

San Diego Unified School District

MUIRLANDS MIDDLE SCHOOL

SCHOOL SITE COUNCIL (SSC) BYLAWS

PRESENTED: APRIL 16, 2025

APPROVAL: APRIL 16, 2025

ARTICLE I

Duties of the School Site Council

The School Site Council (SSC) of Muirlands Middle School, hereinafter referred to as the “Council” or “SSC”, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal laws and district regulations.
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in SDUSD governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward meeting school goals to raise the academic achievement of all students, with particular focus on subgroups called out in SPSA.
- Carry out all other duties assigned to the Council by the SDUSD Board of Education and by state law.
- Assume the responsibilities of the English Learner Advisory Committee (ELAC) if there are not enough members to establish this committee.

ARTICLE II

Members

Section A: Composition

The Council shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom teachers
- 1 Classified school staff member
- 5 Parents/Guardians or community members*
- 1 Principal**
(a non-voting ASB representative may be requested, but not required)

*Council members chosen to represent parents may be employees of the School District so long as they are not employed at this school.

**The school principal shall be an ex officio member of the Council. The principal or his/her designee shall attend all SSC meetings. However, only the principal may vote on items submitted for vote of the Council.

Section B: Term of Office

Council members shall be elected for two (2) year terms. As part of their two (2) year term, Parent members may become "Community members" even if their child is no longer enrolled at Muirlands Middle School. At the first regular meeting of the Council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member of the Council is entitled to one vote and may cast that vote on any matter submitted for a vote of the Council. Absentee ballots shall not be permitted. Members may vote via email so long as he/she was present at the meeting where the item for vote was presented and discussed using the procedure for voting by mail as described in Robert's Rules Book. ASB representative(s), if requested, are considered non-voting.

Section D: Termination of Membership

The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the Council Chairperson.

Section E: Transfer of Membership

Membership on the Council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the Council occurring during the term of a duly elected member shall be filled by affirmative vote of two-thirds of the Council members for the period of time until the next regular election.

ARTICLE III

Elections

In September of each school year, the Principal will clearly communicate to parents, guardians, and staff (Certificated and Classified) how to nominate themselves or another if vacant position(s) exist on the Council. Elections will occur via paper ballot to be made available for at least a three (3) day period in the school office in advance of the first meeting. Elected members will be notified of results by personal contact and invited to the SSC meeting in October.

Teachers and classified staff can be self or peer nominated. Each group, if necessary, will be selected by their peers through a ballot process and informed of results by personal contact and invited to the SSC meeting in October.

ARTICLE IV

Officers

Section A: Officers

The officers of the Council shall be a Chairperson, Vice-chairperson, Secretary, and other Officers the Council may deem desirable.

The Chairperson shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the Council.
- Sign all documents and other communication requiring SSC signature.
- Perform all duties incident to the office of the Chairperson.

- Have other such duties as prescribed by the Council.

The Vice-chairperson shall:

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in his/her absence.

The Secretary shall:

- Keep minutes of all regular and special meetings of the Council.
- Transmit true and correct copies of the minutes of all meetings to all members of the Council, post public copy in the school office and on the school website, and maintain copies of all SSC documents and correspondence.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers of each member of the Council, the Chairpersons of school advisory committees, and others with whom the Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the Council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the Council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from office by a 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 Council, for the remaining portion of the term of office.

ARTICLE V

Committees

Section A: Sub-committees

The Council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the Council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the Council.

Section B: Other Standing and Special Committees

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

Section C: Terms of Office

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

Section D: Rules

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

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

ARTICLE VI
Meetings of the Council

Section A: Meetings

The Council shall meet regularly, with a goal eight (8) meetings scheduled per school year. Such meetings will be held on a reoccurring day each month or as scheduled by the Principal/Chairperson, and be publicized on the Muirlands' calendar which is posted online. Special meetings of the Council may be called by the Principal, Chairperson, or by a majority vote of the Council.

Section B: Place of Meetings

The Council shall hold its regular meetings at a facility provided by the school, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the Chairperson or by majority vote of the Council.

Section C: Notice of Meetings

Written public notice of all meetings shall be given 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 in the following venues: on school website calendar of events, Muirlands Foundation eBlasts, and in the front office.

All required notices shall be delivered to Council and committee members no less than 72 hours, and no more than seven (7) days in advance of the meeting, personally, by mail or e-mail.

Section D: Quorum

The act of the majority of the members shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A majority of the members of the Council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established. Voting via email is allowable so long as the member was present at the meeting where the item for vote was presented and discussed.

Section E: Conduct of Meetings

Meetings of the Council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with Robert's Rules Book or an adaptation thereof approved by the Council.

Section F: Meetings Open to the Public

All meetings of the Council, and of committees established by the Council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

ARTICLE VII

Amendments

An amendment of these bylaws may be made at any regular meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to Council members at least three (3) days prior to the meeting at which the amendment is to be considered for adoption.