

## **Administrative Regulation**

### **INSTRUCTION**

#### **School Site Councils**

In accordance with Board Policy 6511, each school shall establish a school site council.

#### **School Site Council Responsibilities**

Utilizing the leadership and assistance of the school principal, the school site council shall be responsible to do the following:

- a. Approve a School Improvement Plan that meets the requirements of district policy and administrative guidelines; Chapter 6, Part 28 of the Education Code; Division 5.2 of Part I of the Administrative Code; and rules and regulations of the State Department of Education for funded schools, and make changes to update the plan.
- b. Approve categorical program plans that require school level approval.
- c. Approve the annual budget for the School Improvement Plan, the local option portion of the annual school budget, and the annual budget of other categorical programs that require school level approval.
- d. Approve school policies for the operation of the local school that are consistent with district policy, administrative guidelines; and the laws, rules, and regulations of the State of California for funded schools.
- e. Take advisory positions to guide the principal, Superintendent, or the Board of Trustees in making decisions that might affect the local school.

#### **Limitations on Authority**

All actions and activities of the School Site Council shall be consistent with board policy, administrative guidelines, the Education Code, and Title V of the California Administrative Code. School site council members shall have no authority as individuals, and all actions must represent the majority opinion of the council.

The school site council shall not infringe upon the responsibilities of individual teachers or administrators in making professional decisions, and shall not prescribe a professional staff member's teaching methods or materials. The council shall not participate in the evaluation of teachers or members of the classified staff.

The school site council shall not become involved in the process or issues involved in developing a negotiated agreement with employee organizations, and shall not endorse candidates for public office.

### School Site Council Bylaws

The school site council shall adopt bylaws establishing procedures for the nomination, election, and selection of members and officers; and procedures to govern their own organization and operations.

- a. Membership of Elementary School Site Councils. Fifty percent of the membership shall be parents of students in attendance at the school, or other community members living within the school attendance area. Parent and community members shall not be employees at the school they will serve. A majority of the parents and community members shall be elected at large by the parents of students in the school. Other parents and community members may be selected by the elected parent and community members.

Fifty percent of the membership shall be district employees assigned to the school. Teachers shall comprise the majority of the district employee group. "Teachers" is defined as including all employees on the teachers' salary schedule whose duties require him/her to provide direct instruction to pupils for the full time for which he/she is employed. Other school personnel shall also be represented. Teachers shall select the teacher members and other school personnel shall select the other school personnel members. The school principal shall be a member of the employee group, and a voting member of the council.

Consideration should be given to the multi-ethnic composition of the school enrollment and to the need for liaison with other established groups serving the school.

- b. Officers. The officers shall include a chairperson, vice chairperson, executive secretary, and other officers as may be designated by the bylaws. The chairperson shall preside over each meeting. The vice chairperson shall preside in the chairperson's absence. The principal shall serve as executive secretary and shall develop the agenda in cooperation with the chairperson, develop background materials needed for agenda items, and see that the minutes are developed and maintained for each meeting.
- c. Meetings. The bylaws shall establish the date, time, and place of regular meetings. Additional meetings may be called by the chairperson or the executive secretary following due notice to each council member or by telephone or by mail. The agenda shall be posted at the school office not less than 72 hours before all regular meetings and 24 hours before all special meetings. All meetings will be open to the public.
- d. Quorum. The bylaws shall establish requirements for a quorum. Not less than 51 percent of the parent-community members of the council and not less than 51 percent of the employee members of the council shall be present to vote on any action item.
- e. Voting. Action items shall require a majority vote of the council quorum.
- f. Rules of Order. Robert's Rules of Order, Revised, shall be followed unless the bylaws

clearly define alternative procedures.

Communications and Records

The Executive Secretary shall maintain a record of each council meeting that includes the published agenda, a list of all members present, and the approved minutes. The record shall be maintained for at least twenty years.

The Executive Secretary shall have on file the up-to-date bylaws of each school council. The Superintendent may schedule meetings for council members or council representatives to promote communication between councils, the efficient functioning of councils, or the development of skills of council members.

School site councils may function on behalf of other committees in accordance with the law.

Approved: October 13, 1983

Revised: January 12, 1989

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