

GRANADA HILLS CHARTER

School Site Council Bylaws

Section 1 – Purpose. The purpose of the School Site Council (“SSC”) of Granada Hills Charter (“GHC”) is to review and make recommendations to be offered to the Governing Board (“Board”) on the development and required updates of the Single Plan for Student Achievement, the Local Control Accountability Plan and the Local Education Agency Plan.

Section 2 – Function of the Council.

- Review and be familiar with Single Plan for Student Achievement, the Local Control Accountability Plan and the Local Education Agency Plan
- Review and Recommend the Single Plan for Student Achievement, the Local Control Accountability Plan and the Local Education Agency Plan and related expenditures to the GHC Governing Board.
- Provide ongoing review of the implementation of the plans with administrators, teachers and other School and community members.
- Recommend modifications to the Single Plan for Student Achievement, the Local Control Accountability Plan and the Local Education Agency Plan.
- Evaluate the progress made toward school goals to raise the academic achievement of all students.

Section 3 – Construction. These bylaws shall be liberally construed to the end that the GHC School Site Council fulfills its stated function.

Section 4 – Composition and Size. The School Site Council shall be composed of representatives from the TK-8 program and the high school program. The representatives for the TK-8 program shall include: one administrator, one classified staff, one teacher, one parent, and one student (from grades 6-8). The representatives for the high school program shall include: two teachers, one GHC-UTLA designee, two administrators, one classified staff, two parents, and one student.

SSC members shall be recommended by administration from the TK-8 program and administration from the high school program and approved by the GHC Governing Board in the fall. Candidates will be selected based on their ability to lead others, display a positive and collegial attitude towards all stakeholders, and have demonstrated a strong dedication to GHC’s mission, vision, and values. Approved members shall serve a one-year term that runs concurrent with the academic school year.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council chairperson. In the event of a vacancy, the remaining term may be filled by appointment by the Executive Director (or by GHC-UTLA for its representative).

Members may be removed for cause by the SSC upon a petition of three-fourths (3/4) eligible voting members of the SSC or a majority of the stakeholder group of the member, and approved by the Governing Board. If a stakeholder position becomes unfilled, the remaining term may be filled by appointment by the Executive Director (or by GHC-UTLA for its representative).

Section 5 – Chairperson. The Chairperson of the SSC shall be elected by voting members of the SSC and be approved by the Governing Board. The Chairperson shall serve a year term with no limits. The Chairperson shall act as Parliamentarian for all SSC meetings and as such shall:

- Comply with all policies regarding the assembly and posting of agendas
- Oversee meetings to ensure that the function of the SSC is met
- Present SSC reports to the Board
- Prepare and distribute agenda
- After reviewing draft minutes received from secretary, distribute minutes

Section 6 – Secretary. The Secretary of the SSC shall be elected by voting members of the Council and be approved by the Governing Board. The Secretary will perform the following tasks:

- Preserve the SSC's books and records
- Prepares draft minutes of the SSC meetings and sends to chair within one week of meeting
- In the absence of the Chairperson, the secretary shall act as Parliamentarian.

Section 7 – Meetings. Meetings of the Council shall be held at least quarterly and more frequently as needed at 3:30 p.m., at GHC. A notice of all such regular meetings and an agenda for such meetings shall be posted publicly and issued to SSC members in writing 72 hours prior to a meeting. Any member of the Council may request an item be included on the agenda as long as items are included within the function of the SSC. The chair sets the agenda. Items may be added to the agenda up to five (5) school days before a meeting date. Special meetings may be called on shorter notice, only in accordance with the Brown Act.

Section 8 – Quorum. The quorum for the School Site Council shall be one half plus one ($1/2 + 1$) of filled voting positions (eight). A Council meeting may not be held without quorum. A simple majority of voting members present is required for a motion to pass. At a minimum, with seven SSC members present, a simple majority of four voting members present would be required for a motion to pass.

Section 9 – Telephone Meetings. A meeting may be held by means of a telephone conference or similar communication only if in accordance with the Brown Act.

Section 10 – Recommendations. Recommendations to the Board may be made only by a simple majority vote of the eligible members present at the SSC meeting. Such recommendations will be presented as an SSC report to the Board at its regularly scheduled or special meetings. The SSC shall observe the Parliamentary rules provided by the *Roberts Rules of Order* when considering recommendations to the Board.

Section 11 – Amendments. Amendments to these bylaws may be made with a recommendation from the SSC to the GHC Governing Board for consideration. As with other matters considered by the SSC, the notice to amend the bylaws must follow the same requirements for notification, posting, etc. All amendments must be consistent with the charter petition, Governing Board Bylaws, and any other governing document of the school.

Section 12 – Conflicts of Interest. Members of the SSC shall comply with the GHC Conflict of Interest Code.

Section 13 – Subcommittees. The SSC is authorized to form *ad hoc* subcommittees to bring recommendations before the full Council.

Section 14 – Council Proposals and the Agenda: Proposals must be submitted electronically to the chair in writing with supporting documentation at least five school days before the scheduled SSC meeting. The standard proposal form is available in the Main Office and on the GHC website or requested via email from the SSC Chair.

The SSC will “sunshine” proposals and recommendations. Like the GHC Governing Board, Standing Committees and the SSC will discuss a proposal or recommendation during one meeting and may vote upon it during a subsequent meeting. If necessary, a proposal or recommendation may be discussed for more than one meeting. Exceptions to the “sunshine” provision may be made at the discretion of the SSC, but would be the “exception,” not the “rule.”

For purposes of the agenda, “discussion item” and “action item” should appear so that it is clear what members and those in attendance should expect to take place at the meeting.

Pursuant to the Brown Act, all proposals and recommendations must be described in approximately 20 words and included in the agenda. It is the responsibility of the proposer to provide the Chair with this language and include a description.

The SSC Chair should electronically submit agendas to all SSC members and GHC staff at least 72 hours before the scheduled meeting. A proposal or recommendation going to the Board for approval should be submitted electronically to the Board Secretary at least five school days before the next Board meeting to allow time for posting on the Board meeting agenda.

Section 15 -- Effective Dates. These bylaws and any amendments shall become effective upon adoption by the Board.

Approved and adopted by the Granada Hills Charter Governing Board on