

EL CAMINO FUNDAMENTAL HIGH SCHOOL

SITE COUNCIL BY-LAWS

Article I

Duties of the School Site Council

The school site council of El Camino Fundamental High School, hereinafter referred to as the School Site Council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement (SPSA)* 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 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 San Juan Unified governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), 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.

Article II

Members

Section A: Composition

The School Site Council shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom Teachers
 - Chairman and Secretary to serve 2-year terms
- 1 Other School Staff Member (2-year term)
- 3 Parents or Community Members (1-year terms)
- The School Principal shall be an *ex officio* member of the School Site Council
- 2 Students (1-year terms)

School Site Council Members chosen to represent parents may be employees of the San Juan Unified School District so long as they are not employed at El Camino Fundamental High School.

Section B: Term of Office

School Site Council members shall be elected as follows:

- Teachers = 2-year terms
- Other staff = 2-year terms
- Parents = 1-year terms
- Students = 1-year terms, i.e. President of Associated Student Body, Vice President of ASB

Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the School Site 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 School Site Council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The School Site 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 School Site Council Chairperson.

Student members must maintain a "C"-or-above in each semester while serving on the School Site Council.

Section E: Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the School Site Council occurring during the term of a duly elected members shall be filled by Chairman's appointment and ratification of said appointment by the School Site Council.

Article III

Officers

Section A: Officers

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

The Chairperson shall:

- Preside at all meeting of the School Site Council
- Sign all letters, reports, and other communications of the School Site Council
- Perform all duties incident to the office of the Chairperson
- Have other such duties as are prescribed by the School Site 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 School Site Council
- Transmit true and correct copies of the minutes of such meetings to members of the School Site Council and to the following other persons: Principal's Secretary, Activities Director, PTSA President, Booster Club President, Department Chairpersons, and SJTA representatives.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the School Site Council.
- Keep a register of the names, addresses, email addresses, and telephone numbers of the School Site council, the chairpersons of school advisory committees, and others with whom the School Site Council has regular dealings, as furnished by those persons.

Section B: Election and Terms of Office

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

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all members.

Section D: Vacancy

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

Article IV

Committees

Section A: Subcommittees

The School Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the School Site Council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

Section B: Other Standing and Special Committees

The School Site Council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the School Site Council. No such committee may exercise the authority of the School Site Council.

Section C: Membership

Unless otherwise determined by the School Site Council, the School Site Council Chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.

Section D: Terms of Office

The School Site Council shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the School Site Council, or policies of the San Juan Unified School District governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the School Site Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V

Meetings of the School Site Council

Section A: Meetings

The School Site Council shall meet regularly on the first (school) Tuesday of each month, beginning in September and ending in May.

Section B: Place of Meetings

The School Site Council shall hold its regular meetings in the El Camino Fundamental High School Library or other designated location, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the Chairperson or by the majority vote of the School Site Council.

Section C: 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. All meetings shall be publicized in the following venues: Administrative Hallway, El Camino Fundamental High School webpage, and the E-Gram.

All required notices shall be delivered to School Site Council and committee members no less than 72 hours, and no more than 14 school days in advance of the meeting, personally or by mail or email.

Section D: Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the School Site Council. A majority of the members of the School Site Council shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the School Site Council 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 School Site Council.

Section F: Meetings Open to the Public

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

Article VII

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 School Site Council members at least 14 school days prior to the meeting at which the amendment is to be considered for adoption.