

Bridgepoint/Crossroads Joint School Site Council Bylaws

(Revised 9/21/2021)

ARTICLE I - DUTIES: The joint school site council of Bridgepoint High School and Crossroads High School, is hereinafter referred to as the council, shall carry out the following duties:

- Develop and approve the Single Plan for Student Achievement
- Obtain recommendations for the proposed Single Plan for Student Achievement from all stakeholders and any applicable school advisory committees (Ed Code64001)
- 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, (and at each quarter), 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 - MEMBERS

Section A. Composition (EC 52012, 52852 and 54724)

The council shall be composed of the following members: the principal, teachers and other school personnel elected by staff, parents elected by other parents, students elected by the entire student body, and community members elected by such parents.

At the secondary level, the council shall be constituted to ensure parity. Half of the membership shall be **(a)** principal, classroom teachers and other school personnel (staff side); and half shall be **(b)** half parents, or community members elected by the parents and half students elected by the entire student body (parent side).

The principal is responsible for the elections of staff members and student representatives.

Section B Term of office

Council members shall be elected for 1 year term. At the first regular meeting of the 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 council. Absentee ballots shall not be permitted. Voting by proxy is not permitted.

Section D: Termination of Membership

The council may, by 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 council chairperson.

Section E. Transfer of membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by the appointment of an appropriate alternate member to fill the remainder of the term of the vacant seat.

ARTICLE III – OFFICERS

Section A: Officers

The officers of the council shall be: Chair, vice-chair, and secretary. All officers are elected by the entire membership of the SSC.

Section B - Duties of Officers

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties corresponding to the office of 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

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 according with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of the 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

Section C: - Election and Term of Office

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

Section D: Removal of Officers

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

Section E: - Vacancy

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

ARTICLE IV – MEETINGS OF THE COUNCIL

Section A: Meetings

The council shall meet 5 times a school year. The president may call special meetings of the council by majority vote of the council. All meetings must be open to the public

Section B: Place of meetings

The council shall hold its regular meetings remotely during distance learning and during the 21-22 school year. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Section C: Notice of meetings

Written public notice shall be given of all meetings at least 72 hours in advance of meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized. All required notices shall be delivered to council members no less than seventy-two hours, and no more than two weeks in advance of the meeting, personally or by mail (or e-mail).

Section D: Administrative responsibility

The principal shall have the responsibility for the proper function and implementation of the SSC.

Section E. Conduct of meetings

Meetings of the council shall be conducted in accordance to the rules of order established by EC Section 3147 (c), and with Roberts Rules of Order or an adaptation thereof approved by the council.

Section F: Meetings open to the public

All meetings of the council, and committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section G: Quorum

A 51% of the membership shall constitute a quorum. The act of majority of the members present shall be the act of the council provided a quorum is in attendance, and no decision may be otherwise attributed to the council.

ARTICLE V – AMENDMENTS

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present.

Principal and Date

Chair and Date

Reviewed and Revised: 9/21/21

Approved: 10/19/21 ?