

BYLAWS FOR THE SCHOOL SITE COUNCIL

ARTICLE I

Duties of School Site Council Santa Maria High School

The school site council of Santa Maria High School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations from all school advisory committees for, and review proposed changes to, the *Single Plan for Student Achievement*
- 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 principal, 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 district governing board policy) is made in planned activities or related expenditures
- 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 district governing board and by state law

ARTICLE II

The school improvement plan shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school improvement plan by the district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such program. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III

Members

Section 1 - Composition

Composition of the School Site Council is specified in the California Education Code.

The needs and resources of the School Improvement Program encourage that staff membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the council shall be: the principal, and four

Updated 3/12/2018

Section 1 – Composition continued

permanent classroom teacher representatives (elected by other teachers at the school), one other school personnel (elected by other school personnel at the school), three students (elected by students attending the school), three parents/community members (elected by such parents).

NOTE: A parent is defined as the parent or guardian of a student at a school, unless that parent is a paid employee of the school district at that site. A community member is defined as any person having an interest in the local school process, can be nominated by a parent, and is elected by parents to take one of their slots.

Membership shall consist of:

- 1 Principal
- 4 Permanent Classroom Teacher Representatives
- 1 Other Personnel
- 3 Students
- 3 Parents/Community Members
- 12 Total Membership (7=Quorum)

Council members representing parents or students shall not be employees of the school site and no more than two members of a household may serve on the SSC (School Site Council.)

Section 2 – Term of Office

All members of the council shall serve for a two-year term. If a vacancy occurs, because of resignation or otherwise, the member or alternate selected to fill that position shall complete the balance of the term. Two teachers and an alternate (receiving the third highest number of votes) will be elected every year in the spring to serve two-year terms. The permanent classroom teachers' elections will be run by the Faculty Association.

Other school personnel will be elected every two years (the one receiving the highest number of votes is the representative with the one receiving the second highest number of votes as the alternate.) The other school personnel elections will be run by the SSC other school personnel members with the assistance of another SSC member volunteering to help.

The student elections will be run by the ASB during their ASB officer elections. On even years, two students, will be elected the one receiving the highest number of votes will be the member and the one receiving the second highest number of votes is the alternate. On odd years two students will be elected members.

The parent elections should be run by a member of School Site Council with at least one other SSC member who volunteers to assist. A special parent meeting at the end of March will be held for parent meeting elections. A nominations paper, including the meeting date, the purpose of the School Site Council, the parents' responsibility and

Section 2 – Term of Office continued

meeting commitments will be mailed to the parents including the phone number to contact the principal's secretary if interested in being a member. Also, an all call message, message on the school portal and parent emails to notify parents about the meeting will be sent by administration a few days before the meeting. Written ballots will be prepared along with a list to determine parent voting. Each year two parents/community members will be elected. Even years it will be an SSC parent member (the nominee receiving the highest number of votes) and SSC parent alternate (the nominee receiving the second highest number of votes) will be elected. The odd year two parents, SSC members will be elected.

All ballots from all elections must be given to the SSC secretary to keep for five years.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to the vote of the council. Alternates will be encouraged to attend all School Site Council meetings. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer be eligible to serve should he or she cease to be resident of the area or no longer meets the membership requirements under which they were selected, e.g., a parent becomes employed by the district. Membership may be terminated for any member who is absent from all regular meetings for a period of three consecutive meetings. The council, by affirmative vote of two-thirds of all the members, may suspend or expel a member.

Section 5 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the School Site Council.

Section 7 – Vacancy

If a vacancy occurs, the appropriate group will meet to elect a new delegate and/or alternate.

ARTICLE IV

Section 1 – Officers

The officers of the School Site Council shall be a chairperson, vice-chairperson, and secretary.

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the council

- The vice-chairperson shall:
 - Represent the chairperson in assigned duties
 - Substitute for the chairperson in his or her absence
 - Shall facilitate Robert's Rules of Order

- The 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 accordance with these bylaws
 - Be custodian of the records of the council, including all records of elections for all members
 - Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of 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 secretary shall: Keep minutes of all regular and special meetings of the council for approval, with public posting to occur one week later.
- Be a member of the Santa Maria High School Staff
- When the secretary's term is completed, the outgoing secretary will turn over all materials to the incoming secretary. If the outgoing secretary is not present then the principal will assume the role and transfer materials.

An alternate cannot run for any of these positions.

Section 2 – Election and Term of Office

Elections shall be annually for the position of Chairperson, Vice-Chairperson, and Secretary.

Section 3 – Removal

Updated 3/12/2018

Any officer may be removed by a two-thirds vote of all members (8) sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

ARTICLE V

Committees

Section 1 – Standing and Special Committees

The School Site Council may establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson upon approval of the School Site Council shall appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own governments not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the governing board.

Section 5 – Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 – Vacancy

Updated 3/12/2018

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the School Site Council

Section 1 – Regular Meetings

School Site Council shall meet on a regular basis as agreed upon by School Site Council members. Copies of the agendas and minutes will be printed by the principal's secretary to be available at the meeting. The minutes will be translated into Spanish. The principal will provide printed copies of translated agendas and minutes and provide meeting translation.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority petition of the School Site Council.

Section 3 – Place of Meetings

The School Site Council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or by mail to each member not less than 72 hours or more than two weeks prior to the date of such meeting.

Section 5 – Agenda

The agenda for the subsequent meeting will be created at the end of the current meeting each month. Any additions or changes will be submitted to the Chairperson at least one week before the meeting. The Principal and the Chairperson will meet at within one week prior to the meeting to finalize the agenda.

Section 6 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance. Consensus is defined as follows: If after discussion there are no more than two no votes a consensus decision will be reached. The backup process for three or more no votes shall be a new attempt to reach consensus through the use of interest-based problem solving. In the event a decision does not result in a consensus vote by definition, a vote requiring $\frac{3}{4}$ yeas will be the fall back decision making process.

Section 7 – Quorum

The presence of at least 51 percent of the existing membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

Section 8 – Conduct of Meetings

Meetings will be conducted by consensus. Standing reports are not to exceed 5 minutes.

Section 9 – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public. Public comments shall be at the end of the meeting with a limit of **5 total comments from the public at 3 minutes each. Public comments must be directly related to the purview of the SSC. Committee responses will only be in the form of providing information and are not intended for open discussion.**

ARTICLE VII

Amendments

Section 1

These bylaws may be amended at any regular meeting by a two-thirds vote of the members present. Any proposed bylaws change must be read at two public meetings prior to being voted upon.

ARTICLE VIII

Section 1 – Grievance Procedure

In the event of a complaint placed before the council by a party, the procedure for filing a complaint will be followed by filling out a Uniform Complaint Procedure form.

Revised:

Oct. 2003
Oct. 2004
Oct. 2005
September 26, 2006
October 24, 2007
December 1, 2008
February 1, 2011

Updated 3/12/2018

November 14, 2011
December 3, 2012
January 10, 2014
February 3, 2014
March 17, 2014
March 06, 2017
October 9, 2017

Approved:

October 17, 2002
December 10, 2007
December 1, 2008
February 1, 2011
November 14, 2011
December 3, 2012
May 12, 2014
April 10, 2017
March 12, 2018