

San Mateo High School Site Council Bylaws: 2016-17

Article I Duties of the School Site Council

Education Code Section 52852 (formerly 52012) specifies that a school improvement plan shall be developed by a school site council (SSC). The law says, “The SSC shall be composed of the principal; representatives of teachers selected by teachers at the school; other school personnel selected by peers at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.”

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

- Obtain recommendations for, and review of, the *Single Plan for Student Achievement*, or SPSA, from all school advisory committees.
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the SPSA and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA 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) 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 school administration, six teachers, four students, and four parents. *At SMHS, there are eight students, two from each grade level who are elected into office.*

At the secondary level the council shall be constituted to ensure parity between the principal, classroom teachers and other school personnel; (b) equal numbers of parents or other community members selected by parents, and pupils.

At the secondary level, classroom teachers shall comprise the majority of persons represented under category (a). (*Education Code Section 52852*)

Section B: Term of Office

Student School Site council members shall be elected for a 1 year term.

Parents may be granted an extension to serve on the school site council to be voted on and approved at the second regular meeting.

Teachers will serve one semester and may serve up to two semesters in one school year.

At the second regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

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. *While there are two students from each grade level on Site Council, they will receive one grade level vote.*

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

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 a new member selected in an appropriate manner by appointment of the school site council for the period of time until the return of the duly elected member.

Article III Officers

Section A: Officers

The officers of the school site council shall be two co-chairperson(s), a secretary, a recorder and other officers (grade level representatives) the school site council may deem desirable.

The co-chairpersons 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 incident to the office of the chairperson.
- Keep minutes of all regular and special meetings of the school site council
- Have other such duties as are prescribed by the school site council.
- Prepare agenda in communication with the school site council committee members.
- Be custodian of the records of the site council.
- Keep accurate and updated copies of the school site council bylaws.
- Resolve disagreement through the mediation of a member of the administration.

The secretary shall:

- Transmit true and correct copies of the minutes of such meetings to the co-chairpersons for review and submittal to the council.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses and emails of each member of the school site council, the co-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 are assigned by the co-chairpersons or the school site council.
- Keep accurate and updated copies of the school site council bylaws.

The recorder shall:

- Be elected at each meeting at the beginning of the school site council meeting.
- Record the minutes of the monthly meetings.

Section B: Election and Terms of Office

The officers shall be elected annually at the second meeting of the school site council and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a 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 students 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 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 co-chairpersons shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the co-chairpersons.

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 regularly on the third Monday of every month, unless there is a school calendar conflict (i.e. holiday, school closure). Special meetings of the school site council may be called by the co-chairpersons 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 co-chairpersons or by majority vote of the school site council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. School Site Council dates will be posted on the school's website. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: schoolloop mail, news on schoolloop and direct communication. All required notices shall be delivered to the school site council and committee members no less than 72 hours before the meeting.

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 California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

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.

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 14 days prior to the meeting at which the amendment is to be considered for adoption.