

## **School Site Council Bylaws**

### Article I: Duties of the SSC

The purpose of the School Site Council (SSC) is intended to be a consultation, recommending, and oversight body for the Local Control Accountability Plan (LCAP). The SSC also obtains recommendations for, and review of, the proposed Single Plan for School Achievement (SPSA) from all school advisory committees. The SSC represents all stakeholders of the school community to get their input. The school Directors, teachers, other school personnel, parents and students (secondary level) make up this group. Their primary responsibility is to help identify school-wide priority goals and to assist the leadership team in establishing a plan to achieve the goals.

The School Site Council of Making Waves Academy School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for School Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board 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 governing board approval whenever a material change 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 SSC by the governing board and by state law
- Annually provide input on the Local Control Accountability Plan

## Article II: Members

### Section A: Composition

The SSC shall be composed of sixteen (16) members, elected by their peers, as follows:

- Two (2) Middle School classroom teachers
- Two (2) Upper School classroom teachers
- One (1) Middle School support staff member
- One (1) Upper School support staff member
- Three (3) Middle School Parents
- Three (3) Upper School Parents
- Two (2) Upper School Students

In addition the Middle School Director and the Upper School Director shall be members of the SSC, to make a total of sixteen (16) members.

An Ex-Officio member without vote, who has expertise in school finance, shall be appointed to the SSC by the Chief Executive Officer.

The two (2) Upper School student members of the SSC shall be elected schoolwide by their peers' upon meeting membership requirements established by the Upper School Director.

### Section B: Term of Office

SSC members shall be elected for two (2) year terms or until successor has been elected and can be elected to subsequent terms without limit if qualified for the positions described above.

Upon adoption of these Bylaws current SSC members serving as of September 1, 2013 shall have terms of two (2) years, September 1, 2013 to August 31, 2015, except the Chairperson and one (1) Upper School classroom teacher shall have one (1) year terms September 1, 2013 to August 31.<sup>1</sup>

---

<sup>1</sup> Shaded areas are changes from the prior draft.

In order to implement staggered term end dates upon adoption of these Bylaws vacant positions on the SSC shall have terms with end dates as follows:

- Middle School Teacher – 8/31/14
- Middle School Teacher – 8/31/15
- Middle School Support Staff – 8/31/14
- Upper School Support Staff – 8/31/15
- Middle School Parent – 8/31/14
- Middle School Parent – 8/31/14
- Middle School Parent – 8/31/15

#### 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 SSC. Absentee ballots shall not be permitted.

#### Section D: Termination of Membership

The SSC may, by an 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 SSC chairperson. Membership shall automatically terminate upon missing of two (2) unexcused meetings in a row or three (3) unexcused meetings during the school year. Members can submitted prior to the meeting a written request to the Chairperson to be excused from the meeting. The Chairperson has the sole discretion to determine if a member's absence is excused or unexcused.

#### Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

#### Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member elected by the peer group for the unexpired term.

### Article III: Officers

#### Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, 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 Chief Executive Office and Ex-Officio Member
- 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

#### Section B: Election and Terms of Office

The officers shall be elected annually at the May meeting of the SSC and shall serve for one year starting July 1 to June 30, or until each successor has been elected.

#### Section C: Removal of Officers

Officers 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 SSC for the remaining portion of the term of office.

Article III A Parliamentarian

The Chairperson may appoint and remove a parliamentarian to provide advice on matters of parliamentary procedures. The parliamentarian's role during a meeting is purely and advisory and consultative one – since parliamentary law gives the chairperson alone the power to rule on questions of order or to answer parliamentary inquiries. The Chairperson may appoint a parliamentarian who is not a member of the SSC.

Article IV: 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

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 ..

#### Section F: Quorum

A majority 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 in attendance.

### Article V: Meetings of the SSC

#### Section A: Meetings

The SSC shall generally meet regularly on the second Thursday of each month. 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 meetings at the Middle School Library.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. All meetings shall be publicized in the following venues: posting in the Middle School, posting in the Upper School, publication in the Weekly Wave and posting on the Making Waves Academy website.

All required notices shall be delivered to the SSC no less than 72 hours and no more than seven (7) days in advance of the meeting, personally or by 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 *Robert's Rules of Order*.

#### 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 seven (7) days prior to the meeting at which the amendment is to be considered for adoption.

Prepared by: Anton Jungherr, December 30, 2013

Approved by School Site Council on January 9, 2014

By Anton Jungherr, School Site Council Temporary Secretary