

# **ROSEMEAD HIGH SCHOOL**

## **SCHOOL SITE COUNCIL**

### **BYLAWS**

#### **I. NAME AND PURPOSE**

- a. The name of this council shall be the Rosemead High School School Site Council.
- b. The purpose of Rosemead High School's School Site Council is to support the needs of our at-risk students. The goal is to improve academic achievement while closing the achievement gap. This is achieved by building relationships with students and families and understanding the connections of current and potential programs to academic success. This is accomplished through a continual process of evaluating, adopting, and funding those programs.

#### **II. RESPONSIBILITIES OF SCHOOL SITE COUNCIL**

- a. Development and recommendation of a Single Plan for Student Achievement (SPSA), including a budget, and a Comprehensive School Safety Plan, which are consistent with the goals and objectives of the El Monte Union High School District.
- b. Review with the principal, teachers, other personnel, and pupils the implementation of the Single Plan for Student Achievement and Comprehensive School Safety Plan and assess periodically the effectiveness of the programs.
- c. Yearly review of the Single Plan for Student Achievement, Budget, and Comprehensive School Safety Plan and, if needed, make modifications to reflect changing needs and/or priorities.
- d. Act as a liaison between school and community, and provide leadership, motivation and communication to the staff, students, and community regarding the activities and progress of the Single Plan for Student Achievement and Comprehensive School Safety Plan.
- e. Carry out all other duties and responsibilities assigned to it in the Education Code of the State of California and the El Monte Union High School District Board of Education policies.

#### **III. MEMBERSHIP COMPOSITION**

- a. The minimum required Rosemead High School School Site Council membership shall consist of the following people: the school principal; three classroom teachers; one other school personnel; five parents, students, and/or community members, for a total membership of ten.
- b. Any additions to the group of classroom teachers or other school personnel must be balanced by community representatives (parents, students, or community members).
- c. The number of classroom teachers must constitute the majority of school members.

#### **IV. TERM**

The term of office for all council members (except the principal) will be for three years. No member (except the principal) may serve more than one term consecutively. If agreed upon by a majority vote of the members, the three-year term may be extended by one year.

#### **V. ALTERNATE**

- a. Each group (teachers, other school personnel, parents/community members, students) on the council will elect an alternate.
- b. The term of office for the alternate will be two years.
- c. Alternates can vote for regular members of the SSC in their absence.
- d. Alternates can replace regular members when a regular member of the SSC is absent for three or more consecutive meetings, if the SSC votes for this action.

#### **VI. 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. Decisions of the School Site Council shall be made only after an affirmative vote of the majority, provided a quorum (majority of total membership) is in attendance.

#### **VII. VACANCY**

- a. In case of a vacancy in any of the groups the president will set a date for a special meeting of the peer group (teachers, other school personnel, parents, or students). The group will conduct a secret ballot to elect a person to fill the vacancy.
- b. If the vacancy occurs at the end of the school year the person filling the vacancy will serve a normal term as provided above. If the vacancy occurs during the school year, the person filling the vacancy will complete the school year and then serve a complete term as provided above.

#### **VIII. ELECTIONS**

To fill expired terms, elections will be held through an open nomination letter sent to each required participation group. Interested individuals will submit their name in writing to be placed on a ballot to be sent home and returned to Rosemead High School. Principal along with two other SSC members will tally the results. If two other SSC members cannot meet within a timely manner, the principal may choose one staff person and one community member to tally votes. Such elections will be held near the end of the school year preceding the term or by the end of September of the school year that starts the term, with elected members beginning the two-year term at the meeting following the election.

## **IX. TERMINATION OF MEMBERSHIP**

- a. A member shall no longer hold membership should he/she cease to be a resident of the area, or no longer meet the membership requirements under which they were selected.
- b. The council may declare termination of membership if a member is absent from regular or special meetings for three consecutive months.
- c. The council, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

## **X. RESIGNATION**

A member may resign by filing a written resignation with the president.

## **XI. MEETING DATE AND PLACES**

School Site Council shall meet regularly at least six times each year. Special meetings may be called by the Principal, chairperson, or by majority vote of the School Site Council. Meetings will be held in a facility provided by the school and shall be open at all times to the public.

## **XII. QUORUM**

A simple majority of the total membership shall constitute a quorum.

## **XIII. COMMITTEES**

- a. The School Site Council may, from time to time, establish and/or abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.
- b. Membership - Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

## **XIV. OFFICERS**

The officers of this council shall be a president, a vice president, and a recording secretary.

## **XV. ELECTION OF OFFICERS**

a. All officers shall be elected annually at the first SSC meeting for the school year. The term of service shall be for one year. New officers assume their duties at the first meeting of the next fiscal year.

b. Should a vacancy occur in any office before new elections are held, the president shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy can be filled through the elective process.

#### **XVI. DUTIES OF OFFICERS**

a. The president shall preside at all meetings of the School Site Council, perform other duties incident to the office of the president, and such other duties as may be prescribed by the School Site Council.

b. Should both the president and vice president be absent, the recording secretary shall preside.

d. The recording secretary shall keep the minutes of all meetings.

e. The school office manager, Principal, or any Rosemead HS School Site Council Officer shall notify members of meetings, send agendas as needed, attend to correspondence, and send out publicity as directed.

#### **XVII. AMENDMENT**

These bylaws may be amended at any regular meeting by a two-thirds vote of the members present, provided a quorum is in attendance.

#### **XVIII. NONDISCRIMINATION STATEMENT**

Rosemead High School School Site Council does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

*Revised and adopted, May 10, 2023*