

Bylaws of Murrieta Valley High School Site Council

Adopted 2018-2019 based on previously adopted bylaws from 1991-92/Rev. 10/93/Rev. 1/99

Article I

The name of this organization shall be the Murrieta Valley High School Site Council.

Article II: Duties of the SSC

The SSC of Murrieta Valley High School, hereinafter referred to as the SSC, shall carry out the following duties:

1. Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
2. Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
3. Recommend the SPSA and expenditures to the governing board for approval.
4. Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
5. Make modifications to the SPSA whenever the need arises.
6. Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
7. Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students.
8. Carry out all other duties assigned to the SSC by the district governing board and by state law, specifically educational codes.

Article III: Members

Section A: Composition

The SSC shall be composed of 12 members, which include the principal and representatives of other school personnel selected by their peers, and broadly representative of school population as follows:

- 4 Classroom teachers (as defined by CA Ed Code).
- 2 Other school staff members.
- 3 Students of the school
- 3 Parents or community members.
- The school principal shall be an ex officio member of the SSC

Section B Selection of Representatives

- Each subgroup shall determine the process for selection of their representatives to the School Site Council.
- In addition to the number of representatives, each group shall select a minimum of one alternative representative.
- SSC members chosen to represent parents may be employees of the school district so long as they are not employed at this school

Section C Term of Office

SSC members shall be elected for 2 year terms. No member shall serve more than 2 consecutive terms; the ex-officio membership of principal is the only exclusion to this provision. The **Chair** and **Co-Chair** shall be elected during odd years, the **Secretary** and **Undersecretary** shall be elected during even years. All other members are appointed as members based on qualifying membership guidelines set forth. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting. Membership on the SSC may not be assigned or transferred.

Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots or voting by proxy shall not be permitted. All decisions of the SSC shall be made by consensus, or an affirmative vote of the majority of its members in attendance, provided quorum is in attendance and has been established.

Section E: Absences

Shall a member be unable to attend a scheduled meeting. The non-attending member shall notify the chair and make arrangements for the alternate to attend in their in their place. When in the meeting the alternate shall be accorded all rights and responsibilities of a seated representative.

Section F: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member, whenever, in the judgement of the council, the best interest of the council would be served thereby. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson. A member shall no longer hold membership should he or she fail to meet the membership requirements under which they were appointed, e.g. a parent or community member becomes employed by the District at the school site. Membership shall automatically be terminated for any member who is absent from three consecutive regular meetings unless advance notice is given to the council chairperson or his or her designee.

Section G: Vacancy

Any vacancy on the SSC occurring during the term of a selected member shall be filled by the first alternate. Should no alternate be available, the SSC shall appoint an alternate from the subgroup in an appropriate manner (e.g., regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat).

Article IV: Officers

Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, undersecretary and other officers the SSC may deem desirable.

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

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 SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: <insert name>
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

The undersecretary shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

Section B: Election and Terms of Office

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

Article V: Committees

Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Membership

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

Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board. Committees shall submit written reports of findings/results/recommendations in a timely manner to Chair of SSC.

Section F: Quorum

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

Article VI: Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly on the 2nd Wednesday of each month, unless otherwise noted. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 48 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 following venues: school website, school newsletter, and main office.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 30 days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California EC Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI: Amendments

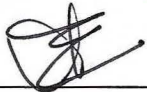
An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 30 days prior to the meeting at which the amendment is to be considered for adoption.

Bylaws adopted by the School Site Council of the 2018-19 School Year



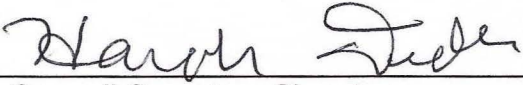
Site Council Chair Signature
Greg Tortoreti

10/17/18
Date



Site Council Co-Chair
Alysia Cole

10/17/18
Date



Site Council Secretary Signature

10/17/18
Date