quorum

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

Section E: Conduct of Meetings

Meetings of the 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 council.

Section F: Meetings

Meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI
Amendments

An 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 the proposed amendment must be submitted to council members at least three (3) days prior to the meeting at which the amendment is to be considered for adoption.