

**San Diego Unified School District
TAFT MIDDLE SCHOOL
January 28, 2016**

**ARTICLE I
Taft Middle School Site Council**

**ARTICLE II
Role of Council**

The Single Plan for Student Achievement (SPSA) shall be developed and recommended by the School Site Council (SSC). The SSC, following approval of the SPSA by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel and pupils, the implementation of the School-Based Coordinated Program (or the Motivation and Maintenance Program) and to assess periodically the effectiveness of such programs. Modifications or any improvement to the SPSA shall be developed, recommended, and approved or disapproved in the same manner. The SSC shall carry out all other duties and responsibilities assigned to it through the Education Code of the State of California.

**ARTICLE III
Members**

Section 1 – Composition

The needs and resources of the School-Based Coordinated Program (or Motivation and Maintenance Program) require that staff membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the SSC shall be: the principal, teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents, and in High Schools, pupils selected by pupils attending the school.

At both the elementary and secondary levels, classroom teachers shall comprise the majority of those persons representing school staff.

At the secondary level, the parent/community portion of the SSC must also include students.

Council members representing parents, other community members, or pupils shall not be employees of the school.

Middle Schools may choose either the elementary model or the secondary model.

Elementary Model Membership

50% Parent/Community Members	50% School Staff Members
<ul style="list-style-type: none"> • Parents must have a child enrolled in the school. • Parents/Community members may not be employed at the school site. 	<ul style="list-style-type: none"> • Principal is an automatic member. • Minimum of three (3) classroom teachers. • Minimum of one (1) other staff member.*

*Other staff member is defined as: 1) Non-classroom certificated, or 2) Classified.

Council must have a minimum of ten (10) members.

Section 2 – Term of Office

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the council’s existence.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted. Email voting will be allowed to expedite special or emergency situations. The SSC secretary will contact all voting members. A majority “yes” vote will constitute approval. The secretary will record votes and present results at the next meeting to be included in the minutes.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meet the membership requirements under which they were selected, e.g., a parent becomes employed by the school site. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three (3) consecutive months.

Section 5 – Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the chairperson of the SSC.

Section 7 – Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE IV OFFICERS

Section 1 – Officers

The officers of the SSC shall be a chairperson, secretary and such other officers as the council may deem desirable.

Section 2 – Election and Term of Office

The officers of the SSC shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the SSC whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the SSC for the unexpired portion of the term.

Section 5 – Chairperson and Vice-Chairperson

The chairperson shall preside at all meetings of the SSC and may sign letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the SSC from time to time. In addition, Taft Middle Schools SSC/SGT Co-chairs will perform the chairperson's duties in their absence.

Section 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the governing board and shall promptly transmit to each of the members, to the school district, and to such persons as the SSC may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the SSC records; keep a register of the address and telephone number of each member of the SSC which shall be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such duties as from time to time may be assigned to the office by the chairperson or by the SSC.

ARTICLE V Committees

Section 1 – Standing and Special Committees

The SSC may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the SSC.

Section 2 – Membership

Unless otherwise determined by the SSC in its decision to establish a committee, the chairperson of the SSC will solicit volunteers or shall appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

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

Section 5 – Quorum

Unless otherwise provided in the decision of the SSC designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 – Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the School Site Council

Section 1 – Regular Meetings

School Site Council shall meet regularly at least once per month or a minimum of eight (8) times per year with the first meeting taking place before the last day of the second month of school.

Section 2 – Special Meetings

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

Section 3 – Place of Meetings

The SSC shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or email to each member not less than 72 hours prior to the date of such meeting.

Section 5 – Decisions of the School Site Council

All decisions of the SSC shall first be made by consensus and if consensus is not reached an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC.

Section 7 – Conduct of Meetings

All regular and special meetings of the SSC shall be conducted in accordance with *Robert's Rules of Order* or in accordance with appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the SSC and of its standing or special committees shall be open at all times to the public.