

EAST UNION HIGH SCHOOL  
SCHOOL-BASED COORDINATED PROGRAM BYLAWS  
SCHOOL SITE COUNCIL

ARTICLE I NAME

This organization shall be known as the East Union High School Site Council.

ARTICLE II PURPOSE

Section 1: The School Site Council will have the legal responsibility for developing the School Plan for Student Achievement for programs funded through the consolidated application.

Section 2: The School Site Council, in conjunction with departmental and school-wide committees, will annually develop the school's goals and objectives. These will be adopted at the October/November meeting of the School Site Council and will be publicized throughout the school and community.

Section 3: The School Site Council will have ongoing responsibility for evaluating the school's effectiveness in improving student achievement, the instructional program and school environment. Utilizing the WASC accreditation process, Focus on Learning, the School Site Council will oversee the development and implementation of the School Plan for Student Achievement which will be revised every year.

ARTICLE III MEMBERSHIP

Section 1: The voting membership of this committee shall not exceed twenty (20). Members who cannot attend a meeting may send a like proxy who may discuss but cannot vote. **Note:** the minimum number of SSC members at a secondary school is a total of 10. (e.g. 1 principal or his designee, 1 other school personnel, 3 classroom teachers, and 5 parent/community and pupils members). See: <https://www.cde.ca.gov/fg/aa/co/ssc.asp>

Section 2: The council shall be composed of: the principal, five teachers or counselors elected by teachers at the school, one classified person selected by the classified employees, five parents of students who are enrolled at East Union, and five students elected by students attending school.

Section 3: Resignations will be accepted only upon written notice to the chairperson and with council approval. The coordinator may appoint a replacement with the approval of the council.

Section 4: Parent and staff members shall serve a two-year term. No member may serve for more than two terms consecutively.

Section 5: Election of members

Students: Having been elected by students, the freshmen, sophomore, junior and senior class presidents and the student body president will serve as student representatives of the School Site Council.

Teachers: Teacher representatives shall be elected to the council prior to the May meeting of each school year. Three representatives will be elected in odd numbered years. Two will be elected in even numbered years. The principal, or designee, will be responsible for supervising the election of teacher representatives.

Parents: Parents of pupils attending the school, or other members of the school community, selected by parents of pupils attending the school. Parents shall nominate and then vote using an electronic system.

Classified Employees: 1-2 employed school personnel, who are not teachers, shall be selected by school personnel who are not teachers.

#### **ARTICLE IV DUTIES OF COUNCIL MEMBERS**

Section 1: Council members shall attend all meetings. If they cannot attend, they shall send a like proxy who may discuss but cannot vote.

a. If a representative misses three (3) meetings without a justifiable reason, he or she may be removed by majority vote of the committee.

b. When a member is removed or resigns, the coordinator shall appoint a replacement with the approval of the council.

Section 2: Prior to the October meeting, one of the members of the S-BCP School Site committee will be designated to represent the interests of limited-English and non-English proficient students.

Section 3: Prior to the October meeting, one of the members of the S-BCP School Site committee will be designated to represent the interests of GATE students.

Section 4: Prior to the October meeting, one of the members of the S-BCP School Site committee will be designated to represent the library interests.

Section 5: A School Site staff member will represent the interests of the Special Education Department.

#### **ARTICLE V MEETING AND QUORUM**

Section 1: Meetings shall be held regularly once a month or as needed during the ten-month school year.

Section 2: Special meetings may be called by the chairperson, coordinator, or by majority vote of the School Site Council.

Section 3: A simple majority of the voting membership shall constitute a quorum.

#### **ARTICLE VI OFFICERS AND DUTIES**

The officers of this council shall be chairperson and co-chairperson.

Section 1: It shall be the duty of the chairperson to preside at all meetings and carry out those duties assigned to him/her by the committee.

Section 2: In the absence or disability of the chairperson, the co-chairperson shall assume the duties of the chairperson.

Section 3: Should both officers be unavailable, the coordinator shall preside.

#### **ARTICLE VII ELECTION OF OFFICERS**

Section 1: All officers shall be elected by the committee at the first meeting of the new school year.

Section 2: New officers shall assume their duties upon election.

Section 3: Should an officer resign before new elections are held, the chairperson or coordinator shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

## **ARTICLE VIII**

### **COMMITTEES**

Section 1: The chairperson or coordinator shall form ad hoc committees as necessary. Standing committees shall be formed by a majority vote of the council. Committee chair people may be appointed or elected as determined by the council. The following standing committees will be established: GATE, Student of the Month, Staff Development, Library Advisory, and Bilingual Advisory.

Section 2: Membership of committees shall be formed from council membership, non-member staff, parents, students, or others as determined by the chairperson or coordinator of the committee.

## **ARTICLE IX**

### **STAFF DEVELOPMENT**

All staff members are to be encouraged to attend workshops and conferences/ training which will benefit their students, their departments, and the school. Students and parents involved in school improvement activities are also encouraged to attend. All expenditures involving conferences/training, workshops, and substitutes must be approved by the Staff Development Committee.

Section 1: The Staff Development Committee shall be formed at the first School Site Council meeting of the school year.

Section 2: Membership on the Staff Development Committee will consist of one parent, one student, and three staff members who are currently members of the School Site Council. The School Site Council coordinator will be responsible for appointing committee members.

Section 3: A quorum will consist of three of the five members.

Section 4: Decisions of the Staff Development Committee may be appealed to the School Site Council. The person making the appeal will be requested to appear at the next regularly scheduled meeting.

Section 5: Requests must be made in writing, using the Conference Request form, and must be accompanied by printed materials describing the conference. The person requesting the conference/ training must submit a typed request form to the S-BCP coordinator at least two weeks prior to the conference.

Section 6: A conference/training funding request submitted after the conference/training has taken place must be submitted within sixty (60) days of the actual conference/training.

Section 7: All staff development conferences/training, field trips, release time, or funding requests that are supported by the School Site Council, are to be reported to the Council and other members of the staff, as requested. Evaluation forms are to be typed.

Section 8: A maximum of \$1,000 per person per school year can be expended which includes registration, substitute, and per diem. Staff members will be responsible for any amount over \$1,000.

Section 9: Conference/training attendance must be directly related to the school plan and should reflect the goals which are established by the School Site Council.

**ARTICLE X**

**FUNDING REQUESTS**

All staff members are to be encouraged to apply for grants for materials which will supplement their programs and benefit the students, their departments, and the school. Students and parents involved in school improvement activities are also encouraged to submit requests. All expenditures for grants must be approved by the School Site Council.

Section 1: Requests must be made in writing, using the Funding Request form. Printed materials may be attached to the request to better explain the funding request. The person requesting the grant must submit a typed request form to the S-BCP coordinator at least one week prior to the next regularly scheduled meeting.

- a. Upon SBCP request, the person applying for a grant may be asked to attend a meeting to address the grant proposal and answer any questions.
- b. Upon funding approval and notification, the person who received the grant must complete all necessary paperwork and submit said paperwork to coordinator within 30 days. Coordinator has jurisdiction to allow more than 30 days for special requests.

Section 2: All funding requests that are supported by the School Site Council are to be reported to the Council and other members of the staff as requested.

Section 3: All funding requests must be directly related to the school plan and should reflect the goals which are established by the School Site Council.

**ARTICLE XI**

**S-BCP STAFF**

Section 1: S-BCP Coordinator (See Appendix A for job description).

**ARTICLE XII**

**AMENDMENT**

Section 1: These by-laws may be amended by a written submission of the amendment at a regular meeting. The amendment shall be voted on at the next regular meeting and must be approved by a two-thirds vote of the membership present.

Section 2: The by-laws shall have an appendix as an appendice reference citing specific time lines, rules, procedures, and forms. These appendices shall be referenced by letters A-Z as necessary. They may be amended as desired by the majority vote of the council at any regular meeting.

Section 3: The meeting rules of the council shall follow standard parliamentary procedure as described in Robert's Rules of Order. Rules may be set aside as determined by a majority vote of the council. Parliamentary or constitutional rules lacking, the council shall stand upon precedence. The council is under the auspices of the Greene Act.

## APPENDIX A

### JOB DESCRIPTION: S-BCP COORDINATOR

Maintains records of financial transactions and provides the Site Council with a written monthly report on items and activities dealing with the budget.

Is responsible to the Site Council for follow-up reports on funded projects and staff development activities.

Coordinates assessment and planning activities and is responsible for the writing of the School Plan and yearly evaluation.

Provides the Site Council with information necessary to monitor the implementation of the School Plan.

Works with staff members in developing proposals and provides help with paperwork if needed.

Orients new members of the Site Council to the School-Based Coordinated Program and works to improve student, parent, and staff involvement with the program.

Keeps student, parent, and staff informed of school improvement activities and policies.

Develops yearly goals and objectives in conjunction with the Site Council.

Provides an agenda and all accompanying paperwork for monthly meetings.

Provides the Site Council with information and interpretation of legal aspects governing the School-Based Coordinated Program.

Other duties as assigned by the Principal.