

OIS
Site Coordinating Council
BYLAWS

[amended 11/12/2020]

ARTICLE I: ORGANIZATION NAME

The name of this organization is the Orinda Intermediate School Site Coordinating Council (SSCC).

ARTICLE II: HISTORY AND PURPOSE

The SSCC was formed in January 2001 in response to the Orinda Union School District (OUSD), Parents' Clubs and Educational Foundation of Orinda (EFO) concerns about the need to coordinate the use of all available funding sources in order to have the greatest positive impact on education in Orinda.

The purpose of the SSCC is to (1) determine and assist in implementing the current and future aims and goals of the Orinda Intermediate School consistent with the Mission Statement and core beliefs of OIS, and the Mission Statement and Strategic Plan of the Orinda Union School District (OUSD) and (2) coordinate the expenditure of available funds from Parents' Club, Orinda Network for Education (ONE), and other sources in order to accomplish those aims and goals. The SSCC shall also function as the OIS "school site council" as defined in the California Education Code provisions relating to school improvement programs.

ARTICLE III: MEMBERSHIP

Section 1. The SSCC shall be constituted to ensure parity between (a) the principal, teachers and other school personnel, and (b) an equal number of parents of OIS students. Teachers shall comprise the majority of personnel represented under category (a).

Section 2. There shall be fourteen (14) members of the SSCC. The composition of these fourteen members shall be as follows: the principal, one (1) administrator other than the principal, one (1) school staff member other than an administrator or teacher, four (4) teachers, and seven (7) parents of OIS students.

Section 3. The principal shall solicit staff volunteers for the SSCC; the selection of teacher members to serve on the SSCC shall be made by the OIS teachers, and the selection of a staff member to serve on the SSCC shall be made by OIS school staff members other than the OIS teachers. The principal shall select the one (1) administrator member.

Section 4. The seven (7) parent members of the SSCC shall be composed of a President (1), Chair (1), Treasurer (1), VP of Diversity, Equity, and Inclusion (1)

of the OIS Parents' Club, a ONE Board member (1) who is also an OIS parent selected in an open democratic process by ONE, and two (2) parent members-at-large selected by the OIS parents in an open democratic process at the beginning of the school year and later endorsed by the OIS Parents' Club.

Section 5. With the exception of the principal, the other administrator, the ONE Board member, and the President, Treasurer of the OIS' Parents Club, members shall serve staggered two-year terms of office. The terms of the President, Treasurer of the OIS' Parents' Club shall be determined by their office as set forth in the bylaws of the OIS Parents' Club. The term of the ONE Board member shall be determined by ONE in a manner consistent with the bylaws of ONE. Members shall begin their term at the first meeting at the beginning of the school year and shall hold office until their successor is selected.

Section 6. The resignation of a member will be accepted upon written notice to the chair.

Section 7. Vacancies shall be filled for the remainder of a member's term by appointment of the chairperson with the approval of the members of the SSCC.

Section 8. Each member shall attend all meetings or notify the chairperson or secretary when it is impossible to attend in person. Members who miss consecutive meetings will be contacted by the chairperson to determine the reasons for their absence. Members who miss a third consecutive meeting may be subject to removal from the SSCC by a vote of the members.

ARTICLE IV: OFFICERS

Section 1. Officers shall be a chairperson and a secretary.

Section 2. It shall be the duty of the chairperson to preside at all meetings and to prepare the agenda for each meeting with the assistance of the principal or a member selected by the principal. The secretary shall record and distribute the minutes of all meetings.

Section 3. Officers are elected to a one-year term of office by members of the SSCC at the first meeting of the school year.

ARTICLE V: MEETING AND QUORUM

Section 1. The SSCC shall meet regularly once a month during the school year, unless the SSCC determines a meeting is not necessary. At the beginning of each school year, the SSCC shall establish its meeting dates.

Section 2. The chairperson may call, with the consent of any other two members, a special meeting of the SSCC, by giving a minimum of two (2) days' notice (written, telephonic or otherwise) to the members.

Section 3. A simple majority of the membership shall constitute a quorum, but if less than a quorum is present at a meeting, a majority of those present may adjourn the meeting without further notice.

Section 4. The act of a simple majority of those members present and voting at a meeting at which a quorum is present shall ultimately decide all questions, except two-thirds of those present and voting shall be required to amend these bylaws. Members of the SSCC may vote electronically if agreed upon by a majority of those present at the meeting. It is preferable that the members reach consensus in their decision-making.

Section 5. The minutes of a SSCC meeting shall be posted on the Orinda Intermediate School website and distributed to all SSCC members.

Section 6. All regular and special meetings of the SSCC and of its committees shall be open at all times to the public.

ARTICLE VI: COMMITTEES

Section 1: The SSCC shall establish a standing Budget Subcommittee to review and recommend allocation(s) of any identified additional discretionary funds made available during the school year. This subcommittee shall reflect the members and shall include the SSCC chairperson, the Parents' Club Treasurer, plus one additional parent Council member. The employee representatives shall include the Principal, an Associate Principal and one additional Council member from the teaching staff.

The subcommittee shall use the following guidelines in reviewing funding proposals:

- Proposals should serve the maximum number of students
- Proposals should not require a long-term commitment of financial resources (i.e. salaries)
- Proposals should have explored funding sources other than SIP funds prior to submittal for review
- Proposals should provide long-term benefit to the school and/or students
- Proposals benefits should be equitable among students and/or staff as appropriate
- Proposals may be submitted to meet a special need, so long as other guidelines are also considered

The Budget Subcommittee shall only approve proposals for recommendation to the SSCC. Approval for recommendation to the SSCC shall be done by consensus. Final approval for all funding proposals resides with the SSCC.

Section 2: In addition to the Budget Subcommittee, the SSCC chairperson shall appoint such committees as the chairperson deems necessary or as directed by the majority of SSCC members present at SSCC meetings.

ARTICLE VII: BUDGET PROCESS

The annual discretionary budget for the school year for Orinda Intermediate School shall be prepared by the SSCC in accordance with following timeline:

At the first meeting of the SSCC in September, the council will appoint a budget subcommittee that will convene to prepare an annual budget timeline for adoption by the whole SSCC at the October meeting. The subcommittee will meet and review any additional discretionary funding proposals, and if appropriate, recommend any adjustments to the current year budget for SSCC review at subsequent council meetings.

ARTICLE VIII – AMENDMENTS

These bylaws may be amended at any regular meeting of the SSCC by a two-thirds vote of those present, provided that notice (written, telephonic or otherwise) of such amendment is given at least two weeks prior to such meeting to each member.