



# PHS Site Council By-Laws

## ARTICLE I: Name

The name of the governing board at this school site shall be the Paradise High School Site Council (PHSSC).

## ARTICLE II: MISSION STATEMENT

The goal of the PHSSC is to improve the educational environment at Paradise High School, ensuring that all students have an equal opportunity to reach their intellectual, social, physical and emotional potential, by encouraging the involvement of parents, school staff and community members in the operation of all areas of the school.

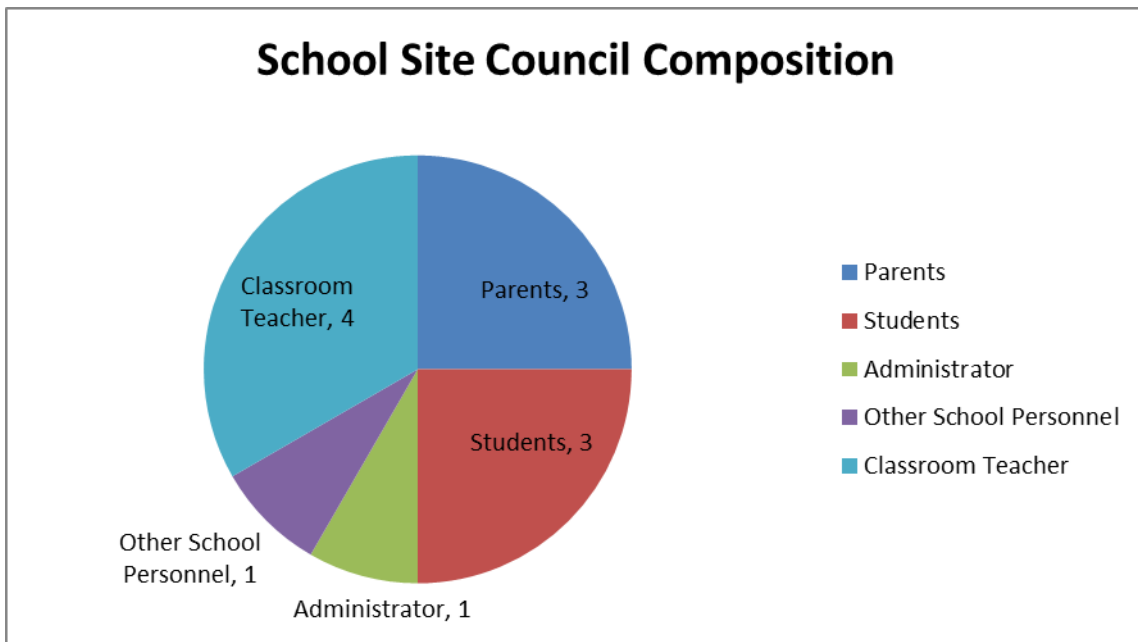
## Article III: PURPOSE

The purpose of the PHSSC shall be to:

1. Develop and implement a School Plan, in accordance with the School-Based Coordinated Program Act, which shall include:
  - a) Curricula, instructional strategies and materials responsive to the individual needs and learning styles of each student;
  - b) Instructional and auxiliary services to meet the special needs of the following students:
    - 1) Educationally disadvantaged
    - 2) Students with exceptional needs
    - 3) Non- or limited English speaking (EL)
    - 4) Gifted and Talented Students
  - c) A staff development program for teachers, other school personnel, paraprofessionals, and volunteers, including those participating in special programs.
  - d) Ongoing evaluation of the educational program at the school;
  - e) Other activities and objectives as established by the PHSSC;
  - f) Take any other actions as required by the California Education Code.
2. Review and update the School Plan on an annual basis, and designate focus areas for school improvement.
3. Establish a budget for the implementation of the School Plan goal(s) or focus areas. A budget should be developed at the November meeting, and adopted by the December meeting, for the school year. Budget reports should be given at each meeting to the PHSSC Board. The budget for the PHSSC shall consist of the following income sources:
  - a) Categorical funds or special funds designated to be distributed through the PHSSC Board (i.e. LCAP, Title 1, Restricted Lottery, etc.);
4. Serve as the advisory group for the EL program and Special Education program. (California Education Code 52853)

#### Article IV: MEMBERS AND MEMBERSHIP

1. To conform to the School Based Coordinated Program Act, there must be parity between the number of school employee members (administrator, teachers and other school personnel representative) and parent/student/community members (CA Education Code 52852). Membership shall consist of one administrator, one other school personnel representative, four classroom teachers, three parent representatives (or other community members selected by parents) and three student representatives for a total of twelve members on the PHSSC Board.



2. School Employee Members
  - a) Administrator Board Member – The administrator representative shall be a principal.
  - b) Classroom Teacher Board Members – The classroom teacher representatives, and alternates, shall be selected by the teachers at Paradise High School. Election of teachers will be held during the first month of school. Teacher members will be elected in a faculty meeting by ballot.
  - c) Other School Personnel– The other school personnel member, and an alternate, shall be selected by other school personnel at Paradise High School. The election will be held during the first month of school. Other school personnel will be elected by ballot.
3. Parent/Student Members
  - a) Parent Board Members-The first school newsletter of the year will state the available parent representatives and the election date. The parent representatives shall be elected by ballot at Back-to-School Night. Those interested in serving shall notify the PHSSC in writing or by personal contact with administration by the end of the second week of school. Parent representatives may not be employed at Paradise High School, in accordance with the SBCPA guidelines. (They may serve as teacher or other school personnel representatives if employed in those positions.)
  - b) Student Board Members-Student members will be elected by Student Government during the first month of school each year.

4. New members shall assume their position at the meeting following their election. Term membership for teachers, other school personnel employees and parents shall be two years with the option of re-election at the end of the term. The term for students shall be one year.
5. Duties of PHSSC Board members – It shall be the duty of all Board members to:
  - a) Attend meetings;
  - b) Responsibly participate in any activities related to the PHSSC Board;
  - c) Facilitate two-way communication between PHSSC Board and their representative groups.
6. Members missing three consecutive meetings will be asked to reevaluate their membership on the PHSSC Board. All voting members of the Council are asked to arrange for an alternate member to attend meetings in their absence.
7. Resignations shall be accepted upon written notice to the President of the PHSSC Board.
8. Members resigning before the end of their term of office shall be replaced by an alternate member approved by a quorum of the PHSSC Board. The PHSSC Board shall appoint a member to assume the office until the vacancy can be filled.

#### **ARTICLE V: MEETINGS AND QUORUM**

1. Meetings shall be held monthly during school months. Meeting dates and times shall be decided by the members, with due notice to the school community.
2. A simple majority of the membership shall constitute a quorum. Only duly elected PHSSC Board members may vote.
3. Meetings shall be conducted in accordance with Roberts' Rules of Order, and shall be governed by these by-laws.
4. The agenda:
  - a) The agenda should be posted on the PHSSC website no later than 72 hours prior to the meeting.
  - b) Items introduced at one meeting shall not be acted upon until the following meeting. Exceptions may be made by a unanimous vote of the PHSSC Board subject to the Brown Act.

#### **ARTICLE VI: OFFICERS AND COUNCIL MEMBERS**

1. All officers shall be elected by all Council members at the first or second fall meeting of the PHSSC Board.
2. New officers shall assume their duties at the close of the meeting at which elections are held.
3. No member shall hold the same office more than two years in succession without two-thirds vote.
4. Should an officer resign before new elections are held, the president shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy can be filled.

#### **ARTICLE VII: DUTIES OF OFFICERS AND COUNCIL MEMBERS**

1. The positions of President and Vice President shall be held by parent representative(s), and/or classroom teacher representative(s) or an Other School personnel representative.
2. It shall be the responsibility of the President to:
  - a) Preside at all meetings;
  - b) Appoint task forces or committees as considered necessary;
  - c) Set the agenda for meetings with input from Administration.
  - d) Attend and report on the monthly PUSD Parent Advisory Council meetings unless an alternate is appointed.
3. It shall be the responsibility of the Vice President to:
  - a) Preside at a meeting if the President is unavailable;
  - b) Assist the President on designated tasks;
  - c) Act as PHSSC liaison for individual school activities as needed.
  - d) Record minutes of meeting in the absence of the secretary.
4. It shall be the responsibility of the Secretary to
  - a) Notify members of meetings (agendas and minutes).
  - b) Record minutes of council meetings and report previous minutes
  - c) Record meeting attendance.
5. It shall be the duty of all council members to:
  - a) Attend all meetings.
  - b) Accept positions as officers or subcommittee members when appointed or elected unless unable to carry out the duties.

#### **ARTICLE VIII: AMENDMENTS TO BY-LAWS**

1. Proposed by-laws changes must be posted for review by the entire school community for 30 days after initial presentation to the PHSSC Board.
2. Following the 30-day initial posting, changes may be made at any regular meeting by a two-thirds vote of the PHSSC Board.