

**Santa Ana Unified School District
Middle College High School
School Site Council By-laws
2017-2018**

**Article I
Duties of the School Site Council**

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

- Obtain recommendations from all school advisory committees and review the proposed *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 for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

**Article II
Members**

Section A: Composition

The school site council shall be composed of 12 members (secondary) 10 members (elementary), elected by their peers, as follows:

Secondary:

4	Classroom Teachers-must be the majority of School members	3	Parents and/or community members
1	Other school staff	3	Students
1	Principal		
6	Total	6	Total

Elected parent representatives may be employees of the school district as long as they are not employed at this school.

Section B: Term of Office

School site council members shall be elected for one year terms.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

- The member can no longer uphold the duties for which they were elected.
- The parent member no longer resides in SAUSD attendance boundaries.
- Automatic termination for unexcused absence from 3 consecutive meetings. (written warning given after 2nd missed meeting)

Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by first: chairperson appointing the candidate from original election who obtained the next highest number of votes; second: new school-wide election whereby top vote getter will complete the term of the one-year vacancy.

Article III Officers

Section A: Officers

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, DAC representative and other officers the school site council may deem desirable.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incidental to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.
- Prepare agenda in conjunction with the SSC committee members.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.
- May be appointed to preside over special committees.
 - Submit monthly updates on the special committees.
- Perform other duties as assigned by chairperson.

The secretary shall:

- Keep accurate and updated copies of the school site council bylaws.
- Provide all notices in accordance with these bylaws.
- Keep and take minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and the Student Achievement Office.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as assigned by the chairperson or the school site council.

The District Advisory Committee representative shall:

- Attend all monthly meetings held by the District Advisory Committee.
- Report to the School Site Council the news from the meetings.
- Perform other duties as assigned by the Chairperson.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the school site council and shall serve for a one-year term.

Section C: Removal of Officers

Officers may be removed from office by two-thirds vote of all the members.

Section D: 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 IV Committees

Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

Section B: Other Standing and Special Committees

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

Section C: Membership

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. (Membership on special committees may be open to nominations from the floor at the direction of the school site council). A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The school site council shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site 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 School Site Council

Section A: Meetings

The school site council shall meet bimonthly on a calendared Monday of each meeting month. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council. For the 2017-2018 school year the meeting dates are as follows: 10/9/17, 11/13/17, 12/11/17, 2/12/17, and 4/16/18, and 5/14/18. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

Section B: Place of Meetings

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

Section C: Notice of Meetings

Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public at least 72 hours before the time set for the meeting. The notice shall specify date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

All required notices shall be delivered to school site council committee members no less than 72 hours in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

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

Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147c, and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council. MCHS will adhere to the district-wide agenda template to conduct efficient and organized meetings.

Section F: Meetings Open to the Public

All meetings of the school site council and of committees established by the school site council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. Public input may occur on any item on the current agenda, with prior notification to the chair, not to exceed three (3) minutes per speaker.

Article VI Amendments

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 2 days prior to the meeting at which the amendment is to be considered.

Establishing a School Site Council Secondary Schools

Each School Site Council member will be elected by the group they represent.

Electing the parent members:

- Call a general parent meeting
- Present purpose and duties of School Site Council
- Accept nominations*
- Compose a slate/ ballot
- Send letters and ballots home
- Parents vote and return ballots to school
- Publish results

Electing the classroom teacher members:

- Hold a staff meeting
- Present purpose and duties of School Site Council
- Accept nominations (minimum of three classroom teachers)
- Compose a slate/ ballot
- Hold elections
- Publish results

Electing the other staff members:

- Staff member may be classified personnel, administrative personnel, support staff, or itinerant staff
- Hold a non-teaching staff meeting
- Accept nominations
- Compose a slate/ballot
- Hold elections
- Publish results

Electing the student members:

- Hold a general student assembly
- Present purpose and duties of School Site Council
- Accept nominations
- Compose a slate /ballot
- Hold elections
- Publish results

*Parent may not be an employee of the school and participate on the School Site Council.

** Send copies of election ballot and count to the Student Achievement Office.

**Santa Ana Unified School District
Curriculum and Instruction
Student Achievement**

School Site Council Proposed Calendar

September:

- Hold elections
Refer to the ELECTION PROCESS (pg 11 & 12 of this handbook)
- Send proof of election procedure (slates: one for classroom teachers, one for parents, one for other staff, one for students –if applicable) in minutes and agendas to Student Achievement Office.
- Elect SSC officers (Chairperson, Co-chair, Secretary, DAC representative)
- Schedule meeting dates and times for current year
- Provide a copy of School By-laws to each member
- Provide a list of SSC members and lengths of terms (Recommended 2 years)
- Call Student Achievement Office for SSC member training (roles and responsibilities)
- Provide information on current school programs and resources
- Review Parent Involvement Policy
- Provide overview of current budget and school plan
- Review Student Achievement data: reflect on STAR scores, CST scores, SABE scores, CELDT scores, Writing Proficiencies, API results, etc.
- Seek recommendations of ELAC committee on needs of EL-learners.
- Begin working rough draft of Single Plan for Student Achievement.
- Notify members of Uniform Complaint Procedures
- Send copy of Common Page 3, schedule of SSC meeting dates, current bylaws, agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

October:

- Continue to review analysis of data, make recommendations, and prioritize school needs.
- Review recommendations from ELAC and other advisory committees before approving decisions on plan programs and budgets.
- Make recommendations for program changes
- Review and revise second draft of Single Plan for Student Achievement.
- Reflect, adjust, and approve budget (categorical funds) accordingly.
- Review School Parent Compact
- Review Title 1 requirements
- Review LEA plan goals
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

November:

- Finalize and approve the Single Plan for Student Achievement.
- Submit Plan to the Student Achievement Office for local governing board approval.
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

December:

- Upon approval implement the new Single Plan for Student Achievement by appropriate personnel (purchase material, hire needed personnel, etc.)
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

January:

- Provide council with training on curriculum standards and state frameworks.
- Provide information on current staff development training that ensures the delivery of high quality curriculum
- Monitor implementation of current Single Plan for Student Achievement by appropriate personnel.
- Review the job description of SB65 Outreach (if applicable).
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

February:

- Monitor, review and evaluate the Single Plan for Student Achievement .
- Commence looking at promising programs (with ELAC members) for following school year.
- Evaluate current school programs (address: student progress toward standards).
- Receive explanation of SB65 grant procedure (if applicable).
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

March:

- Review recommendations of ELAC committee on promising programs for EL learners.
- Start the Single Plan for Student Achievement Self-Evaluation
- Give approval of SB65 grant (if applicable).
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

April:

- Continue monitoring current school plan.
- Continue work on Self-Evaluation plan
- Report on promising programs to increase student achievement.
- Review /Revise Promising Programs
- Any change in SSC members should be reflected in the minutes.
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.

May:

- Complete the Single Plan for Student Achievement Self –Evaluation.
- Final evaluation of school programs for increased student achievement.
- Complete School Parent Compact revisions
- Review or revise Parent Involvement Policy
- Any changes in SSC members should be reflected in the minutes
- Send agenda, evidence of 72 hour posting, and signed minutes to Student Achievement Office.