JOHN BURROUGHS HIGH SCHOOL
SCHOOL SITE COUNCIL
BYLAWS
(Ratified 3-26-2026.)

ARTICLE 1.0 NAME

1.0.1 The name of this council shall be the John Burroughs High School Site Council.

ARTICLE 2.0 PURPOSE

2.0.1 The purpose of the John Burroughs High School Site Council (SSC) shall be to:

1. conduct an annual comprehensive needs assessment, including an analysis of verifiable state and local data,
2. annually develop and approve the School Plan for Student Achievement (SPSA), in alignment with the Local Control and Accountability Plan (LCAP) (BUSD, n.d.), including the proposed expenditures of funds,
3. recommend the SPSA, including proposed expenditures of funds, to the Burbank School Board for approval,
4. review with the Principal, teachers, staff, parents, and students the implementation of the strategies/services in the SPSA to ensure the plan is being carried out to address the needs of the school and its students,
5. annually evaluate the progress made toward the school's goals to increase the academic achievement of all students, and
6. make modifications to the SPSA, if a need arises,

in compliance with the mandate of the California Department of Education (CDE, 2024).

Section 2.1 Recommendations

2.1.1 The John Burroughs High School Site Council shall make recommendations related to participation, development, implementation, evaluation, and modification of the school program and budget to the Principal, who serves as the Superintendent's designee.

2.1.2 All such recommendations must be in accordance with the Burbank Board of Education policies and District goals and objectives.

2.1.3 Final approval of all School Site Council recommendations shall be the prerogative of the Burbank Board of Education.

ARTICLE 3.0 MEMBERSHIP

Section 3.1 Composition of the Council

3.1.1 The Membership of the John Burroughs High School Site Council shall be composed of a minimum of twelve or more members selected by their peers as follows: 1 principal (not selected by peers); 1 staff member; 4 classroom teachers; 3 parents/community members, and 3 student members. Per California Education Code, the number of parent and/or community members selected shall equal the number of school employees selected (California Legislature, 2025).

3.1.2 The list of members and responsibilities shall be maintained in the school office.

Section 3.2 Election and Terms of Council

3.2.1 A school Principal shall be a member of the School Site Council and shall serve continuously.

3.2.2 The classroom teachers shall be elected from among peers for the position for a one-year term which will run from August through June. Alternates for each teacher member can be elected by peers for a concurrent term.

3.2.3 The other staff member(s) shall be elected from among peers for the position for a one-year term which will run from August through June. Alternates for each staff member can be elected by peers for a concurrent term.

3.2.4 The parent/community members shall be elected from among peers for a two-year term which will run from August through June. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. Alternate parent members and/or alternate community representative members may be nominated by the existing parent members and approved by the Site Council for a two-year term.

3.2.5 The student members shall be elected by the entire student population of John Burroughs High. Student members under the age of 18 must have written parent consent to serve. The student members shall serve for one year, from August through June. Up to five alternate student members may be elected.

3.2.6 Any question regarding membership on the Council will be decided by a simple majority vote of a quorum of the Council.

Section 3.3 Terms of Office

3.3.1 Parent and community members shall be elected for a two-year term. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. If in any given year, the rotation of representatives does not meet the above-stated goal, the Council shall continue to operate, and will strive to meet that rotation in the following year by asking for an appropriate number of representatives to voluntarily shorten or lengthen their term of office, as befits the situation.

3.3.2 Student Site Council members shall serve a one-year term, from August through June.

3.3.3 There shall be no limit to the number of consecutive terms for any elected member providing such member meets the requirements for membership on the Council.

Section 3.4 Resignations

3.4.1 Any voting member may resign by filing a written resignation with the Council Secretary.

Section 3.5 Termination of Membership

3.5.1 A member shall no longer hold membership should they cease to reside or work within the school community or otherwise terminate their relationship with the group or organization they were elected to represent.

3.5.2 If a member or alternate member of the School Site Council vacates their membership during their term, then the School Site Council can vote to accept a nominee to fill the vacancy until the end of the former member's term. To fill a vacancy of a parent or community member, the remaining parent/community members will nominate the replacement. To fill a vacancy of a classroom teacher or other staff member, the replacement will be nominated by the former member's peers. To fill a vacancy of a student, the remaining student members will nominate the replacement.

Section 3.6 Voting Rights

3.6.1 Each voting member shall be entitled to one vote on each matter submitted to the vote of the Council. Absentee ballots or a vote by proxy shall not be permitted.

ARTICLE 4.0 OFFICERS

Section 4.1 Election and Terms

4.1.1 The Officers of the Council shall consist of a Chairperson, Vice Chairperson, Recording Secretary, and any such other officers as the Council shall deem necessary.

4.1.2 These officers shall be elected by the Council at the first meeting following the election of the council members.

4.1.3 Officers shall serve a one-year term of office and may by elected to serve additional terms.

Section 4.2 Duties of Officers

4.2.1 The Chairperson shall preside at all meetings of the School site Council. They shall be a member of all committees, shall appoint committees subject to the approval of the Council, and shall perform all other duties pertaining to the office.

4.2.2 The Vice Chairperson shall preside at meetings in the absence of the Chairperson and shall perform all other duties which shall be deemed necessary by the Chairperson and the Council.

ARTICLE 5.0 MEETINGS AND QUORUM

Section 5.1 Meetings

5.1.1 There shall be a minimum of four meetings of the Council each year.

5.1.2 Meetings may be called by the Chairperson or by a majority of the members of the Council.

5.1.3 All meetings of the council shall be open to the public and shall be duly publicized in writing and posted a minimum of three working days prior to the meeting.

5.1.4 Announcements of the meetings shall be the responsibility of the recording secretary using the established modes of communication.

5.1.5 Council meetings can be held virtually if for any reason it is not feasible to meet in person. It is optional to conduct virtual meetings in hybrid format (both Zoom and in person) if possible to do so.

Section 5.2 Quorum

5.2.1 A simple majority of the voting members, present at the meeting, shall constitute a quorum. If the council has 12 members, 7 or more members must be present for a quorum.

ARTICLES 6.0 COMMITTEES

Section 6.1 Sub-committees

6.1.1 Sub-committees or ad hoc committees shall be created as required or necessary to promote the objectives of the John Burroughs High School Site Council.

6.1.2 Persons chairing sub-committees shall be members of the John Burroughs High School Site Council.

Section 6.2 Authority

6.2.1 No sub-committee shall supersede the authority of the John Burroughs High School Site Council.

ARTICLE 7.0 PARLIAMENTARY AUTHORITY

7.0.1 A simplified version of Robert's Rules of Order shall govern the Council in all cases insofar as they are not in conflict with State laws and/or policies, District policies, or these by laws.

ARTICLE 8.0 AMENDMENTS

8.0.1 These Bylaws may be amended at any meeting of the John Burroughs High School Site Council by a two-thirds (2/3) vote of the Council members present.

ARTICLE 9.0 RATIFICATION

9.0.1 The Bylaws shall be declared initially adopted when passed by a two-thirds (2/3) vote of the Council members present.

References

Burbank Unified School District (BUSD). (n.d.). *Local Control Accountability Plan (LCAP).* https://www.burbankusd.org/district-info/local-control-accountability-plan-lcap

California Department of Education (CDE). (2024, August 12). *Schoolsite Council - Consolidated Application*. https://www.cde.ca.gov/fg/aa/co/ssc.asp

California Legislature. (2025). *California Education Code § 65000: Schoolsite councils. California Public Law.* https://california.public.law/codes/education_code_section_65000

Ideals Board. (2025, August 19). *Robert's Rules cheat sheet: Guide for nonprofits & board chairs*. https://idealsboard.com/blog/board-meetings/roberts-rules-of-order-cheat-sheet-guide/

Reviewed and revised by the John Burroughs High School Site Council during the _____ school year.