MONTEVIDEO ELEMENTARY SCHOOL SITE COUNCIL BYLAWS
(Revised October 2026)

ARTICLE I: Duties of the School Site Council

The Montevideo Elementary School Site Council ("SSC" or "Council") is formed pursuant to California Education Code, Section 52852 et seq. The Council shall conduct an annual comprehensive needs assessment for the school, including by analyzing verifiable state and local data, providing recommendations related to the school's Title I program (if the school qualifies as a Title I program), and participating in the development and approval of a School Plan for Student Achievement ("SPSA"). The Council shall carry out the following duties annually:

A. Develop the SPSA. The Council shall develop and approve the SPSA, including the proposed expenditure of funds.[1] The SPSA shall include all of the following[2]:

1. Goals set to improve pupil outcomes, including addressing the needs of pupil groups as identified through a comprehensive needs assessment, administered pursuant to Section 1114(b)(6) of the federal Every Student Succeeds Act.

2. Evidence-based strategies, actions, or services.

3. Proposed expenditures, based on projected allocations from federal funds, state or local funds allocated to the school to support student achievement, and planned spending and costs needed to implement the strategies and services identified in the SPSA.

B. Recommend the SPSA to the SRVUSD Board of Education. The Council shall recommend the SPSA, including the proposed expenditure of funds, to the San Ramon Valley Unified School District ("SRVUSD") Board of Education for approval.[3]

C. Oversight and evaluation. The Council shall provide ongoing review throughout the school year of the implementation of the strategies and services identified in the SPSA to ensure the SPSA is being carried out to address the needs of the school and its students. The Council shall annually evaluate the progress made toward the school's goals to raise the academic achievement of all students.[4]

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[1] Ed. Code, § 64001(g).

[2] Ed. Code, § 64001(g)(3).

[3] Ed. Code, § 64001(i).

[4] Ed. Code, § 64001(g)(1).)

D. Amend the SPSA. The Council shall make modifications to the SPSA, in accordance with Section C of Article II, below, as needed to address any changed circumstances or unforeseen circumstances.[5]

E. School Safety Plan. The Council shall review, approve, and update the Comprehensive School Safety Plan ("CSSP") to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel.[6] A CSSP shall be developed in accordance with all applicable laws, including by consulting with a representative from a law enforcement agency, fire department, and other first responder entities.[7]

F. Other duties. The Council shall carry out all other duties assigned to it by the SRVUSD Board of Education and by state law.

ARTICLE II: Members

A. Composition. The members of the Council shall, to the extent possible, be composed of members that represent the school's student population.[8] The Council shall be composed of an equal number of school staff members (at least five), and parent members (at least five), with a minimum of ten total members, selected by their peers.[9] Representation on the Council shall be as follows:

1. The principal or the principal's designee (1);

2. School personnel employed at the school who are not teachers, selected by school personnel employed at the school are who are not teachers (1);

3. Classroom teachers employed at the school, selected by classroom teachers employed at the school (3)[10]; and

[5] Ed. Code, § 64001(i).

[6] Ed. Code, § 32281.

[7] Ed. Code, § 32281(b)(3).

[8] Ed. Code, § 65000(a).

[9] Ed. Code, § 65000(c)(1).

[10] Classroom teachers selected shall constitute a majority of the school members selected (Ed. Code, § 65000(c)(1)(A)).

4. Parents of students attending the school, or other members of the school community, selected by parents of students attending the school (5).[11]

5. The Presidents of the Mustang Fund and the Montevideo Parent-Teacher Association ("PTA") shall be granted liaison membership on the SSC. Liaison membership is automatically bestowed upon incoming Mustang Fund and PTA presidents when they assume office, but does not hold voting rights.

B. Term of Office. Council members shall be selected for two-year terms, or the nearest approximation thereof. Half of the council members shall be selected during odd years, and the remaining number selected during even years. Members may serve more than one term, given that they are reselected for another term.

C. Voting Rights. Each member, excepting liaison members, is entitled to one vote and may cast that vote on any matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

D. Termination of Membership. The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. A member shall no longer hold membership if he or she is absent for three or more consecutive regular meetings. Any member may terminate his or her membership by submitting a written letter of resignation to the Council Chairperson.

E. Transfer of Membership. Membership of the Council may not be assigned or transferred.

F. Vacancy. Any vacancy on the Council occurring during the term of a duly selected member shall be filled at the earliest opportunity by a special election of the school, for the remainder of the academic year.

ARTICLE III: Officers

A. Election and Terms of Office. Officers shall be elected annually by Council membership, at the first meeting of the Council, and shall serve for one year, or until each successor has been elected.

B. Officers. The Officers of the Council shall be a chairperson, assistant chairperson, secretary, parliamentarian, and other officers the Council may deem desirable.

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[11] The number of parent or community members selected must equal the total number of school staff members selected. (Ed. Code, § 65000(c)(1)(B).) Parent representatives may be employees of the SRVUSD, so long as they are not employed at this school. (Ed. Code, § 65000(d).)

1. The chairperson shall perform the following duties:
    a. Preside at all meetings of the Council;
    b. Sign all letters, reports, and other communications of the Council;
    c. Perform all duties incident to the office of the chairperson; and
    d. Have other such duties as are prescribed by the Council.

2. The assistant chairperson shall perform the following duties:
    a. Assist the chairperson as needed; and
    b. In the absence of the chairperson, preside at meetings.

3. The secretary shall perform the following duties:
    a. Keep minutes of regular and special meetings of the Council and transmit those minutes (or cause those minutes to be transmitted) to the members of the Council;
    b. Serve as custodian of the records of the Council and post approved minutes on the SSC page of the Montevideo website;
    c. Maintain a register of all subcommittees formed by the Council, including the members and the meeting dates and times thereto;
    d. Provide all notices in accordance with Section C of Article V of these bylaws; and
    e. Perform other such duties as assigned by the Council Chairperson.

4. The parliamentarian shall perform the following duties:
    a. Maintain order during Council meetings;
    b. Provide counsel on meeting procedures in accordance with Education Code, Section 35147(c) and the Robert's Rules of Order; and
    c. Perform other such duties as assigned by the Council Chairperson.

C. **Removal of Officers.** An officer may be removed from their office by a two-thirds vote of all members.

D. **Vacancy.** A vacancy in any office shall be filled at the earliest opportunity by a special election of the Council, for the remaining portion of the term of office.

ARTICLE IV: Committees

The Council may establish and abolish sub-committees of its own membership to perform duties as prescribed by the Council. No sub-committee may exercise the authority of the full Council.

A. **Sub-Committees.** The Council may, by majority vote, form the following sub-committees, and any additional sub-committees, as needed.

B. Committee Membership. Unless otherwise determined by the Council, the Council Chairperson shall appoint members of committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.

C. Committee Term of Office. The Council shall determine the terms of office for members of any committee.

D. Committee Rules. Each committee may adopt rules of its own governance, not inconsistent with these bylaws or rules adopted by the Council, or policies of the SRVUSD Board of Education.

E. Committee Quorum. A majority of committee members shall constitute a quorum, unless otherwise determined by the Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

ARTICLE V: Meetings of the Council

A. Frequency of Meetings. The Council shall meet a minimum of six times a year. Meeting schedules will be approved at the first meeting of the school year.

B. Ad Hoc Meetings. Special meetings may be called by the Council Chairperson or by a majority vote of the Council.

C. Place of Meetings. The Council shall hold its regular meetings virtually.

D. Notice of Meetings. Written public notice shall be posted in the front office, or other appropriate place accessible to the public, such as the school website, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and link for the virtual meeting, and contain an agenda describing each item of business to be discussed or acted upon.[12]

E. Council Quorum. The act of the majority of members present shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A majority of the members of the council shall constitute a quorum.

F. Conduct of Meetings. Meetings of the Council shall be conducted in accordance with the rules of order established by Education Code, Section 35147(c), and with the Robert's Rules of Order, or an adaptation thereof approved by the Council.

G. Meetings Open to the Public. Meetings of the Council, and of any sub-committee established by the Council, shall be open to the public, and any member of the public shall be able to address the Council or sub-committee during the meeting on any item

[12] Ed. Code, § 35147(c).

within the subject matter jurisdiction of the Council or sub-committee.[13] Notices of such meetings shall be provided in accordance with Section C of this Article.

ARTICLE VI: Amendments

An amendment of these bylaws must be made at any regular meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the council members at least five school days prior to the meeting at which the amendment is to be considered for adoption.

[13] Ed. Code, § 35147(c).