



Grant Union High School
SCHOOL SITE COUNCIL BYLAWS

ARTICLE I

Duties of the School Site Council:

The School Site Council of *Grant Union High School*, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Participate in regular training on SSC roles and responsibilities.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the TRUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities for related categorical expenditures.
- Regularly evaluate academic data to determine 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 TRUSD Board of Education and by state law.

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Grant Union High School
SCHOOL SITE COUNCIL BYLAWS
2 | Page

ARTICLE II

Members

Section A: Composition*

The council shall be composed of at least ~~12~~ 10 members, selected by their peers, as follows:

- ✓ Principal/Designee
- ✓ Classroom teachers
- ✓ “Other” school staff members (non classroom teaching staff)
- ✓ Parents or community members
- ✓ Students (secondary)

* Elementary schools must have a minimum of ten (10) members.

* Secondary schools must have a minimum of ~~twelve (12)~~ ten (10) members.

The school principal/designee is a required member of the council. The principal/designee shall attend all SSC meetings. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. Classroom teachers selected shall constitute a majority of the school members selected.

Section B: Term of Office

Council members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member’s current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee (proxy) and any electronic ballots shall not be permitted.

Section D: Termination of Membership

Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

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 duly elected member shall be filled by:

- An alternate designated during the annual election
- Nominated by current SSC and approved by majority of SSC membership.

The term will be for the remaining time left in the vacated seat.

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Grant Union High School
SCHOOL SITE COUNCIL BYLAWS
3 | Page

~~The following are examples~~

~~Regular elections; appointment by two-thirds of the council 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 III

Elections of Council Members

- The school principal/~~designee~~ is a standing member of the council.
- Classroom teacher elections will be held in ~~September~~ the first semester:
 - The certificated membership will be elected into rotational positions of *two years*.
 - Nominations and elections are conducted by the certificated staff (~~Classroom teachers~~).
~~If the form is digital, a member of that voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.~~
 - ~~If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.~~
 - A ballot will be used that includes a write in option.
- “Other” staff elections will be held in ~~September~~ the first semester.
 - The “other” position is filled by a non- classroom teacher. He/she may be a classified or certificated staff member.
 - The “other” staff membership will be elected into rotational positions of *two years*.
 - Nominations and elections will be conducted by the non classroom teaching ~~classified~~ ~~certificated~~ and ~~certificated~~ ~~classified~~ staff. If the form is digital, a member of that voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.
 - ~~If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.~~
 - A ballot will be used that includes a write in option.
- Parent/Community Member representative elections will be conducted ~~in September~~ ~~the first semester~~.
 - Nominations and elections will be conducted by the *school staff*.

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Grant Union High School
SCHOOL SITE COUNCIL BYLAWS

4 | Page

- *Announcement of the nominations will be posted on the Grant Union High School website and via school wide email ~~in September~~ **the first Semester.***
- *Nominations will be accepted ~~through the first week of September~~ **one week following the announcement for nominations.***
- ~~If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.~~
- *A ballot will be used that includes a write in option.*
- *At least one (1) member representing parent/community and (1) one member representing student will make up the non-staff council membership. The remaining three (3) non-staff council members will be elected by majority vote during the election of council members in the first semester.*
- *Student Member representative elections will be conducted the first semester.*
 - *Student membership up to 3 from the sophomore and junior classes will be elected into rotational positions of two years.*
 - *Nominations and elections will be conducted by the Associated Student Body if the form is digital, a member of the school staff (the Activities Director) will be a collaborator on the digital form and will assist in the verification of nominations and election results.*
 - *A ballot will be used that includes a write in option.*
 - *At least one (1) member representing parent/community and (1) one member representing student will make up the non-staff council membership. The remaining three (3) non-staff council members will be elected by majority vote during the election of council members in the first semester.*

All election ballots and result records will be maintained at the school site for ~~seven (7)~~ **three (3) years.**

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Grant Union High School
SCHOOL SITE COUNCIL BYLAWS
5 | Page

ARTICLE IV

Officers

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, student coordinator and other officers the council deems desirable.

The chairperson shall:

- Collaborate with the principal in developing agendas. ~~and reviewing minutes prior to posting.~~
- Preside at ~~all~~ meetings of the council.
- Sign all letters, reports, and other communications of the council.
- Have other such duties as are prescribed by the council.

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The vice-chairperson shall:

- Assist the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.

The secretary shall:

- Keep minutes and sign in sheets 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 accordance with these bylaws.~~
- Keep a register of the names, email addresses, and telephone numbers of each member of the council, ~~the chairpersons of 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.

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The student coordinator shall:

- Verify all Site Council Student members have received notification of meeting or other events.
- Perform other such duties as are assigned by the chairperson or the council.

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Date of Bylaw most recent revision: ~~March 10, 2023,~~

Grant Union High School
SCHOOL SITE COUNCIL BYLAWS
6 | Page

Section B: Election and Terms of Office

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

Section C: Reasons for Removal of Officers

Any officer may be removed from office by a two-thirds vote of all the members. *Missing 3 consecutive meetings during a school year is grounds for removal from Site Council.*

Section D: 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 or by placement of a properly elected alternate during the Fall election.

ARTICLE V

Committees

Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as prescribed by the council. *At least one member representing teachers and one member representing parents/community members, and one member representing students shall make up the sub-committee.* No sub-committee may exercise the authority of the council.

Section B: Terms of Office

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

Section C: Rules

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

Section D: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is present. *Members may attend via technology.*

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ARTICLE VI

Meetings of the Council

Section A: Meetings

The council shall meet *to fulfill school site council requirements, regularly on the second Thursday of each month (at least 5 times per school year).* In the event there is a conflict with school holidays/events the meeting may be moved with permission of the Principal. Special meetings of the council may be called by the chairperson, *or by a majority vote of the council, or principal.*

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Grant Union High School
SCHOOL SITE COUNCIL BYLAWS
7 | Page

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such 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 council, or principal.

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Section C: Notice of Meetings

1. Written public notice (agenda) of all meetings shall be ~~given~~ posted at an appropriate place accessible to the public at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues:
School website ~~calendar, autodialer,~~ and school wide email digital communication.
4. All required notices shall be delivered to council and committee members no less than 72 hours, in advance of the meeting ~~and no more than three days in advance of the meeting, personally or via e-mail.~~

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Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established. ~~A 30 minute window of wait time will be allotted to establish a quorum.~~

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Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 © and with Robert's Rules of Order or adaption thereof approved by the council.

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Section F: Meetings Open to the Public

All meetings of the council, and of 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.

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ARTICLE VII

Amendments

An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. Written notice of the proposed amendment must be submitted to council members at least ~~30 days~~ 72 hours prior to the meeting at which the amendment is to be considered for adoption.

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