

ENCINA HIGH SCHOOL SITE COUNCIL BYLAWS

ARTICLE I – Name of the Council

The *San Juan Unified School District* has established the *Encina High School Site Council*. Hereinafter, this school site council may be referred to as the council.

ARTICLE II – Role of the Council

The school site council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The school site council has responsibility for the following duties:

- Analyzing and evaluating the academic achievement of all students in the school;
- Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the School's Plan for Student Achievement (SPSA);
- Developing and approving the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan including related budget expenditures to the local governing board;
- Providing ongoing monitoring of the implementation of the plan and budgets/expenditures;
- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school's program for compliance and quality;
- Annually evaluating the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students;
- Encouraging broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the school site council; and
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

Every two years, an English Learner Advisory Committee may elect to have the school site council serve as the site leadership body for the EL program. If this occurs, the school site council will assist the principal and staff in:

- Developing a detailed school plan for EL students as a part of the Single Plan for Student Achievement that is submitted to the local board of education;
- Developing the school's needs assessment for EL students;
- Adminstrating the school's language census; and

Assuring that efforts have been made to notify EL parents of the importance of regular school attendance.

ARTICLE III - Members

Section 1: Size and Composition

The school site council will be composed of 12 members.

Half of the representation on the council shall be from the school staff. This council half will include:

- 1 Principal;
- 4 Teachers, selected by teachers; (NOTE: Classroom teachers shall constitute the majority of those persons representing the school staff)
- 1 Other School Personnel

The remaining half on the council shall be evenly distributed between:

- 3 Parents or community members, selected by parents of the school; and
- 3 Students, selected by students.

Section 2: Term of Office

Teacher and non-teacher staff will serve for a three-year term of office. Student and parent members will be elected to serve a two-year term. The terms will be staggered so that in any given year no more than two new teacher members will be elected to the council.

Section 3: Election Procedures

Council members, except the principal, will be elected by the second Site Council meeting of the school year held in September. Teachers will nominate/elect their representatives. Other school personnel will nominate/elect their representative(s). Parents will be informed of a future election via school announcements (electronic and/or paper). This announcement will allow for self-nomination. A ballot will be made available of each parent. A committee will be selected by the chairperson to have the responsibility for counting the ballots. This committee may not include the chairperson or the principal. Students elected by students will serve on the School Site Council. The candidate(s) receiving the greatest number of votes will be elected. In a tie, a runoff election will be held. A list of runners-up will be kept in the case of vacancies. Newly elected council members will be installed by the next School Site Council meeting of the school year, after the elections have taken place, and after the regular business items on the agenda have been concluded.

Teachers: Election conducted by Site SJTA representatives at the beginning of the school year according to Association procedures. Parent/Guardians: Nominations solicited by paper and electronic announcements; Elections conducted at Bulldog Registration, via paper ballot sent home/returned via students or electronic ballot. Other School Staff: Nominations solicited at the start of the school year from classified, clerical, and non-rostered certificated staff; Election conducted via paper ballot or electronic. Students: Nominations solicited at the beginning of the school year via electronic announcements. Elections conducted in the classroom via paper ballot or electronic ballot.

In all elections for council members, ties will be decided by lot.

Section 4: Voting Rights

Each member of the council shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted.

An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.

Section 5: Transfer of Membership

Membership on the School Site Council is not transferable or assignable.

Section 6: Termination

A member will no longer hold membership should he or she no longer meet the membership requirements under which he or she was elected. Membership will be subject to removal by vote for any elected member who is absent from three regular meetings annually. The chairperson is the person responsible for tracking attendance and notifying members of termination. The council, by affirmative vote of two thirds of all members, can suspend or expel a member whenever, in the judgment of the council, the best interest of the council or Single Plan for Student Achievement would be served.

Section 7: Resignation

Any selected council member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

Section 8: Vacancy

Any vacancy on the council that occurs during the term of a member shall be filled by:

- An election of a new member by the appropriate representative group;
- Appointment of a new member to fill the remainder of the term (selected by the remaining peer group members, not the council as a whole); or
- Seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

ARTICLE IV - Officers

Section 1: Officers

The officers of the School Site Council will be a chairperson, vice-chairperson, recording secretary and such other officers as the council may deem desirable.

Section 2: Election of Officers and Terms of Office

The officers of the council shall be elected annually and shall serve a term for one year or until a successor has been elected. Any member of the council, including the principal, may serve in any officer capacity.

Section 3: Removal of Officers

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

Section 4: Vacancy in an Officer Position

A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of the officer's term.

A vacancy in any office shall be filled by a special election of the council.

This special election will be included in the posted meeting agenda.

Section 5: Officer Duties

The chairperson shall:

- Preside at all meetings of the council;
- Sign all letters, reports, and other communications of the council;
- Perform all duties incident to the office of the chairperson; and
- Assume other such duties as prescribed by the council.

The vice-chairperson shall:

- Represent the chairperson or council in assigned duties; and
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the council;
- Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meetings;
- Provide all notices in accordance with the provisions of these bylaws;
- Serve as custodian of the school site council records;
- Maintain a register of the address, phone number and term of office of each council member;
- Maintain a register of the chairpersons of other school advisory and subcommittee members, including addresses and phone numbers;
- Perform all duties incident to the office of secretary;
- Perform such duties that are assigned by the chairperson or the council; program; and/or
- Draft positions or plans for council review.

ARTICLE V - Committees

Section 1: Standing and Special Committees

The school site council may from time to time establish standing or special committees to perform various functions as prescribed by the council. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the council and are advisory to it. No standing or special committee may exercise the authority of the council. A standing or special committee may be abolished by a vote of the council.

The purpose of these committees is to:

- Gather and analyze data;
- Examine materials, staffing, or funding possibilities; and
- Propose to the council strategies for improving the instructional practices.

Section 2: Standing and Special Committee Membership

Unless otherwise determined by the council, the council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

Section 3: Term

Each member of a committee will continue as such for the term of his/her appointment and until his/her successor is appointed, unless the committee will be sooner terminated or abolished, or unless such member will cease to qualify as a member of the School Site Council.

Section 4: Standing and Special Committee Rules

Each standing and special committee will establish procedural rules that are consistent with the council's bylaws and the district governing board.

ARTICLE VI – Meetings of the School Site Council

Section 1: Regular Meetings

The School Site Council will meet regularly once a month during the school year, with the exception of those regular meeting dates when school is not in session. The meeting will take place at a time and place agreed upon by the voting majority of the council. All persons within the school community will be notified of council meetings. All School Site Council meetings will be open to the public.

Section 2: Special Meetings

Special meetings may be called by the chairperson or by majority vote of the council members. At least 24 hours' notice must be given to council members and the public.

Section 3: Place of Meetings

The School Site Council will hold its regular monthly meetings and its special meetings in a facility provided by the school or the School Site Council and readily accessible to all members of the public, including disabled persons. The meetings will be held at Encina High School.

Section 4: Notice of Meetings

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda. The council shall not take any action on any item of business unless that item appears on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 3 days in advance of the meeting, personally, by mail or by email.

The council will annually notice representative groups of the meetings schedules through:

- Inclusion in school communications (e.g., bulletins, newsletters)
- Posted (e.g., in the school office window, staff room, and website).

Section 5: Quorum

The presence of at least 51% of the total membership of the School Site Council will be required to constitute a quorum necessary for the transaction of business. In addition, the principal's attendance is required to hold a meeting. No decision of the School Site Council will be valid unless a majority of the members in attendance concur.

Section 6: Decisions of the School Site Council

Decisions of the School Site Council will be made by consensus or vote of a majority of its members in attendance provided a quorum is in attendance.

Section 7: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rule of Order or an adaptation thereof approved by the council.

If a council violates any of the procedural meeting requirements found in Ed. Code Section 35147, and upon demand of any person, the council shall reconsider the item at its next meeting, after allowing for public input.

Section 8: Meetings Open to the Public

All meetings of the council and its appointed committees shall be open to the public. Any member of the public shall be able to address the council during the meeting on any item within the subject matter jurisdiction of the council. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the school site council on any item of interest to the public, before or during the council's consideration of that item.

The council may not take any action on any item of business unless that item appears on the posted agenda or unless the council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The school site council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the council.

The minutes of the council meeting are public records and are available to the public.

Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1).

Section 9: Communication with the Local Board of Education

The school site council shall implement the rules and regulations as defined in local board policy. The council may communicate with the board by submitting a letter to the board of education office. A school site council may request to speak at the local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related budget found in the school's School Plan for Student Achievement. The board of education will provide written notification to the council about their concerns.

Section 10: Uniform Complaint Procedures

Annually, the school site council shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any school site council member or member of the public believes that the school site council has taken an action that is in violation of their legal authority, the individual or group may file a uniform compliant form with the district.

ARTICLE VII – Bylaw 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. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.

APPROVED 09/17/2024