

MIRA MESA HIGH SCHOOL
School Site Council (SSC)
2020-2021 Approved By-laws

Updated & Approved 9/30/2020

Article I:

Duties of the School Site Council

The school site council of Mira Mesa High School, hereinafter referred to as the council, shall carry out the following duties:

- Review and direct Mira Mesa High's Categorical Budget along with a view of the total budget. This may take the form of the Local Control Funding Formula (LCFF).
- Develop and approve a site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) and related categorical expenditures in accordance with all state and federal laws and district regulations.
- Recommend site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) and categorical expenditures to the SDUSD Board of Education for approval.
- Recommend to the SDUSD Board of Education changes to categorical funds.
- Provide ongoing review of the implementation of site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) with data provided by the school.
- Approve modifications to the site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) whenever the need arises
- Submit the modified site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Regularly, review the progress made on school and WASC goals to raise the academic achievement of all students.
- May serve as the MMHS English Learner Advisory Committee.
- May provide a representative to the District English Learner Advisory Committee (DELAC), unless there is an independent school ELAC which sends a representative to DELAC meetings.
- Provide a representative to the District Advisory Committee (DAC)
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by California state law.

Article II Members

Section A: Composition

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

- *The Principal*
- *Classroom teachers*
- *Other school staff member*
- *Parents or community staff members (25%)*
- *Students (25%)*

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. The principal or a designee shall attend all SSC meetings; however, only the principal may vote on actions. Parents and Community members make up 25% of the membership. Students make up 25 % of the membership. The principal, teachers, and other staff make up 50% of the membership.

Section B: Term of Office

Council members shall be elected for 2-year terms.–At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting. A service year begins in October and extends through September the following calendar year.

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.

Section D: Termination of Membership

The council 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 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 an appointment affirmed by two thirds of the council for the period of time until the next regular election.

Article III

Elections

Section A: Election of Council Members

- The Principal is a standing member of the council.
- Nominations and elections will be conducted by phone, e-mail, in person, and by mail to the designated school staff person.
- Election results are reported in the minutes, which are kept in the SSC binder.
- Nominees receiving the greatest number of votes shall be appointed as members.
- Staff Elections:
 - Certificated staff elections will be held before the first SSC meeting in October. The certificated membership will be elected into positions for two years. Nominations and elections are conducted by the certificated staff.
 - Other staff elections will be held before the first SSC meeting in October. The other membership will be elected into positions for two years. Nominations and elections are conducted by the classified and non-teaching certificated staff.
- Parent Elections:
 - Nominations for parent representatives will commence as the early as the last Wednesday of August and conclude one week prior to Open House. Parents will be notified by phone call out and e-mail that nominations for SSC are open. Parents may nominate themselves or another parent by calling or e-mailing the school.
 - ⊖ Voting will by ballot delivered either in person, by e-mail, or regular mail. Voting opens at Open House. Voting closes two days later.
- Student Elections:
 - Student elections will be held before the first SSC meeting in October. Student members may continue to serve throughout their enrollment at Mira Mesa High School. Nominations and elections will be conducted by the Associated Student Body.

Article IV Officers

Section A: Officers

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

The chairperson shall:

- Preside at all meetings of the council.
- Prepare and post the agenda.
- Collaborate with the principal to develop agendas and reviewing minutes prior to posting.
- Provide that minutes of all regular and special meetings of the council are kept, sent to all members, and posted on the school website and public bulletin board.
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the council
- Provide that 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, be maintained.
- 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.
- Provide that all records of the council are kept and available for public view.

The Vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.
- Perform other such duties as are assigned by the chairperson or the council.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes to chairperson.
- Provide all notices in accordance with these bylaws.
- Perform other such duties as assigned by the chairman or the council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first 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 their 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: Other Standing and Special Committees

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

Section C: Terms of Office

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

Section D: 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 E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

Article VI

Meetings of the Council

Section A: Meetings

Ordinarily, the council shall meet on the 2nd Wednesday of a school month. The council will hold a minimum of 8 meetings, with the first meeting held in October. 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 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 council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings 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: e-mail to members, bulletin board, and school website.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, either in person, by mail, or by 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. Only members, and invited guests shall participate in council discussions.

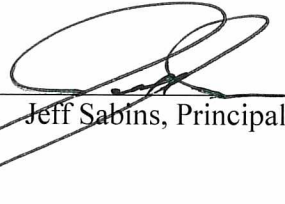
**Article VII
Amendments**

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 14 days prior to the meeting at which the amendment is to be considered for adoption.

By-laws approved


Chair MMHS SSC

10/2/2020
Date


Jeff Sabins, Principal

10/2/2020
Date