



San Diego Unified School District
Finance Department

Financial Planning, Monitoring and Accountability Department

UNIVERSITY CITY HIGH SCHOOL SITE COUNCIL BYLAWS 2019-2020

ARTICLE I

Duties of the School Site Council

The School Site Council of University City High School, hereinafter referred to as the council, 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.
- 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 SDUSD 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 or related categorical expenditures.
- Regularly 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 SDUSD Board of Education and by state law.

ARTICLE II

Members

Section A: Composition (EC 52012 and 52852)

The council shall be composed of the following members, the principal, [classroom] teachers elected by other [classroom] teachers, other school personnel elected by other school personnel, parents elected by other parents, in secondary schools students elected by the entire student body, and community members elected by such parents. Classroom teachers are the majority on the school staff side.

Each member has equal voting rights.

The principal is responsible for the elections of staff members.

The council shall be constituted to ensure parity. Half of the membership shall be (a) principal, classroom teachers and other school personnel (staff side); and half shall be (b) half parents, or community members elected by the parents and half students elected by the entire student body (parent/student side). All students are eligible to run for SSC student office. The council will be made up of no fewer than 12 members.

Parent Members

A parent is a person who is a mother, father or legal guardian of a student attending a particular 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 the school site (EC 52852).

Classroom Teacher Members

A classroom teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to pupils for the full time for which he/she is employed and has a student roster.

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.

Student Representatives

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

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 student at the school, nor a parent, a member of the staff, administration or classified staff of the school with which the council is affiliated or a community member within the district boundaries.

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

- 4 Classroom teachers
- 1 Other school staff members
- 3 Parents or community members
- 3 Students
- 1 Principal

**No subcategory representation is allowed. (English Learner (EL), Gifted and Talented Education (GATE), Parent Teacher Association (PTA), Parent Teacher Organization (PTO), San Diego Education Association (SDEA), Site Governance Team (SGT), K-1, 2-3, etc.)*

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

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 votes shall not be permitted.**

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons,

- The member can no longer uphold the duties for which they were elected.
- The (community) member no longer resides in the school's attendance boundaries.
- The (parent) member no longer has a student enrolled at the school.

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. SSC appointment of the candidate from the original election who obtained the next highest number of votes.
- b. Appointment by two-thirds of the council for the period of time until the next regular election
- c. The seating of a previously elected alternate member to fill the remainder of the term of the vacant seat

The appointment shall last through the end of the current SSC term at which time the seat becomes vacant for a general election. The appointed person may enter his/her name for nomination for the seat.

ARTICLE III

Elections of Council Members

- The school principal is a standing member of the council.
- Classroom teacher elections will be held in September. The classroom teacher membership will be elected into rotational positions of two years. Nominations and elections are conducted by classroom teachers.
- "Other" school personnel elections will be held in September. The "other" staff membership will be elected into rotational positions of two years. Nominations and elections are conducted by "other" school personnel.
- Parent/Community Member representative elections will be conducted in September. Nominations and elections will be conducted by the school office staff. Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. The announcement will also be posted on the school marquee. Nominations will be accepted in September.
- Student representative elections will be conducted in September. All students are eligible for student member positions. The entire student body will have the opportunity to participate in student elections. During the month of September, nomination forms will be made available to students. All students nominated by their peers MUST accept the nomination prior to their name being placed on the official ballot. Once the official ballot has been created, the currently enrolled students will vote for student members. The students who receive the most votes will be the student members; the student receiving the next highest number of votes will be the student alternate.

All election ballots and result records will be maintained at the school site **for five (5) years.**

ARTICLE IV

Officers

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem 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.
- Perform all duties incident to the office of the 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/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 accordance with these bylaws.
- Keep a register of the names, 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.

Section B: Election and Terms of Office

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

Section C: Removal of Officers

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

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.

ARTICLE V

Committees

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 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.

ARTICLE VI
Meetings of the Council

Section A: Meetings

The council shall meet regularly on the set date. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at University City High School Principal's Conference Room. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Section C: Notice of Meetings

Written public notice of all meetings shall be given 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 following venues: PTSA Newsletter, UCHS Website, and posted on the front door to the office.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally, or by mail (or e-mail).

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.

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 (c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

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.

Public input may occur on any item on the current agenda, with prior notification to the chair, not to exceed three (3) minutes per speaker. Per the Greene Act, open public comment must occur before agenda items have been discussed.

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 the 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.