

EL TORO HIGH SCHOOL SCHOOL-SITE COUNCIL BY-LAWS

ARTICLE I: DUTIES OF THE SCHOOL-SITE COUNCIL

The School-Site Council of El Toro High School, hereinafter referred to as the SSC, shall carry out the following duties:

- 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 SVUSD governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other staff members.
- Make modifications to the plan whenever the need arises.
- Annually evaluate the progress of the plan as it relates to improving student achievement.
- Carry out all other duties assigned to the SSC by the governing board and state law.

ARTICLE II: MEMBERSHIP

Section A: Composition

- The SSC shall consist of equal parts parents and students, and site staff. One member shall be the principal. One member shall be the secretary of the principal. The remaining staff members shall be certificated staff members, including the Chairperson. All certificated staff members shall be elected by certificated staff. Parent members shall be elected by parents. One of the parent members shall be the parent or guardian of an identified ELL student. Student members shall be elected by students.

Section B: Term of Office

- All elected members serve a two-year term. At the first regular meeting of the SSC, 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 SSC. Absentee ballots shall not be permitted.

Section D: Termination of Membership

- The SSC may, by an affirmative vote of two-thirds of all of 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 SSC Chairperson.

Section E: Transfer of Membership

- Membership may not be assigned or transferred.

Section F: Vacancy

- A vacancy shall be filled at the earliest opportunity by a special election by peers for the remaining portion of the term of office.

Section G: Election of Students

- Students wishing to apply to be a SSC member shall meet the following requirements:
 1. They must submit the application form including a personal statement.
 2. The application must be signed by the parent, signifying permission to attend after-school meetings.
 3. The candidate must meet standard high school eligibility requirements. No waivers are permissible.
 4. The students with the highest number of votes shall be elected the representatives.

ARTICLE V: OFFICERS

Section A: Officers

- Officers of the SSC include a Chairperson, Vice-Chairperson, and Secretary.

The Chairperson shall:

- Work with the principal or designee to create the annual Single School Plan.
- Preside at all meetings of the SSC.
- Act as the custodian of records of the SSC.
- Post written public notice of all meetings at least 72 hours in advance of the meeting.
- Provide members of the SSC a register of member's names and contact information.
- Sign all letters, reports, and other documents produced by the SSC.
- Perform all duties incident to the office of the Chairperson.
- Disseminate SSC-approved meeting minutes to the school community within 72 hours of approval.

The Vice-Chairperson shall:

- Substitute for the Chairperson in his or her absence.

The Secretary shall:

- Distribute a register of names at each SSC meeting for attendance records.

- Record minutes of all regular and special SSC meetings.
- Provide true and correct minutes of each SSC meeting to members of the SSC.

Section B: Election and Terms of Office

- The Chairperson shall be a certificated staff member who is not the principal.
- The Chairperson shall be elected annually and be approved by a two-thirds vote at the first SSC meeting.
- The Chairperson shall serve for one year, or until a successor is elected.

Section C: Removal of Officers

- Any officer may be removed from their office by a two-thirds vote of all of the members.

Section D: Vacancy

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

ARTICLE V: COMMITTEES

Section A: Sub-committees

- The SSC may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the SSC. No less than one teacher and one parent shall comprise a sub-committee.

Section B: Membership

- The Chairperson shall appoint members of sub-committees.

Section C: Terms of Office

- The Chairperson shall determine the terms of office.

Section D: Quorum

- A majority of sub-committee SSC members shall constitute a quorum.

ARTICLE VI: MEETINGS OF THE COUNCIL

Section A: Meetings

- The SSC shall meet regularly on a same day of each month. Special meetings of the SSC may be called by the Chairperson or by a majority vote of the SSC.

Section B: Meeting Place

- Meetings shall be held at El Toro High School.

Section C: Notice of Meetings

- Agendas will be posted and made public at least 72 hours in advance of each meeting.

Section D: Meeting Conduct

- Parliamentary procedures (Robert’s Rules of Order) govern the planning and facilitation of each meeting under the direction of the Chairperson as established by California Education Code 3147(c).

Section E: Quorum

- A quorum shall be defined as 51% of the membership.

Section F: Open to the Public

- All meetings of the SSC are open to the public, without exception.

ARTICLE VI: VOTING

- Under the guidelines of parliamentary law, a two-thirds vote is required to pass all SSC motions.
- The Chairperson follows parliamentary procedures to pass a motion.

ARTICLE VII: ACCOUNTABILITY AND DECISION-MAKING

- The SSC acts as a voting body requiring a two-thirds vote to pass a motion.
- The accountability and responsibility for all decisions and actions taken as a result of advice from the SSC shall be the sole responsibility of the Principal.
- The SSC shall make recommendations for school improvement and change when appropriate.

ARTICLE VIII: EDUCATION

- An orientation program shall be provided for the Principal and the Chairperson.
- An orientation program shall be provided for Parent Members.
- It is the responsibility of the Chairperson to provide students with an orientation.

ARTICLE IX: AMENDMENTS

- These by-laws may be amended after the submission of the proposed amendment at a meeting. To be adopted, an amendment shall require a two-thirds vote of the members present.

- These by-laws shall be adopted annually by a majority vote of the membership at the first SSC meeting of the year.

References:

Education Code 64001

Revised:

11/06/08