

OAK PARK HIGH SCHOOL

SITE COUNCIL BY-LAWS

November 2016-17

Article I – Name

The name of the organization shall be the Oak Park High School Site Council

Article II – Purpose

Section 1 - The purpose of the School Site Council (SSC) shall be to facilitate and support the development of an ongoing school site improvement program and to review and revise as necessary. Additionally, the SSC shall make recommendations and endorsements to the Oak Park Unified District Board of Education and Oak Park High School Leadership on matters related to the improvement of learning within the school.

Section 2 – In the execution of its responsibilities, the Site Council shall be guided by the policies related to the function of Site Councils as established by the district board of education under the provisions of Section 52043 (c) of the Education Code. This includes oversight of the distribution of district categorical funds assigned to the high school.

Article III – Scope of Responsibilities

Section 1 – The school improvement program shall be based on the educational needs of all students, shall specify improvement objectives and indicate steps necessary to achieve those objectives.

Section 2 – The site improvement program shall seek to enable students to: learn at a rate appropriate to their abilities; master basic skills in reading, writing, and computation; develop knowledge and skills in all areas of the school curriculum; develop esteem for self and others; demonstrate personal and social responsibility; know of and use other community educational resources; be capable of critical thinking and independent judgment; overcome language or special education challenges; appreciate the cultural contributions of the world's many peoples; and learn to care for themselves in terms of mental, physical and emotional health.

Section 3 – The school site improvement program shall further provide for: counseling and guidance to students regarding career and college opportunities; a personalized 4-year learning plan; a variety of learning options; and the availability of enrichment and remedial opportunities.

Section 4 – In addition, the site improvement program shall foster positive school-community relationships, provide opportunities for staff and volunteers to work together, create a positive working environment for staff and students and involve staff, students and parents/legal guardians in the decision making process of the school.

Article IV – Composition of Site Council

Section 1 – The voting membership of the School Site Council shall be comprised of five site parents/legal guardians who can be current or former site council parents/legal guardians, five site students (at least one from each grade level) and five staff members (including at least three classroom teachers and the site principal).

Section 2 – The composition of the Site Council shall be evaluated annually to determine if the size and makeup is meeting the needs of the school. A change in size or composition must be approved by two-thirds vote of the voting members.

Article V – Selection of Members

Section 1 – Parent/legal guardian representatives: An annual written notice shall be posted on the school website requesting parent/legal guardian nominees for vacancies within the Site Council. The notice shall contain information concerning the time and place of an informational and election meeting to be held during the month of September.

Nominees shall complete an application briefly describing their qualifications, interests and time availability. These applications shall be made available to the public (posted in the office and on the website) and distributed at the election meeting. If the number of applicants is equal to or less than the number of vacancies then an election will not be necessary.

A secret ballot shall be held, during which parents/legal guardians shall vote for one (1) candidate for each vacancy. Each parent/legal guardian of each student enrolled in the school shall have (1) vote. A student roster will be made available to verify eligibility to vote at the general election meeting. The ballot boxes will be located to allow for easy access and high visibility.

The candidate(s) receiving the highest number of votes shall fill the existing vacancies. In the case of a tie, the tying candidates will be invited to speak at the following School Site Council meeting and School Site Council members will select the winning candidate by a confidential selection process.

An election committee comprised of a parent/legal guardian, a student, and a staff member shall tabulate ballots, the site principal will notify all candidates of the results in a timely manner.

Section 2 – Teacher and Staff Representatives: Teacher and staff representatives shall be selected by teachers and staff prior to the October Site Council meeting.

Section 3 – Student Representatives: Students at that grade level shall elect a student representative from each grade level. An at-large representative shall be selected by the principal and an ad hoc committee selected by the principal based on applications taken

from interested students within the entire student body. The site principal will notify all candidates of the results in a timely manner.

Article VI – Terms of Office

Section 1 – The term of office of parent/legal guardian shall be two years. Parents/legal guardians may re-apply.

Section 2 - The term of office for student and school staff representatives shall be one year. Students and school staff may re-apply.

Article VII – Termination of Membership

Section 1 –A member will be terminated if he/she misses three meetings without filing an excuse that is acceptable to the chairperson in consultation with the principal.

Section 2 – A member may petition the School Site Council to retain his/her membership on the Council.

Article VIII – Resignations

A Site Council member may resign by filing a written resignation with the Council chairperson.

Article IX – Vacancies

Section 1 – A vacancy that occurs on the School Site Council shall be filled, through nomination, by the group of members that has lost a representative. Such selections shall serve for the duration of the unexpired term.

Section 2 – The Site Council shall act as the selection body with input from the appropriate group of members where a vacancy exists. In the case of parent/legal guardian vacancies consideration will be given to those candidates that have previously expressed an interest in the past election.

Article X – Officers

Section 1 – The officers of the Site Council shall be a chairperson, a vice-chairperson, a recording secretary, a facilitator, and such others, as the council may deem necessary. They shall be elected at the October meeting and shall serve for a one-year term.

- (a) Duties of the Chairperson: The chairperson shall preside at all meetings of the Site Council, meet with principal to set agenda for monthly meeting, sign all necessary reports and process other communications of the Council. The chairperson shall perform all other duties as may be prescribed by the Council from time to time.

- (b) Duties of the Vice-Chairperson: The vice-chairperson shall represent the chairperson in his or her absence. In addition, the vice-chairperson shall perform such other duties as may be prescribed by the Council.
- (c) Duties of the Recording Secretary: The recording secretary shall maintain an accurate recording of council minutes and make minutes available to all members prior to the next meeting.
- (d) Duties of the facilitator: The facilitator shall serve as the group parliamentarian to ensure the effective and efficient running of group meetings. Primary responsibilities shall be to maintain reasonable discussion time limits and to keep group on task with regards to agenda items.
- (e) The site principal shall serve as the educational advisor to the officers of the Council. He/she shall oversee the maintaining of the necessary records relating to the operation of the Council and provide support to the chairperson in preparing agendas for the meetings.

Article XI – Committees

Section 1 – Special committees may be created from time to time by action of the Council. Upon completion of their assignment, special committees will automatically terminate.

Section 2 – Committees of the Council shall, during the school year, hold the number of meetings necessary to accomplish their purpose.

Article XII – Regular Meetings of the School Site Council

Section 1 – Regular meetings of the Site Council shall be held on a monthly basis. The day, time and place are to be determined by Council members at their first meeting in October.

Section 2 – Special meetings of the Council may be called by the chairperson, or by a majority vote of the council, upon 24 hours notification to members.

Section 3 – A calendar of regular meetings of the Council shall be furnished to each Council member at the October meeting.

Article XIII – Quorum

A quorum for the transaction of business of the Council shall consist of a simple majority of the Council (50% plus 1).

Article XIV - Parliamentary Procedure

All meetings of the Council and its committees shall be conducted according to Roberts Rules of Order.

Article XV – Amendments

These by-laws may be amended at any regular council meeting by a two-thirds vote of the Council membership or 10 member votes. The by-laws will be reviewed annually by the November meeting to determine if changes are required for the then current and future school year.

The Oak Park High School Site Council at a regular meeting on December 13, 2005 approved the revisions to these by-laws.

The Oak Park High School Site Council at a regular meeting on November 6, 2007 adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on October 13, 2009 adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on October 12, 2010 and approved revisions and adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on October 11, 2011 and approved revisions and adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on November 20, 2012 and approved revisions and adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on November 21, 2013 and approved revisions and adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on November 18, 2014 and approved revisions and adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on October 20, 2015 and approved revisions and adopted these by-laws.

The Oak Park High School Site Council at a regular meeting on November 15, 2016 and approved revisions and adopted these by-laws.