Pinacate Middle School School Site Council Bylaws

Date Revised September 24th, 2026

ARTICLE I - DUTIES OF THE SCHOOL SITE COUNCIL

The School Site Council (SSC) of Pinacate Middle School, hereinafter referred to as the council, shall carry out the following duties:

- Develop and approve the Single Plan for Student Achievement (SPSA).
- Obtain recommendations for the proposed Single Plan for Student Achievement (SPSA) from all stakeholders and any applicable school advisory committees (Ed Code64001)
- 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 plan implementation 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 district governing board policy) is made in planned activities or related expenditures.
- Annually, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the district governing board and by state law.

ARTICLE II - Council Membership

Section A. Composition

The council shall be composed of the following members: the principal, elected teachers (elected by teachers), other school personnel (elected by other school personnel), parents (elected by other parents), students (elected by the entire student body), and community members (elected by such parents). Each member has equal voting rights.

Half of the membership shall be **(a) the** principal, classroom teachers, and other school personnel; and half shall be **(b)** parents, or community members elected by the parents, and 1 student per grade level elected by the entire student body. The council shall be made up of 12-14 members.

Teacher Members

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time for which he/she is employed (EC 33150).

Other School Personnel

Other school personnel are defined as a person who does not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the principal.

Parent Members

A parent is a person who is a mother, father, or legal guardian of a student attending Pinacate Middle School, but who is not employed at the school attended by such student.

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school site (EC 52852 and 54722).

Community Members

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, or classified staff of the school with which the council is affiliated.

Student Representatives

Any student enrolled at the school with which the council is affiliated is eligible to be elected as a student representative.

The Pinacate Middle School SSC will be composed of:

- 4 - classroom teachers
- 2 - other school personnel
- 1 - school principal
- 5 - parents or community members
- 2 - students

Section B - Elections and Term of Office.

The school principal will oversee elections for all vacancies. Council members shall be elected for a 2 year term.

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 council. Absentee ballots shall not be permitted. Voting by proxy is not permitted.

Section D: Termination of Membership

The 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 council chairperson.

Section E. Transfer of membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by a duly noticed regular election or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

ARTICLE III – OFFICERS

Section A: Officers

The officers of the council shall be: chairperson, vice-chairperson, and secretary. All officers are elected by the entire membership of the SSC.

Section B - Duties of Officers

The Chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports and other communications of the council
- Perform all duties corresponding to the office of chairperson
- Have other such duties as are prescribed by the 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 council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.
- Provide all notices in according with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of the school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council

Section C: - Election and Term of Office

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

Section D: Removal of Officers

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

Section E: - Vacancy

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

ARTICLE IV – SUBCOMMITTEES

Section A: Sub-committees
The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the school site council.

Section B. Membership

Unless otherwise determined by the council, the 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 C: Term of Office
The council shall determine the terms of office for members of a committee.

Section D: Rules
Each committee may adopt rules for its own governance not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

Section E. Quorum

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

ARTICLE V – MEETINGS OF THE COUNCIL

Section A: Meetings
The council shall meet regularly. The chairperson may call special meetings of the council by majority vote of the council. All meetings must be open to the public.

Section B: Place of meetings
The council shall hold its regular meetings at a facility provided by the school, unless such facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the 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 front lobby of the school and on the school's marquee. All required notices shall be delivered to council and committee members no less than seventy-two hours of the meeting.

Section D: Administrative responsibility
The principal shall have the responsibility for the proper function and implementation of the SSC.

Section E. Conduct of meetings
Meetings of the council shall be conducted in accordance to the rules of order established by EC Section 3147 (c), and with Roberts Rules of Order or an adaptation thereof approved by the council.

Section F: Meetings open to the public

All meetings of the council, and committees established by the 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 council by a vote of two-thirds of the members present. Written notice of proposed amendment must be submitted to council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.