Los Alamitos High School BYLAWS

SCHOOL SITE COUNCIL

Preamble

In order to provide greater flexibility for schools in coordinating and using the various funds they receive while providing individual program protections, and to meet the unique needs of all students in the regular program through collaborative decision making between parents and the school community, we adopt these bylaws.

ARTICLE I Name of the Council

The name of this Council shall be the Los Alamitos High School School-Based Coordinated Programs School Site Council (SBCP, SSC)

ARTICLE II Role of the Council

The Council will assist in developing a Single Plan for Student Achievement and budget, which provides curricula, instructional strategies, materials and resources that are responsive to the individual needs of all students. The plan will also provide for the needs of identified students, staff development, program evaluation, and appropriate program expenditures. The plan and school categorical budget will be approved by the Council, updated annually, and will specify how the school intends to meet the individual needs and learning styles of all its students through full access to and participation in a rigorous core curriculum.

This section of the bylaws shall in no way be construed as giving the School Site Council a veto over any education program. The Council shall be an advising and collaborating Council in order to further the purpose of education and the specific purpose of these bylaws. In the absence of written consent, no Council member shall be required to provide any sum of money, property or service other than services described herein, to the School Site Council. The Council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III Members

<u>Section 1 – Size and Composition</u>

The SBCP School Site Council shall be composed of a minimum of ten (10) members at the elementary and twelve (12) at the secondary level.

Half the members will be the principal, classroom teachers, and other school personnel; half parents, students and/or other community members. Community members (if selected) will be

selected by parents of students attending the school. Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment. Parents may serve as a staff member of the Council if they are employed by the site and have children attending school at that site.

Section 2 – Term of Office

All members of the Council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the Council's existence. At the first regular meeting of the Council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The Council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 – Transfer of Membership
Membership in the School Site Council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the principal of the school.

Section 7 – Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE IV Officers

Section 1 – Officers

The officers of the School Site Council shall be a chairperson, vice- chairperson, secretary, and such other officers as the Council may deem desirable. The principal may not serve as the chairperson. School Site Council officers should be parents (if at all possible).

Section 2 – Election and Term of Office

The officers of the School Site Council shall be elected bi-annually and shall serve for two (2) years or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the Council, the best interest of the Council would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

Section 7 – Secretary

The secretary shall keep the minutes of the School Site Council meetings, both regular and special. True and correct minutes shall be provided to each member and other persons the School Site Council deems necessary.

Other duties performed by the secretary shall include: notices of all meetings shall be given to members with the provisions of these bylaws, maintain School Site Council records, keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the secretary by each member and perform all other duties of the office.

Section 8 – Parliamentarian

The parliamentarian is a consultant who advises the chairperson and other officers, committees, and members on matters of parliamentary procedure. His/her role during a meeting is primarily an advisory and consultative one, since parliamentary law gives to the chair alone the authority to rule on questions of order or to answer parliamentary inquiries. A parliamentarian never rules – only advises.

ARTICLE V Committees

Section 1 – Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3 – Term of Office

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

Section 4 – Rules

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

Section 5 – Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting in which a quorum is present shall be the act of the committee.

Section 6 – Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI
Meetings of the School Site Council

Section 1 – Regular Meetings
The School Site Council shall meet regularly, at least four (4) times a year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice of meetings shall be given, in writing and agendas posted seventy-two (72) hours in advance in a place accessible to the entire school community and parents. Any change in the established date, time or location must be given special notice. All special meetings shall be publicized in writing. All committee meetings shall be held as open meetings and conducted in ordinance with the state open meeting laws (the Brown Act).

Section 5 – Decisions of the SBCP School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of majority of its members in attendance, provided a quorum is in attendance.

If EIA/LEP services are coordinated in a School-Based Coordinated Program, the School Site Council must consult with the school-level English Learners Advisory Committee (ELAC) prior to submitting the Single Plan for Student Achievement and budget. If the ELAC meets with the SSC, agendas should address all of the following:

- development of the Single Plan for Student Achievement for bilingual education
- conduct the school's needs assessment for training, bilingual issues and programs
- the school's language census
- efforts to make parents aware of the importance of regular school attendance

Section 6 – Quorum

The presence of fifty-one (51) percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 – Agenda

The chairperson, in consultation with the district representative, shall be responsible for preparation of the agenda for each meeting. The agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment and testimony on each topic.

Section 8 – Minutes

Minutes shall be kept for each meeting and submitted for approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group and shall be forwarded to the Superintendent's Office.

Section 9 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 10 – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.

ARTICLE VII Amendments

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the Council, provided that the amendment is used to further the purpose of the Council as herein expressed. Any amendments must conform with the Education Code of the State of California.

In witness thereof, the _____ School Site Council has caused these bylaws to be duly executed on the _____ (Day) _____, _____. (Month) (Year) Name of School Site Council Chairperson _____

Signed_____ (Chairperson, School Site Council)

APPENDIX B

LIST OF ACRONYMS

The following is a list of selected acronyms used throughout Consolidated Programs and related materials

ADA: Average Daily Attendance
API: Academic Performance Index
AYP: Adequate Yearly Progress
Tutoring
CDE: California Department of Education
CELDT: California English Language Development Test
DAC: District Advisory Committee
DFSC: Drug Free Schools and Communities
EDY: Educationally Disadvantaged Youth
EL: English Learner (see also LEP)
ESEA: Elementary and Secondary Education Act
FOA: Focus on Achievement
GATE: Gifted and Talented Education
GFSA: Gun-Free Schools Act
IASA: Improving America's Schools Act
II/USP: Immediate Intervention Underperforming Schools Program
LEA: Local Education Agency
MOU: Memorandum of Understanding
NCLB: No Child Left Behind
NRT: Norm-Referenced Test
PD: Professional Development
R30-LC: Annual Language Census
ROP: Regional Occupational Program
SBE: State Board of Education
SDFS&C: Safe and Drug Free Schools and Communities
SES: Supplemental Educational Services
SIP: School Improvement Program
SWP: Schoolwide Program
TUPE: Tobacco Use Prevention Education
UCP: Uniform Complaint Procedure
USDE: United States Department of Education
WASC: Western Association of Schools and College

ALT: EIA – Alternative Program
AR: Annual Report to the LEP Staffing Plan
CBET: Community Based English Development
CCR: Coordinated Compliance Review
CSR: Class Size Reduction
DELAC: District English Learner Advisory Committee
ELAC: English Learners Advisory Committee
ELD: English Language Development
FEP: Fluent-English Proficient
LEP: Limited-English Proficient
NC: Noncompliant
PI: Program Improvement
PSAA: Public Schools Accountability Act of 1999
RSP: Resource Specialist Program
SBCP: School-Based Coordinated Program
SCE: State Compensatory Education
SPSA: Single Plan for Student Achievement
SSC: School Site Council