

# La Costa Canyon High School Site Council Bylaws

## Article I Duties of the School Site Council

The school site council of La Costa Canyon High School, hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement (SPSA)* and *Local Control Accountability Plan (LCAP)* from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Regularly, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

## Article II Members

### Section A: Composition

In accordance with Education Code Section 52852, the school site council shall be composed of twenty (20) members, elected by their peers, as follows: nine (9) certificated staff members including the Principal, one (1) classified staff member, five (5) student representatives, one of which should be a member of the English Language Learner population; five (5) parent representatives which should include a member from the La Costa Canyon Foundation, and which should include a member from the ELAC community.

1. The runner-up in each category in the election shall be designated as an alternate.
2. School Site Council members representing the parent population shall not be employees of La Costa Canyon High School, but may be employees of SDUHSD.
3. No member should occupy two seats on the council.
4. The membership shall not exceed twenty (20).
5. The council should actively encourage a membership that represents the geographic, ethnic, and socio-economic composition and diversity of La Costa Canyon High School.

## **Article II Members**

### **Section B: Term of Office**

Adult school site council members shall be elected for two (2) year terms. Student school site council members shall be elected for one (1) year terms. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

### **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 school site council. Absentee and email ballots may be permitted by the members if said member (members) wishing to cast such a vote was (were) in attendance at council meeting when actionable items were discussed. Alternates are not permitted to vote unless they are filling in for an absent member.

### **Section D: Termination of Membership**

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

1. The member can no longer uphold the duties for which he/she was elected, and;
2. The member misses three (3) consecutive council meetings.

A parent member must resign his/her membership if his/her child(ren) no longer attend La Costa Canyon High School, except by a vote of two-thirds of the council members, a parent member may remain on the council for one school year after their child has left the school.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

### **Section E: Transfer of Membership**

Membership on the school site council may not be assigned or transferred.

### **Section F: Vacancy**

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by the seating of the alternate, which is defined as the runner-up candidate in each category. This seating shall remain in effect for the remainder of the current term of office.



## **Article III Officers**

### **Section A: Officers**

The officers of the school site council shall be a chairperson, vice-chairperson, and secretary.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incidental to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.
- Prepare an agenda in consultation with the Principal.

The vice-chairperson shall:

- Act as parliamentarian.
- Substitute for the chairperson in his or her absence.
- Perform other duties as assigned by the chairperson.

The secretary shall:

- Keep and take minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the district office.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the school site council.
- Perform other such duties as are assigned by the chairperson or the school site council.
- Keep accurate and updated copies of the school site council bylaws.

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

The officers shall be elected annually at the first meeting of the school site council and shall serve for two years. An officer may serve in the same position for two (2) consecutive terms.

### **Section C: Removal of Officers**

Officers may be removed from office by 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 school site council, for the remaining portion of the term of office.

## **Article IV Committees**

### **Section A: Subcommittees**

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

### **Section B: Other Standing and Special Committees**

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

### **Section C: Membership**

Unless otherwise determined by the school site council, the school site council 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 school site council 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 or rules adopted by the school site council, or policies of the district governing board.

### **Section F: Quorum**

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site council. 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 School Site Council**

**Section A: Meetings**

The school site council shall meet regularly throughout the academic year as necessary. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

**Section B: Place of Meetings**

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site 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 on the La Costa Canyon website. All required notices shall be delivered to school site council and committee members no less than 72 hours in advance of the meeting, personally by mail or by e-mail.

**Section D: Quorum**

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

**Section E: Conduct of Meetings**

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 35147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council. The La Costa Canyon High School will adhere to the district-wide agenda template to conduct efficient and organized meetings.

**Section F: Meetings Open to the Public**

All meetings of the school site council and of committees established by the school site council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. Public input may occur on any item on the current agenda, with prior notification to the chair, not to exceed three (3) minutes per speaker.

**Article VI**  
**Amendments**

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least thirty (30) days prior to the meeting at which the amendment is to be considered for adoption.

