

BY LAWS OF HENRY M. GUNN SENIOR HIGH SCHOOL SITE COUNCIL

Revised: October, 2020

Article I: NAME

The name of this Council shall be the Henry M. Gunn Senior High School Site Council. It is also known as the Gunn Site Council, and will be referred to in these bylaws as "the Council".

Article II: PURPOSE

The role and purpose of the Site Council shall be to develop a school improvement process for Henry M. Gunn and to conduct activities in conformance with the provisions of Chapter 6 of Assembly Bill 65, 1977, California Education Code Section 52000 - 52179. The process developed by the Council shall be a thorough and on-going analysis of the entire school program - all curricular and related parts of the school program - for every student.

Article III: COMPOSITION OF THE COUNCIL

Section 1: Membership

The Council shall be constituted to ensure parity between:

- a. the principal and other school personnel with a majority of this group being classroom teachers, and at least 1 support staff members for a total of 8;
- b. equal numbers of parents and students for a total of 8.

Other than the principal, all members of Site Council shall be elected by their peers in accordance with AB 65. Each representative interest group (e.g. faculty, staff parents and students) may designate the first runner-up in its most recent election as an alternate. The alternate shall be encouraged to attend all Site Council meetings, but shall be entitled to vote only when an elected member of his/her interest group is absent. In the case of multiple absences within an interest group, only one vote by an alternate is permitted. Because of the importance of regular attendance to the conduct of business, members of interest groups shall not be permitted to share a seat on the Council.

Section 2: Terms of Office

All members of the Council shall serve a two-year term except the principal, who is a permanent member. Members may seek re-election to a second term, limited to 2 consecutive terms. All new members shall begin their terms with the first Site Council meeting in the fall.

Section 3: Elections

The Council shall determine the time and method of holding elections for parent representatives and faculty/staff representatives. Both paper and electronic ballots shall be permitted for the election of faculty, staff, student, and parent delegates.

Section 4: Vacancies

Each representative group shall elect an appropriate number of Council members, plus furnish a ranked list of runners-up for the purpose of designating alternates and filling vacancies. If a vacancy occurs prior to the end of the term of office, the Council shall then choose within days a replacement, using the ranked list from the most recent election. If there is no one on the list, the Student Council will recommend student replacements, the PTSA Board will recommend parent replacements, and the staff will conduct a new election.

Section 5: Orientation

Newly elected Council members shall be invited to join the Council for its sessions as non-voting observers between the time of election and taking office. Each new member shall be given all materials required for the performance of duties as Council members.

Section 6: Attendance

Members shall be expected to attend all regular meetings. Any absences shall be reported in advance to the Chairperson or Principal.

Section 7: Termination of Membership

If a question should arise concerning the attendance pattern or performance of any member serving on the Council, the Council shall review the problem and may, by the vote of a majority of the Council members, remove that member. Any members absent for three consecutive meetings shall be notified of possible termination of membership. If a fourth consecutive meeting is missed without an excuse acceptable to the majority of the membership, that member shall be removed and a successor shall be appointed to that position.

Section 8: Resignation

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

Article IV: COUNCIL OFFICERS

Section 1: Election

Officers shall be elected each year at an annual organizational meeting in May for the following year. The Council may choose to elect a chair and a vice chair, or three co-chairs, with each of the co-chairs representing a different interest group (i.e. faculty or staff, parents and students.) The Council may elect a Recording Secretary.

Section 2: Duties of the Chairperson If a Chairperson(s) has been elected, the Chairperson shall preside at all meetings, serve on the Agenda Setting Committee, recommend to the Council the priority of agenda items, establish the approximate time limit for each agenda item, decide on questions of order, appoint all committees unless otherwise designated, and enjoy the same rights as other members, such as voting, introducing motions and resolutions, and discussing questions that come before the Council. If there is more than one chair, the signatures of at least two co-chairs shall be required on official documents.

Section 3: Duties of Vice Chairperson If a Vice Chairperson has been elected, the Vice Chairperson shall perform the duties of the Chair in the case of his/her absence, serve on the Agenda Setting Committee, and shall perform other functions as designated by the Chairperson or the Council.

Section 4: Duties of the Recording Secretary If a Recording Secretary has been elected, the Recording Secretary shall review and edit the transcript of the minutes and serve on the Agenda Setting Committee.

Section 5: Removal

Any officer may be removed by a majority vote of the full membership of the Council whenever, in the judgment of the Council, the best interests of the Council would be served.

Article V: COMMITTEES

Section 1: Standing Committees The Council may from time to time establish and abolish such standing committees, as it may desire. No standing committee shall exercise the authority of the Council. The standing committees are the following:

1. Agenda Setting Committee

- a. Membership: Members, Elected officers, Principal
- b. Duties:
 - i. Setting agendas
 - ii. Reviewing new proposals and making further recommendations

Section 2: Special Committees The Council may establish and abolish special committees, as it may desire. No special committee shall exercise the authority of the Council.

Section 3: Membership

The Council shall appoint members to various committees unless otherwise determined by the Council in its decision to establish a committee.

Section 4: Term of Office

Each member of a committee shall serve his/her appointed term unless the committee shall be terminated or unless such a member shall cease to qualify as a member.

Section 5: Rules

Each committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Council or with policies of the PAUSD Governing Board.

Section 6: Quorum

A majority of the committee shall constitute a quorum unless otherwise provided in the decision of the Council when designating a committee. The act of the majority of the members present at a meeting where a quorum is present shall be an act of the committee.

Article VI: MEETINGS

Section 1: Regular Meetings

The Council shall meet regularly, at least once per month, and the meeting shall be open to the public with the exception of such sessions as are authorized by law to be closed. Regular meetings shall be held at a time and place determined by the Council, and the schedule of meetings shall be made known to the public by posting on the Main Office bulletin board and Gunn Connection, and through publication in the Spotlight.

Section 2: Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change of the established date, time or location must be given special notice. Special meetings may be called as needed, and shall be publicized 72 hours in advance whenever possible by means of a notice posted on the staff bulletin board in the Main Office and a posting on Gunn Connection.

Article VII: CONDUCT OF MEETINGS

Section 1: Quorum

A quorum consists of a majority of the entire Council and shall include at least one representative from each interest group (students, parents, teachers, and staff.)

Section 2: Conducting Business

The presiding chair shall run each meeting in an efficient, cordial, businesslike manner, assuring that each member has an opportunity to speak on all agenda items, but limiting discussion when necessary to ensure that all business can be accomplished in the time allowed. In general, the group shall make decisions by consensus. However, when a consensus cannot be reached, the majority will rule.

Section 3: Agenda

Agenda items may be submitted to the Principal or an Elected Officer by any Council member prior to the regularly scheduled Agenda Setting Committee meeting. The final agenda will then be prepared by the Committee. The Agenda shall be posted in the designated areas no later than 72 hours prior to meetings.

Section 4: Information and Action Items

To provide opportunity for reaction by the public and study by the Council, proposals being presented for the first time shall be considered "information items." At this time, arguments for or against each proposal may be presented by interested groups. The proposals will be treated as "action items" at a subsequent meeting, at which time discussion will be limited to Site Council members or others by invitation. In case of urgent items, a majority of the entire Council may vote to consider action as well as information at the first presentation. Absentee ballots are not allowed.

Section 5: Communication from the Public

In the establishment, implementation and modification of its policies and procedures, the Council shall encourage members of the staff and community to contribute their ideas.

- a. Provision shall be made at each meeting for receiving oral communication from the school community, and for recognizing signed, written communications addressed to the Council. In some instances, the Council may direct that the matter be included on the agenda of a later meeting, if it is of significance or community concern.
- b. Members of the public wishing to address the Council should indicate their desire to the Chairperson. Each member of the public addressing the Council is requested to limit his/her remarks to 5 minutes.

Section 6: Order of Business

In general, the order of business for regular meetings shall be as follows:

- a. Call to order
- b. Approval of meeting minutes

- c. Open forum for the public to address the Council on non-agenda items
- d. Agenda process [deciding on arrangements of agenda items, discussing and disposing of agenda items, hearing from guests/the public]
- e. Adjournment

Article VIII: PERSONNEL POLICY

A Site Council Coordinator may be employed to facilitate the work of the Council. The Coordinator would not be a voting member of the Council. Employment procedures shall be consistent with PAUSD policies and procedures. A complete description of the Coordinator's duties would be available in the Henry M. Gunn office and at the district personnel office. The Coordinator's duties would include, but not limited to the items below. If there is no Coordinator, the Principal and Elected Officers will decide as needed, how the following duties will be performed:

- Preparing briefing materials for each Site Council member and distributing them to each member 48 hours in advance of the meeting (when possible.)
- Recording minutes of each meeting (if a Recording Secretary has not been elected.)
- Preparing the Council's annual budget.
- Receiving and disbursing monies, as directed by the Council.
- Disseminating information about the Council's business, with oversight by Council officers and the Principal.

Article IX: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the entire membership of the Council.

Article X: GRANTS

Section 1: Site Council Grants

Site Council Grants may be issued to provide resources to school-wide initiatives and actions that align with Henry M. Gunn High School's WASC School Improvement Plan or Student Learner Needs. Priority must be given to grant applications that serve a significant percentage of Gunn students and are closely aligned with the school improvement goals.

Section 2: Process

Applications for Site Council Grants must be publicly available, through paper or digital forms. Applicants may request any amount of funding. All applicants must be given a brief time period to present their request and answer questions during a Site Council meeting.

Section 3: Eligibility

Grant applications must be submitted by, or sponsored by, a staff member of Henry M. Gunn High School.

Section 4: Using Grants

Granted funds should be used by the end of the next academic year.

APPROVED, February 8, 2021 by:

Principal: Wendy Stratton

Staff: Kat Catalano
Jorge Chavez
Genavae Dixon
Tara Firenzi
Kristina Granlund-Moyer
Marcus Jamison

Parents: Erica Agiewich
Bryna Chang
Anne Marie Hallada
Star Teachout
Alternate: Althea Brown

Students: Arunim Agarwal
Ethan Zhang
Ethan Liang
Jazmin Rodrigo