



## **Article I**

### **Section A: Duties of the School Site Council**

The school site council of Mt. Eden High School, hereinafter referred to as the School Site Council or SSC, shall carry out the following duties:

- Obtain recommendations for and review of the proposed *Single Plan for Student Achievement* from all school advisory committees
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations
- Recommend the plan and related 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
- At least annually, 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.

### **Section B: Expectations of SSC members**

SSC members will:

- Attend all council meetings on time or inform the secretary of the expected absence to assign an alternate. If a member does not give notice prior to the meeting, it will be marked as unexcused.
- Accept a position as a committee officer or member when appointed or elected.
- Appoint a Sergeant at Arms annually. The Sergeant at Arms will assist the chairperson in maintaining order. The Sergeant at Arms should be familiar with the committee's bylaws, parliamentary procedures and Robert's Rules of Order. The Sergeant at Arms will also help in making the meeting run on schedule according to the timings given on the agenda.
- Actively participate in workshops and training sessions to increase knowledge of the school site council's purpose and functions.
- Regularly report SSC proceedings and actions to their own peer groups and bring back peer group recommendations to the SSC.
- Develop, review, and approve budgets and school plans.
- Provide ongoing review of the implementation of the plan.
- Make modifications to the school plan when the need arises.

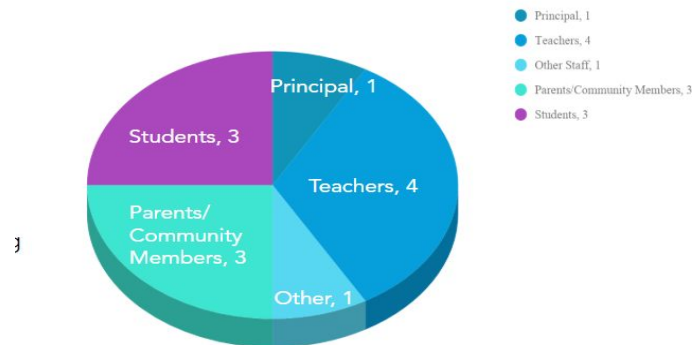


**Article II**

**Members**

**Section A: Composition**

The SSC shall be composed of the principal, classroom teachers, other staff members, parents, or community members, and students selected by their peers. The school principal shall be an ex officio member of the school site council. There must be parity between community members and the staff. Community members are parents, students, and individuals residing in the community. One of the parent members is designated as an ELAC representative. The staff consists of the principal, classroom teachers, and other staff members. The "other" position represents all staff who are not classroom teachers. The composition of the SSC shall be no less than 3 students, 3 parents or community members, 4 teachers, 1 other staff, and the principal.



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Other possible compositions are included below and the adjustment to the composition of SSC can be made by a vote of the SSC body.

COUNCIL SIZE	PARENTS	STUDENTS	PRINCIPAL	OTHER STAFF	CLASSROOM TEACHERS
16	4	4	1	2	5
16	4	4	1	1	6
20	5	5	1	2	7
20	5	5	1	1	8
20	5	5	1	3	6

**Section B: Alternates**

A minimum number of alternates will be voted into the SSC at a regular election:

- One alternate to represent classroom teachers.
- One alternate to represent other staff.
- One alternate to represent parents and/or community.
- One alternate to represent students.

Alternates will also be elected by their respective peer group.

**Section C: Elections**

Elections will happen in September. Vacancies will be filled by the last Tuesday of October.

- Staff  
Staff notification for open positions and nominations will happen via email and staff meeting.
- Parents  
Parent notification for open positions and nominations will happen via NTI, website, various parent meetings, newsletter, and social media campaign..
- Students  
Student notification for open positions and nominations will happen via NTI, website, and social media campaign.
- Other  
Non classroom teacher notification for open positions and nominations will happen via email and staff meeting.

Nominations will be taken by each peer group for a one week period. When the nomination period closes, the election window period will last for one week. When counting ballots, one current SSC member of that peer group and another current SSC member must be present for transparency. After the ballot counts, notify all peer groups of results.

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**Section D: Term of Office**

SSC members shall be elected for 2 year terms. Half, or the nearest approximation, thereof, of each representative group shall be elected during odd years and the remaining number elected during even years, whenever possible.

**Section E: Voting Rights**

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Non-members who attend meetings do not have voting rights.

**Section F: Termination of Membership**

The SSC may, by an affirmative vote of half plus one of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a letter of resignation to the SSC Chairperson or School Principal or by verbally tending resignation at a SSC meeting or to the SSC Chairperson. Membership should automatically terminate for any member who is absent for **three** unexcused meetings. The SSC may also suspend or expel a member for cause by affirmative vote of two-thirds of all the members of the SSC.

**Section G: Vacancy**

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by appointment of the SSC until the next regular election period or be filled by a previously elected alternate member to fill the remainder of the term of the vacant seat.

**Article III**

**Officers**

**Section A: Officers**

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

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 SSC
- Transmit true and correct copies of the minutes of such meetings of the SSC and to the PRT.
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC

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- Keep a register of names, addresses, and telephone numbers of each member of the SSC, the chairperson's school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson of the SSC

The Sergeant at Arms shall:

- Ensure the meeting is conducted in a manner consistent with Parliamentary Procedures/Robert's Rules of Order
- Help in making the meeting run on schedule according to the timings given on the agenda.

**Section B: Election and Terms of Office**

The officers shall be elected annually, at the second meeting of the SSC and shall serve for one year, or until a successor has been elected.

**Section C: Removal of Officers**

Officers may be removed from office by a half plus one vote of all the members. The failure of an officer to attend two consecutive meetings will result in a motion for his/her removal from office and from the committee.

**Section D: Vacancy**

A vacancy in 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 IV**

**Committees**

**Section A: Committees**

The SSC may establish and abolish committees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the committee. No committee may exercise the authority of the SSC.

**Section B: Terms of Office**

The SSC shall determine the terms of office for members of a committee.

**Section C: Quorum**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance. If the chair is unable to attend in person they shall be afforded the opportunity to join the meeting via video/audio conference. This is to ensure a quorum, transparency, and accountability.

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**Article V**

**Meetings of the School Site Council**

**Section A: Meetings**

The SSC shall have a minimum of 5 meetings each school year. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

**Section B: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. Meeting notices will be posted at the front of the school, in school publications, and through flyers sent home and put in staff mailboxes and/or by email or phone calls.

**Section C: Quorum**

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance and no decision may otherwise be attributed to the SSC. Half plus one of the members of the SSC shall constitute a quorum.

**Section D: Conduct of Meetings**

Meetings of the SSC shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with Robert's Rules of Order or an adaptation thereof approved by the SSC.

**Section E: Meetings Open to the Public**

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section B 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 the school site council at least 7 days prior to the meeting at which the amendment is to be considered for adoption.