

**Marysville Charter Academy for the Arts  
School Site Council Bylaws  
Proposed December 6, 2023**

## **ARTICLE I: DUTIES AND FUNCTIONS**

The School Site Council of Marysville Charter Academy for the Arts, hereinafter referred to as the School Site Council, shall carry out the following duties:

- Review recommendations for improvement of the *Single Plan for Student Achievement* (SPSA), the *Local Control Accountability Plan* (LCAP) and the *School Site Safety Plan* from any stakeholders.
- Develop and approve the SPSA/LCAP and related expenditures in accordance with all District, state and federal laws and regulations.
- Recommend the plans and expenditures to the MJUSD Board of Education for approval.
- Provide ongoing review of the implementation of the plans with the principal, teachers, school staff members and other stakeholders.
- Make modifications to the plans whenever the need arises.
- Submit the modified plans to the MJUSD Board of Education for approval whenever a material change is made in planned activities or related expenditures.
- Annually use data to evaluate the progress made toward school goals to raise the academic achievement of all students.
- Develop the comprehensive safe school plan.
- Carry out all other duties assigned to the School Site Council by the MJUSD Board of Education and by state law.

## **ARTICLE II: MEMBERSHIP**

### **A. Composition**

The School Site Council shall be composed of a minimum of 14 members, selected by their peers, as follows:

1. 5 Classroom teachers (must be the majority on the staff side)
2. 1 Classified Staff member
3. 4 Parents or community members, who must be elected by parents
4. 3 students are members—ASB President, ASB Vice-President and one “at large” student representative, selected from 9-11 grades.
5. The school principal is an automatic member of the School Site Council

### **B. Term of Office**

School Site Council members shall be elected for two year terms. Half, or the nearest

approximation thereof, of each representative group shall be elected during odd years; and the remaining number shall be elected during even years. At the School Site Council's first meeting, each member's current term of office shall be recorded in the meeting minutes.

#### 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 ballots shall be permitted if there is an email record of the information being provided and of the member's vote.

#### D. Termination of Membership/Officers

1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
2. Members/officers will be automatically terminated from the School Site Council when their affiliation with the school or position for which they are representing ends.
3. The School Site Council may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

#### E. Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

#### F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the SSC must conduct an election to fill the vacancy at the next regularly scheduled meeting. Public notification must be provided, and this item must be listed on the posted agenda.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying SSC members are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda.

### **ARTICLE III: OFFICERS AND DUTIES**

#### A. Officers and Terms of Office

1. SSC officers elected in the fall of one year will remain in office for two years until new officers are elected in the fall of the subsequent year. Ideally the Chair and the Secretary will be placed into office one year and the Vice-Chair and the

Parliamentarian the next so that there is some continuity among the elected officers from term to term.

2. The officers of the School Site Council shall be the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian

#### B. Officer Duties

1. The Chairperson shall:

- Preside at all meetings of the School Site Council.
- Sign all reports and other communications of the School Site Council.
- Perform all duties relevant to the office of the Chairperson.
- Participate in planning of the agenda.
- Have other such duties as are prescribed by the School Site Council.

2. The Vice-Chairperson shall:

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in his or her absence.
- Participate in planning of the agenda.

3. The Secretary shall:

- Keep 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.
- Provide all notices in accordance with these bylaws.
- Assist in keeping the records of the School Site Council.
- Maintain a current roster of SSC members.
- Perform other such duties as are assigned by the Chairperson of the School Site Council.
- Participate in planning of the agenda.

4. The Parliamentarian shall:

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about bylaws of the Council, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).

- Participate in planning of the agenda.

#### **ARTICLE IV: COMMITTEES**

##### **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/students/community shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

##### **B. Other Standing and Special Committees**

The School Site Council may establish and abolish standing or special committees with such composition 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.

##### **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.

##### **D. Terms of Office**

The School Site Council shall determine the terms of office for members of a committee.

#### **ARTICLE V: MEETINGS OF THE SCHOOL SITE COUNCIL**

##### **A. Schedule**

The School Site Council shall meet a minimum of four times per year. Additional meetings of the School Site Council may be called by the Chairperson or by a majority vote of the School Site Council.

##### **B. 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 simple majority (50% + 1) of the members of the School Site Council shall constitute a quorum. Any meeting may continue without a quorum for purposes of presentations or discussions; however, action or voting may not take place without a quorum.

### C. Location of Meetings

The School Site Council shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public or handicapped persons. Alternate meeting places may be recommended by a majority of the committee but must be approved by the school administrator. The School Site Council shall also be available as a hybrid meeting in that members may attend in person or via Zoom.

### D. Notice of Meetings

Written public notice and agendas shall be given of all meetings at least seventy-two hours in advance of the meeting, except in the case of an emergency meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside, on the school website and sent via Parent Square. All required notices shall be provided to School Site Council and committee members no less than seventy-two (72) hours in advance of the meeting, personally or by email.

### E. Conduct of Meetings

Meetings of the School Site Council shall be conducted in accordance with the rules of order established by California Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by the School Site Council.

### F. Special Emergency Meetings

Notices and agendas must be posted twenty-four hours prior to the scheduled start time of the meeting. Notices should be posted in a visible and accessible area outside the meeting location and on the school website.

### G. Meetings Open to the Public

All meetings of the School Site Council shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.