



**Pacific Charter Institute**



School Site Council Bylaws  
2021-2023



## ARTICLE I - DUTIES OF THE SCHOOL SITE COUNCIL

The School Site Council of Heritage Peak Charter School (HPCS), hereinafter referred to as the SSC or Council, shall carry out the following duties: (Ed Code 64000, 64001)

- Develop and approve the Single Plan for Student Achievement (SPSA)
- Obtain recommendations for the proposed SPSA from all stake holders and any applicable 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 school's Director, teachers, and other school staff members
- Make modifications to the plan whenever the need arises
- Submit the modified plan for governing board approval whenever a material change (as defined in governing board policy) is made in planned activities or related expenditures
- Bi-Annually, evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the council by the governing board and by state law

## ARTICLE II – MEMBERS

Section A: Composition (EC 65000)

The council shall be composed of the following members:

- Director and/or their designee
- Teachers selected by credentialed teachers employed at the school
- Other school personnel selected by school personnel employed at the school who are not teachers
- Parents of pupils attending the school, or other members of the school community, selected by parents of pupils attending the school; and pupils attending the school, selected by pupils who are attending the school.

The council shall be constituted to ensure parity. Half of the membership shall be (a) Director or designee, teachers, and school personnel (staff side); and one half shall be (b) parents, students, and/or other community members. The council will be made up of no fewer than 10 members including the following:

### Teacher Members

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils and/or oversight to independent study pupils for the full time for which he/she is employed. Certificated staff will comprise a simple majority on the school staff side.

### Other School Personnel



Other school personnel are defined as a person who does not provide direct instruction to pupils and/or oversite to independent study pupils for the full time for which he/she is employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the Director.

## Parent Members

A parent is a person who is a mother, father, or legal guardian of a student attending HPCS.

## Student Representatives

Any high school student enrolled at the school with which the council is affiliated is eligible to volunteer as a student representative.

## Community Members

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the schools, and who is neither a regular day- school student, parent, member of the staff administration, or classified staff of the school with which the council is affiliated.

The Heritage Peak Charter School SSC will be composed of at least the following participation groups:

- 1 -Director or designee
- 3 -Teachers
- 1 -Other school personnel
- 3 -Parent or community members
- 1 – Secondary Student

## Section B: Term

Council members will be asked to volunteer for a minimum of 1 year. Officers will be asked to volunteer for 2 years. If the term is for two years, half or the nearest approximation thereof, each representative group shall volunteer during odd years, and the remaining shall volunteer during even years. At the first regular meeting of the council, each member's current status shall be recorded in the minutes of the meeting.

## Section C: Voting Rights

Each member is entitled to one vote and may cast their vote on any matter submitted to a vote by the Council. Absentee ballots shall not be permitted. Voting by proxy is permitted with prior notification provided to the Chairperson.

## Section D: Termination of Membership

The council may, by affirmative vote of two-thirds of all its members, suspend or expel a member. A volunteer member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

## 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 volunteer member shall be filled by a duly serving volunteer or alternate member to fill the remainder of the term of the vacant seat.



## ARTICLE III – OFFICERS

### Section A: Duties of Officers

The Chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties corresponding to the office of chairperson
- The Director or designee shall serve as a chairperson if no other members are willing or able to fulfill that role

A vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

A 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
- Provide all notices in according 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 the 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

The Parliamentarian shall:

- Assist the chairperson in maintaining order
- Be familiar with the committee's bylaws, parliamentary procedures and Robert's Rules of Order

### Section B: Term of Office

Volunteers will be sought prior to a selection process requiring a vote of serving members. A minimum of 2 year of service will be asked for of each council officer and 1 year for of each council member.

### Section C: Vacancy



A vacancy in any office shall be filled at the earliest opportunity by seeking an additional volunteer for service to fill the remaining portion of the term of office.



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## ARTICLE IV – SUBCOMMITTEES

### 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. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the school site 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: Term 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 governance 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 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 at least two times a year. **A quorum of a majority of the council must be established in order to hold a meeting.** The chairperson may call special meetings of the council by majority vote of the council. All meetings must be open to the public.

### Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such facility is not accessible to the public, including handicapped persons. Alternate meeting places may be determined by the chairperson or by majority vote of the council. Members may participate via phone or online conference systems as needed.

### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours prior to meeting. Changes in the established date, time or location shall be given special notice. **All meetings shall be publicized on the PCI website, posted in the front office windows, and emailed to site leaders for distribution**



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to their families. All required notices shall be delivered to council and committee members no less than two hours, and no more than 10 days in advance of the meeting.

## Section D: Administrative Responsibilities

The Director or designee shall have the responsibility for the proper function and implementation of the SSC.

## Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance to the rules of order established by EC Section 31547 (c), and with Roberts Rules of Order or an adaptation thereof approved by the council.

## Section F: Meetings Open to the Public

All meetings of the council, and 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 changes must be provided with the Site Council Meeting notification 72 hours prior to the Site Council Meeting in the council packet or email attachment.