MENLO-ATHERTON ADVISORY COUNCIL

An Administrative Shared Leadership Body
Designed to Govern the School-wide Teaching and Learning Environment
Through the Monitoring of the School's Mission, Vision,
Expected School-wide Learning Results
and
Single Plan for Student Achievement

Parameters for Site-Based Management and Shared Decision Making
(Taken from an Addendum to the SBM/SDM Framework approved in 1995
Sequoia Union High School District)

1. Decisions should be focused on issues that primarily affect teaching and learning.

2. Decisions should contribute to high expectations and high standards for student performance.

3. Decisions should be made at the appropriate place. Decisions made by District management that affect the sites should, when practical, be reviewed with the affected sites.

4. Decisions must conform to legal mandates.

5. The Board and Superintendent expect the Principal to monitor and implement all parameters established for SBM/SDM. The Principal shall also have the primary responsibility, and therefore the ultimate authority, for ensuring the safety and welfare of all students and adults, the solvency of the school's finances, and the supervision and evaluation of employees.

6. Financial obligations are primarily local.

7. School sites may choose to incorporate into their school plan's budget release time or money for purposes of compensating members who have leadership roles in SBM/SDM. Total release time or compensation allowance for the whole school shall not exceed $20,000 each year from public school funds (local/state/federal). Additional funds for compensation may be possible only with non-public funds.

8. Each site decision-making body will ensure communication with the District Office and the Board and will understand that the Superintendent and/or Board retain the right to have governance councils reconsider decisions that are not in accordance with Board direction.

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Bylaws of Menlo-Atherton High School
Menlo-Atherton Advisory Council

VISION

The M-AAC represents educators, students, and parents coming together to support a positive school environment with optimal teaching and learning.

The M-AAC seeks to promote students' academic/social/emotional wellbeing in connection to the school community, and supports educators in raising the academic performance for all students.

In alignment with and support of district guiding principles:

- Equity - A diverse community must ensure equity in access and opportunity. The District is committed to implementing academic and extracurricular program structures and policies that serve the best interests of all students.

- Environment - Academic, social, and personal growth requires a fostering, safe, and engaging environment. All members of the educational community will strive to create and sustain the most ideal environments for students.

- Teaching - Effective teaching will ensure that all students will have the skills and options to pursue a variety of pathways after graduation. The District is committed to providing a professional environment for all staff characterized by a growth mindset, continuous professional development, and mutual respect.

ARTICLE I

The name of this Council shall be the Menlo-Atherton High School Menlo-Atherton Advisory Council (M-AAC).

ARTICLE II
Purpose & Implementation

The M-AAC is a school-wide decision-making body that seeks to promote the continuous improvement of Menlo-Atherton High School for all students through a single planning process that coordinates federal, state, and district programs and services. The M-AAC shall operate consistently with California State Education Code Section 52010-52039 and the Sequoia Union High School District Framework for Site-Based Management with Shared Decision-Making (approved by the Board of Trustees April 5, 1995).

The Single Plan for Student Achievement / WASC Plan (the Plan) shall be reviewed and endorsed by the M-AAC. Following the approval of the Plan by the school district governing board, the M-AAC shall have ongoing responsibility to review with the principal, staff, parents, and students the implementation of the programs resulting from the Plan and to assess periodically the effectiveness of such programs. Modifications or improvements to the Plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The M-AAC shall carry out all other duties and responsibilities assigned to it by the school district governing board and the Education Code of the State of California.

In order to fulfill this purpose, the M-AAC works in conjunction with the school Site Council. The Site Council allocates funds and approves the Site Plan goals.

ARTICLE III
Members

Section 1 – Size and Composition (M-AAC)

- Membership shall be a broad representation of staff, students, and parents, representing, to the extent possible, the composition of the school's student population.
- The M-AAC shall be composed of 22-26 members (depending upon need for at-large members). *Representation on the M-AAC shall be:*
    - Eleven certificated teachers, representative of each department.
        - *Department list:* English, Math, Science, Social Studies, World Languages, Special Education, Visual/Performing Arts, Physical Education, Guidance, Career Technical, and English Language Learners
    - Menlo-Atherton High School Principal
    - One - three classified staff member(s) at the school, selected by such classified staff members
    - Four parents. One representative each from:
        - PTA
        - ELAC (voting to be coordinated by ELAC)
        - Two at-large (voting to be coordinated by the PTA)
    - Community member/Foundation
    - Four students, with selection coordinated among on campus classes and groups, like Leadership, AVID, Academy, etc. Student selection may be based upon teacher recommendation, and rooted in securing more diverse representation.
    - The at-large member (12^{th} and 13^{th} staff members) will be selected by soliciting interested staff.
        - *Process of electing at-large member:* This at-large member may be either classified or certificated (non-administrator). If two or more candidates come forward there will be an election, with voters being all classified and certificated (non-administrator) members. All school-wide election tally results will be made public, upon request. If one or two people are interested, they will become the

at-large member. If no interest is expressed, M-AAC will function with two fewer members for that year. Classroom teachers shall constitute the majority of those persons representing the school staff. Parent members may be employees at a school in the District, but may not serve as a parent representative at the site of employment or if employed by the District.

All members should send a voting representative in their place if they cannot attend a meeting.

The M-AAC members will follow Bylaw rules, serve on a committee/task force (group or individual) as needed, act as a communication liaison between their stakeholder group and the M-AAC, gather information to help solve problems, and design and approve an annual evaluation of the M-AAC process.

Section 2 – Term of Office

M-AAC members shall serve for a one-year term not to exceed four consecutive terms. The secretary will keep track of how many terms a member has served. An exception to the term limit may be made if there are no other volunteers from a particular department, but the representative must alert the chairperson. The chairperson and all at-large members will serve for a two-year term. Membership selection for the next school year must take place by the end of the current school year. Because the at-large position is voted on by the entire staff every two-years, term limits do not apply.

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 M-AAC. When members are not able to attend a meeting, they must select a representative to appear in their absence and that representative shall take the place of the member, shall count as part of a quorum, and shall be able to vote for the duration of that meeting. Absentee ballots shall not be permitted.

A vote by e-mail may be considered for emergency situations. An e-mail vote of all responding members must be unanimous or no action is taken. A quorum must vote.

Section 4 - Termination of Membership

Membership shall terminate when a member no longer meets the membership requirements under which he/she was selected. A member who misses three meetings in one semester may be removed from M-AAC and replaced with a member selected from the appropriate group.

Section 5 – Transfer of Membership

Membership in the M-AAC is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the M-AAC.

Section 7 – Vacancy

Any vacancy on M-AAC shall be filled for the remainder of the school year by a special election within that constituency.

ARTICLE IV
Officers

Section 1 – Officers

The officers of M-AAC shall be a chairperson, vice-chairperson, secretary (can be a paid nonmember), and such other officers as the Council may deem desirable as elected from the M-AAC membership.

Section 2 – Removal

Any officer may be removed by a two-thirds vote of all members whenever, in the judgment of the M-AAC, its best interests would be served thereby.

Section 3 – Vacancy

A vacancy in any office for any reason shall, by special election of the members, be filled for the unexpired portion of the term.

Section 4 – Chairperson

The chairperson shall preside at all meetings of the M-AAC or select a facilitator to preside. The chairperson may sign all letters, reports, and other communications of the M-AAC. The chairperson shall, in coordination with the principal, prepare an agenda for each meeting and submit it to the secretary for posting in accordance with Article VI, section 7. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the M-AAC from time to time.

Section 5 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his/her absence. The vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the M-AAC.

Section 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the M-AAC and shall promptly transmit to each of the members, and to such other persons as the M-AAC may deem appropriate, 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 M-AAC records; keep a register of contact information of each member of the M-AAC, which shall be furnished to the secretary by such members; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the M-AAC.

Section 7 – Parliamentarian

A parliamentarian to resolve questions of procedure, often with the help of Robert's Rules of Order" or similar guide.

ARTICLE V
Committees/Task Force

Section 1 – Standing and Special Committees

The M-AAC may from time to time establish and abolish such standing or special committees and/or task forces as it may desire. No standing or special committee may exercise the authority of the M-AAC.

Section 2 – Membership

Members of standing or special committees may be selected from among M-AAC members and/or from the various constituencies within Menlo-Atherton High School: school staff (including administration), students, parents, and appropriate members of the community. The M-AAC chairperson shall, with the advice of the members of the M-AAC, appoint members to the various committees. Members of such committees may not have alternates.

Section 3 – Term of Office

Each member of a committee/task force shall continue as such for the term of his or her appointment and until a 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/task force may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the M-AAC or with policies of the governing board.

Section 5 – Quorum

Unless otherwise provided in the decision of the M-AAC designating a committee, a majority of the committee/task force shall constitute a quorum, and the act of a majority of 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.

Section 7 – Reports

Committees/task forces will report back to M-AAC upon request or when the committees/task forces determine appropriate.

ARTICLE VI
Meetings of the M-AAC

Section 1 – Regular Meetings

The M-AAC shall meet regularly at least once per month, unless otherwise determined by the chairperson.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the M-AAC.

Section 3 – Place of Meetings

The M-AAC shall hold its regular bi-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 and required notice shall be in writing and shall state the day, hour, and location of the meeting. Members shall receive notification no less than 72 hours or more than two weeks prior to the date of such meeting.

Section 5 – Decisions of the M-AAC

All decisions of the M-AAC shall be made only after an affirmative vote of a two-thirds (66%) majority of its members in attendance, provided a quorum is present.

Section 6 – Quorum

The presence of at least 51% of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the M-AAC.

Section 7 – Conduct of Meetings

All regular and special meetings of the M-AAC shall be conducted informally with Robert's Rules of Order called upon if deemed necessary.

Section 8 – Meetings Open to the Public

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

Amended May 4, 2006
Ratified by 90% Approval
All Staff May 24, 2006

Amended June 11, 2007
unanimous SDMSC

Amended Feb 21, 2008
unanimous SDMSC

Amended May 6, 2009
79% SDMSC vote

Amended Sept 1, 2010
94% SDMSC vote

Amended April 14, 2016
unanimous SDMSC

Chart for member terms
update student reps
name cards with names, roles, dept

Amended Sept 14, 2023
Sect. VI, Art. 1 Once Per Month, unanimous SDMSC

Amended Dec. 11, 2025
Change the name of M-AAC to M-AAC (Menlo-Atherton Advisory Council)
passed 18-1

Amended Dec. 11, 2025
Adopted new language about student membership selection:
"Four students, with selection coordinated among on campus classes and groups, like Leadership, AVID, Academy, etc. Student selection may be based upon teacher recommendation, and rooted in securing more diverse representation."
unanimous pass M-AAC

PD Collaboration Guidelines

Menlo-Atherton Staff

The M-A Professional Development program, which is generously funded by the Foundation for the Future, offers M-A staff the opportunity to submit proposals to collaborate to build lessons, develop teaching strategies and address school-wide initiatives. Teachers and staff can work with their peers developing lessons, handouts, activities, assessments, technology resources and other curricular materials.

Any and all ideas are welcome. Teachers who did curriculum work in the past are encouraged to

For 2016-17, we will be focusing our efforts on the cycle of inquiry for curriculum, instruction and assessment. To this end, curriculum proposals need to include how you will assess student work based on the goals of the lessons you develop. This can include either formative or summative assessment.

Proposal guidelines:

- Proposals are limited to no more than 8 hours in total per person
    - If a person participates in more than one proposal, their total hours may not exceed 8 hours.
- Collaboration hours must occur **outside of the work day** (7:50am-3:15pm). All collaboration work should be done in person with your team.
    - Any exception must be reviewed with the principal and clearly stated in the proposal and evidence.
    - *For example, the geometry team is writing guided notes for each chapter of their new textbook. The team meets to make a plan and develop the format for the notes. Each teacher is assigned a chapter and uses the available resources to complete the work. They share the notes and edit each other's work to create a product that they can each use in their class.*

- Due to the nature of some courses, teachers do not have a collaboration team.
    - M-AAC policy states that M-AAC is willing to support individual work if it involves:
        - a new course to M-A
        - a new textbook or course material

    - A course qualifies as “new” for one school year
    - If there are any doubts about an individual proposal, please submit it and M-AAC will review.
- All proposals are submitted through a google form sent to the staff by the M-AAC chair. Teams will supply:
    - Participant's name
    - Planned hours for each participant
    - Total planned team hours
    - Department
    - Curriculum Title
    - Proposal Summary
    - Planned Evidence
    - Planned meeting dates and times

- Proposals will be reviewed by M-AAC to confirm that proposal guidelines have been followed.
- SDSMC is also looking to see if proposals align with school goals and initiatives. *For example, if we are concentrating on cycle of inquiry as a school initiative, a group may propose to develop a class activity or lesson linked to the cycle of inquiry work.*
- If there is not a scheduled M-AAC meeting, the principal and chair may review and approve proposals. This sometimes happens at the end of the year for faculty week and summer proposals.
- The chair will email the team leaders to inform them if their proposal was approved, edited, or rejected.

Evidence guidelines:

- The M-AAC chair will send a google form for <u>all members of the team to fill out.</u> Each person will include:
    - Name of team
    - Individual's name
    - The specific dates and times of all meetings that individual attended
    - The actual hours completed
    - Responses to questions regarding whether they feel they achieved the original objective and if the evidence submitted is indicative of the hours complete.

- Evidence documents should be submitted electronically to the appropriate google folder. The link will be sent by the M-AAC chair.
    - Evidence can include but is not limited to lessons, activities, curriculum, detailed meeting notes with outcomes and actions items, pacing and calendars, videos and tutorials, etc.
    - Teams should name the files and folders by department, then group, then document info. (For example, **Math_Geo_SSS**.)
    - Teams can submit a single document with links or multiple documents into their folder.
    - If the team has created an assessment that they do not want to post publicly, please note this in a document in the team’s evidence folder.

- Evidence should reflect the TOTAL hours that the team worked. It should reflect **an original, quality product.** It should be a final product that teachers and staff can use and reference. (*Please note that these guidelines are not quantifiable and are meant to help guide teams with their submissions and M-AAC with their review.)*
- Evidence should be teacher created or adapted. For example, *do not simply submit something copied or downloaded from a book or the internet. If you are creating a reader or short story lesson, explain the “search” for the curriculum and how it will be used in class.*

- If a team does not complete their hours, the team leader will fill out the google form reporting zero hours.
- SDSMC will review all evidence folders and recognize exemplary evidence. These commendations will be noted in the meeting minutes.
- SDSMC members will also note any concerns about evidence or team hours. They will be looking that evidence:
    - Reflects the TOTAL hours that the team worked
    - Reflects a quality product.
    - It should be a final product that teachers and staff can use and reference.

- If there is a concern that a member does not want to address in the meeting, they can email the principal and M-AAC chair.

- Once evidence is reviewed by M-AAC and any concerns cleared up, the chair will email participants that they can bill their hours.

Timecards:

- Participants should not bill their hours until they receive the approval email from M-AAC collaboration coordinator confirming their evidence was reviewed and appropriate.
- All participants their time card online through Proxient.
- ALL collaboration hours should be totaled and submitted on the specific month's time card. There should only be one entry for your TOTAL hours of collaboration.
- Notes for timecards -
    - Budget code: 01.9010.0.1511.2100.1906.200 (subject to change)
    - Under "notes" please type "bill to FFF." *Please note: Time sheets without this clarification will be sent back per accounting.*

Menlo-Atherton High School
Menlo-Atherton Advisory Council
Agenda
Thursday, May 4th - 3:45pm - 4:45pm

Time	Agenda item/topic	Summary/Action points
3:45 - 3:55	Approve minutes	
3:55 - 4:05	Open forum & Commendations	-Making up work/duty free lunch
4:05 - 4:10	Dead Week Name Change	Vote to confirm new name for next year. Staff survey data overwhelmingly supported "Focus on Finals" week.
4:10 - 4:20	Students missing final exams form • *Can preview here*	Review and offer suggestions on how to update the form for students who plan to miss school during finals.
4:20 - 4:30	Process for letters of recommendation	Review current process; brainstorm additions/clarifications
4:30 - 4:40	Reminder of AP classes post-test procedures Attendance day of ap tests	
4:40 - 4:45	Future agenda items	

Budget Code: **01.0000.0.1884.2700.1906.200 certificated**

01.0000.0.1884.2700.2915.200 classified

Second semester:

- Feedback on curriculum teams who have used district PD during that time.
- Solicitation for new ideas for diploma requests procedures (If no new ideas are brought forth, the discussion will be tabled until next year)

Robert Rules of Order

"Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty." Henry M. Robert

Rule 1: When someone wishes to speak, he stands and says, "Mr. or Mrs. Chairperson." This way the Chairperson can recognize one person at a time. As a long as that person is talking, it is said that he "Has the Floor" and should not be interrupted by anyone else.

Rule 2: After a standing Committee Report or the introduction of a new subject, discussion should occur only after there has been a motion made and seconded. That way discussion is kept to one topic at a time.

Rule 3: If a person talking gets off the subject (not discussing the motion or the report), the Chairperson may interrupt to remind the speaker he is off the subject. However, the speaker still "Has the Floor" until he is finished talking.

Rule 4: The Chairperson (or the Secretary, upon request) should summarize all discussion after it has ended, particularly if it is discussion about a motion that will soon be voted on. In summarizing the discussion, the PROBLEM, the MOST IMPORTANT POINT, and a CONCLUSION should be stated.

Rule 5: If it is necessary, the Chairperson may limit the discussion. It can be limited by allowing only "X" more people to speak or by stating that the discussion will last "X" amount of time. This is necessary only if the Chairperson feels all sides of the issue have been stated and that any more discussion will not help the committee reach a decision.

Rule 6: FOR COUNCIL MEMBERS: Each council member should speak briefly and to the point, without repeating his own or others' remarks. Ask questions and express your disagreement politely. Do not interrupt and do not monopolize the conversation.

Rule 7: FOR COUNCIL MEMBERS: Any member may call for a question during discussion of a motion.

Motions: All action that is to be taken by a council must be put before the group in the form of a motion. It is not enough for a member to raise and say, “I think we ought to do…” He must say, “I move that…” if he wants to have action taken. All motions must be seconded by someone in order to be brought to a vote. A member may rise and say, “I second that motion.” Discussion should be held on a motion. Discussion should occur after the making and seconding of a motion. The Chairperson may say, “It has been moved and seconded that … Is there any discussion?” Sometimes discussion occurs before the motion has been seconded. Then the Chairperson may interrupt to ask if there is a second on the motion or may say, “You are out of order, is there a second on the motion? For if there is no second, the motion will not be voted upon.”