

# ORANGE HIGH SCHOOL – SSC BYLAWS

Updated 10/12/2016

## **Article I      ORANGE HIGH SCHOOL - School Site Council**

The Orange Unified School District has established the Orange High School, School Site Council. Hereinafter, this Council may be referred to as SSC.

## **Article II      ROLE OF THE COMMITTEE**

Under state law, the SSC has responsibility for the following duties:

Serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources.

Analyze and evaluate the academic achievement of all students in the school.

Obtain recommendations from school site advisory, standing and special committees regarding the focus of the school's Single Plan for Student Achievement (SPSA).

Develop and approve the school plan and all proposed expenditures in accordance with all state and federal laws and regulations.

Recommend the school plan including related budget expenditures to the local governing board.

Providing ongoing monitoring of the implementation of the plan and budgets/expenditures, timelines, and evaluation criteria, as needed.

Participating in all local, state and general reviews of the school's program for compliance and quality.

Conducting an annual evaluation of the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students.

Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

Review and make recommendations District and School Parent Involvement Policies and School Compacts.

## **Article III      MEMBERS**

### **Section 1:      Size and Composition**

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The SSC shall be composed of Principal and Representatives of Teachers selected by teachers, other school personnel selected by school personnel; parents selected by parents and high school students selected by students.

The SSC shall be composed of 16 members.

Parent /community and student membership is equal to school staff membership.

Classroom teachers must be in the majority of the staff side.

“Other School Personnel” includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.

Parents/community members and students equally share half of the council

4 parents/Community members

4 High School Students

And

5 classroom teachers

2 other staff as describe above

1 Principal

## **Section 2: Term of Office**

All members of SSC shall serve for a term of 2 years.

However, in order to achieve a staggered membership of parents/guardians one half, or the nearest approximation, of the parents/guardians will be elected each year.

At the end of each representative member’s term, membership terminates. In order to continue to serve as an SSC member, the members must be re-elected.

## **Section 3: Selection/Election of Members**

Elections of SSC members shall be held each year between the months of May and September.

Annually, SSC members will assist the principal in recruiting members to serve on the SSC and assist with the election of parent/guardian members to the committee.

In all elections for parent members, ties will be decided by lot.

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## **Section 4: Voting Rights**

Each member of the SSC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC. Proxy votes are permitted except for the purpose of establishing a quorum, to adopt budgets, to approve variations in previously approved expenditures in excess of \$250.00 or to adopt the Single Plan for Student Achievement.

## **Section 5: Termination of Membership**

Membership shall automatically terminate for any member who is absent from all regular meetings for a period of four consecutive meetings.

## **Section 6: Transfer of Membership**

Membership on the SSC may not be assigned or transferred.

## **Section 7: Resignation**

Any selected SSC member may terminate his/her membership by submitting a written letter of resignation to the SSC chairperson.

## **Section 8: Vacancy**

Can be filled by:

~An election by the appropriate representative group

Or

~An appointment by the remaining members of the peer group (only peer group members appoint)

## **Article IV Officers**

### **Section 1: Officers**

The officers of the SSC shall include a chairperson, vice-chairperson, secretary, parliamentarian.

### **Section 2: Election of Officers and Terms of Office**

The SSC officers shall be elected annually and shall serve a term for two years or until a successor has been elected.

### **Section 3: Vacancy in an Officer Position**

If an officer vacancy occurs, the SSC will elect a new officer.

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## **Section 4: Officer Duties**

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Assume other such duties as assigned

The vice-chairperson shall:

- Represent the chairperson or the SSC 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
- Promptly transmit to each of the SSC members copies of the minutes of SSC meetings
- Serve as custodian of the SSC records
- Maintain a list of the address, phone numbers and term of office of each SSC member
- Perform such duties as assigned by chairperson

The parliamentarian shall:

- Be time keeper at SSC meetings
- Keep meeting time in accordance with the bylaws.

## **Article V COMMITTEES**

### **Section 1: Standing and Special Committees**

The SSC may from time to time establish standing or special committees to perform various functions. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the SSC and are advisory to it. Standing or special committee may exercise the authority of the SSC. A standing or special committee may be abolished by a vote of the SSC.

The purpose of these committees is to:

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- Gather and analyze data
- Examine materials, staffing or funding possibilities and
- Propose to the SSC strategies for improving the instructional practices for SSC

## **Section 2: Standing and Special Committee Membership**

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

## **Section 3: Standing and Special Committee Term of Office**

The SSC shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

## **Section 4: Standing and Special Committee Rules**

Each standing and special committee will establish procedural rules that are consistent with the SSC's bylaws.

## **Article VI SSC MEETINGS**

### **Section 1: Meetings**

The SSC shall hold its regular meetings at 3pm once per month, per posted calendar, as designated at initial meeting of the school year.

Special SSC meetings may be called by the chairperson or by a majority vote of the SSC.

Initial meeting will be decided upon at final meeting of previous year.

### **Section 2: Notice of Meetings**

Written notice of the meeting shall be posted at least 72 hours in advanced of the meeting at the school site or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time or location of the meeting need to be especially noted in the agenda. The SSC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that

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there is a need to take immediate action and that the need for action came to the attention of the SSC after the posting of the agenda.

Questions or brief statements made at a meeting by members of the ELAC or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to SSC members no less than 72 hours and no later than 3 days in advance of the meeting, personally, by mail or by email.

The SSC agenda will be posted in the following location: front office.

## **Section 3 Quorum**

The presence of 50% of the SSC membership in attendance at the meeting will constitute a quorum. No decision of the SSC shall be valid unless a quorum of the membership is present.

## **Section 4 Conduct of Meetings**

SSC meetings shall be conducted in accordance with the rules of order established by Robert's Rule of Order or an adaptation thereof approved by the SSC.

If an SSC violates any of the procedural meeting requirements found in Robert's Rules of Order, and upon demand of any person, the SSC shall reconsider the item at its next meeting after allowing for public input.

## **Section 5: Meetings Open to the Public**

All SSC meetings shall be open to the public and any member of the public shall be able to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the SSC on any item of interest to the public, before or during the SSC's consideration of that item.

The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention after the agenda was posted.

Each meeting agenda will include a time for public comment the SSC will provide opportunities for the public to comment on matters that are not on the agenda but no action may be taken by the SSC.

The minute of the SSC meeting are public records and are available to the public.

Any materials provided to the SSC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act [Chapter 3.5(Commencing with Section 6250) of Division 7 of Title 1]

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## **Section 6: Uniform Complaint Procedures**

Annually, the SSC shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any SSC member or member of the public believes that the school or SSC has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint with the district.

## **Article VII BYLAWS AMENDMENTS**

An amendment of these bylaws may be made at any regular meeting of the SSC by vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to committee members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.