

District Steering Committee Bylaws



COMMUNITY SCHOOLS STEERING COMMITTEE BYLAWS

Article I: Name

The name of this organization shall be the Community Schools Steering Committee of the Sweetwater Union High School District.

Article II: Purpose

The purpose of the District Community Schools Steering Committee (the "District Committee") is to support the development and implementation of Community Schools within the Sweetwater Union High School District. The Committee will provide guidance, advocate for resources, and promote collaboration among various interest holders ensure the success of the district's Community Schools initiative. Specifically, the Committee's objectives include:

1. Advising the district on the planning, design, and operations of community schools.
2. Supporting community engagement efforts and ensuring that the needs and voices of students, families, and local communities are heard.
3. Promoting strategies to improve student outcomes, equity, and access to necessary resources.
4. Ensuring the alignment of district goals with the Community Schools strategy.

Article III: Membership

1. Eligibility:

Membership in the District Committee shall be open to interest holders who represent a variety of perspectives within the Sweetwater Union High School District. This includes, but is not limited to, parents, students, educators, administrators, district staff, community leaders, and local organizations.

2. Committee Composition

The Committee shall consist of **20** members. The composition will include:

DISTRICT (3)	SITE (7)	COMMUNITY (10)
(1) Cabinet Representative-(Alternate: Director of State and Federal Programs)	(2) Site Administrators (1 Middle School and 1 High School)	(4) Parent/Family/Guardian Representatives (including both middle and high school representation)
(1) Board of Trustees Representative	(2) Certificated President Union Members (SEA/SCGA)(Alternate-Vicepresidents)	(4) Student Representatives (including both middle and high school representation)
(1) Community Schools Program Manager-(Alternate: Community Schools TOSA)	(1) Site Certificated Rep	(2) Community Representatives (e.g., from local organizations, civic leaders)
	(2) Classified Union Members (CSEA)	



3. Appointment and Terms:

- A) **Students, Family, and Community Members** of the Committee shall be selected through an open application and interview process coordinated by the District Steering Committee, led by the Chair, Co-Chair, or designee
- B) **Cabinet and Board of Trustees Representatives** should be appointed by the Superintendent or designee
- C) **SEA, SCGA, and CSEA members** should be recommended by union leadership

Terms of membership will be for **two academic years**, with the option to reapply.

4. Vacancies:

Any vacancies in the Committee shall be filled through a special application process coordinated by the District Steering Committee, led by the Chair, Co-Chair, or designee, for the remainder of the term.

5. Values and Commitments

To foster a strong, inclusive, and productive Community Schools Steering Committee, all members are expected to uphold the following shared values and commitments:

Collaboration and Shared Leadership: Members will work together to support shared decision-making, value diverse perspectives, and contribute actively to discussions, planning, and implementation efforts that reflect the collective goals of the Sweetwater Union High School District's Community Schools initiative.

Respect and Civility: Members will engage respectfully with one another, recognizing and honoring differences in background, role, lived experience, and opinion. Constructive dialogue and active listening are expected in all meetings and interactions.

Belonging and Inclusion: The committee is committed to creating an inclusive environment where every member feels seen, heard, and valued. Members will promote equity, create space for underrepresented voices, and work to dismantle barriers to participation.

Article IV: Officers

1. Officer Roles:

The Committee shall have the following officers:

- **Chair:** Cabinet Representative
- **Co-Chair:** Sweetwater Education Association (SEA) President

Article V: Meetings and Decision Making

1. Frequency:

The Committee shall meet at least monthly, with the option for additional meetings as necessary to fulfill its responsibilities.

2. Notice:

Written notice of each meeting shall be provided to all members at least 7 days in advance of the meeting, specifying the date, time, location, and agenda.



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a) Decisions shall be made through a fair and inclusive process that emphasizes collaboration and consensus-building. The committee will strive to reach agreement through open dialogue and mutual understanding, ensuring that all voices—especially those of students, families, and community partners—are meaningfully considered.

When consensus cannot be reached, a vote shall be taken. A simple majority vote of those present shall be required for the passage of any motion.

b) Quorum of 50% +1 should be followed when making decisions

4. **Agenda and Minutes:**

Agenda and Minutes of each meeting shall be recorded and made available to all members within 7 days after the meeting. A copy of the agenda and minutes will also be posted on the district's website for public access.

Article VI: Subcommittees-Working Groups

Formation:

The Committee may create subcommittees as needed to focus on specific issues or tasks, such as:

- | | |
|---|------------------------------------|
| 1. Integrated Student Supports | 5. Partnerships and Sustainability |
| 2. Family and Community Engagement | 6. Assets and Needs Assessment and |
| 3. Collaborative Leadership and Practices | Wholistic Data Use |
| 4. Expanded and Enriched Learning Time | 7. Community-Based Learning |
| and Opportunities | 8. Communication |

Subcommittees shall report their findings and recommendations to the District Steering Committee.

Membership:

Subcommittee (Working groups) members may include members of the Committee or external interest holders as deemed necessary by the full Committee.

Authority:

Subcommittees do not have decision-making authority but shall make recommendations to the full Committee for approval.

Article VII: Conflict of Interest

Members of the Committee shall avoid any conflict of interest that might affect their impartiality in serving the Committee. If a member has a conflict of interest regarding a matter before the Committee, they shall disclose it and recuse themselves from any discussion or vote on the matter.

Article VIII: Amendments

These bylaws may be amended by a two-thirds majority vote of the Committee members present at a meeting. Any proposed amendments must be presented to the full Committee at least one meeting prior to the vote.

Article IX: Ratification

These bylaws shall take effect immediately upon approval by a majority vote of the Community Schools Steering Committee members.



Article X: Participation of Non-Elected Members and Decision-Making Process

1. Participation of Non-Elected Members:

- Meetings of both the district-level and site-level Community Schools Steering Committees are open to all interest holders, including members of the community, parents, educators, students, and district staff. Any interested individual is welcome to attend Committee meetings to observe, learn, and contribute to the ongoing discussion of the Steering Committees.
- Non-elected members are expected to follow the values and commitments of the steering committee set forth by the bylaws under Article III, Section 5.

2. Decision Making:

- While the meetings are open to all, the authority to make decisions and approve actions within the Committees rests solely with the elected members of the Committee. The Chair and Co-Chair, along with other elected members, will guide the decision-making process based on the guidelines set forth in these bylaws. All votes on actions, proposals, or expenditures will be taken by the elected members.

Article XI: School Site Steering Committees ([See attachment A](#))

Article XII: Community School Grant Expenditure Request Process ([see Attachment B](#))

Attachment A:Site Steering Committees



(ATTACHMENT A) COMMUNITY SCHOOLS SITE STEERING COMMITTEE

In alignment with the district's Community Schools Steering Committee, individual school sites within the Sweetwater Union High School District will establish their own School Site Community Schools Steering Committees (the "Site Committees") to support the implementation of community schools at the school level. The following processes and structure will mirror those of the district-wide Steering Committee, ensuring consistent governance and collaboration across the district.

Article I: Name The name of this organization shall be the Site Community Schools Steering Committee

Article II: Purpose of Site Committees

The purpose of the Site Committees is to assist in the planning, implementation, and ongoing development of community schools at the individual school level. Site Committees will:

1. Advise school administration on community school strategies and initiatives.
2. Promote and facilitate engagement with parents, students, educators, and community members.
3. Provide site-specific recommendations that align with the district-wide goals for community schools.
4. Ensure that decisions at the site level reflect the needs and interests of students, families, and the broader community.
5. Follow the California Community Schools Partnership Program (CCSPP) and adhere to the California State framework when making decisions related to expenditures.
6. Submit data-driven expenditure requests to the district committee for review and approval, ensuring alignment with community school strategies and district priorities. Requests should be based on assets and needs assessments, connected to the Community Schools (CS) pillars and/or framework, and reflect a collective decision-making process.

Article III: Membership

1. **Eligibility:** Membership in the Site Committees shall be open to interest holders who represent a variety of perspectives within the school sites. This includes, but is not limited to, parents, students, educators, administrators, district staff, community leaders, and local organizations.
2. **Committee Composition**
Each Site Committee shall consist of a representative group of interest holders, with membership ideally reflecting the following representation:



(ATTACHMENT A) COMMUNITY SCHOOLS SITE STEERING COMMITTEE

ADMINISTRATIVE (1)	NON-ADMINISTRATIVE STAFF(3)	COMMUNITY (5-7)
(1) Principal (Alternate: Assistant Principal)	(1) Classified member (2) Certificated staff members, including representatives from various departments , different subject areas, or grade levels, if applicable. 1 Community Schools Coordinator	(1) Community Representative (local organizations, civic leaders, etc.) (2) Parent, Guardian, or Family representatives One per grade level: Student representatives (middle school 2, junior high 3, high school 4)

3. Appointment and Terms:

To ensure transparency and equitable representation, the following members will be elected by the interest holder group they represent:

- A) **Student Representatives:** Elected by the student body.
- B) **Parent, Guardian, Family Representatives:** Elected by school parent/guardian members.
- C) **Classified Representative:** elected by classified members
- D) **Certificated Representatives:** elected by certificated members

The principal may appoint the community member based on current school partners.

Terms of membership will be for **two academic years**, with the option to be re-elected (members A-D) or reappointed.

4. **Vacancies** In the event of a vacancy in any of these roles, a special election process shall be opened to fill the position and maintain diverse participation.

5. **Values and Commitments:** To foster a strong, inclusive, and productive Community Schools Steering Committee, all members are expected to uphold the following shared values and commitments:

Collaboration and Shared Leadership: Members will work together to support shared decision-making, value diverse perspectives, and contribute actively to discussions, planning, and implementation efforts that reflect the collective goals of the Sweetwater Union High School District's Community Schools initiative.

Respect and Civility: Members will engage respectfully with one another, recognizing and honoring differences in background, role, lived experience, and opinion. Constructive dialogue and active listening are expected in all meetings and interactions.



(ATTACHMENT A) COMMUNITY SCHOOLS SITE STEERING COMMITTEE

Belonging and Inclusion: The committee is committed to creating an inclusive environment where every member feels seen, heard, and valued. Members will promote equity, create space for underrepresented voices, and work to dismantle barriers to participation.

Article IV: Officers

1. **Officer Roles:**

The Committee shall have the following officers:

- **Chair:** Principal.
- **Co-Chair:** Community Schools Site Coordinator

Article V: Meetings and Decision-Making

1. **Frequency:** Site Committees shall meet at least monthly, with additional meetings scheduled as needed to ensure the effective implementation of community school initiatives.
2. **Notice:** Site Committees will follow the same meeting protocols as the district-level Steering Committee, including providing written notice of meetings and recording meeting minutes.
3. **Decision Making:**
 - a) Decisions shall be made through a fair and inclusive process that emphasizes collaboration and consensus-building. The committee will strive to reach agreement through open dialogue and mutual understanding, ensuring that all voices—especially those of students, families, and community partners—are meaningfully considered.

When consensus cannot be reached, a vote shall be taken. A simple majority vote of those present shall be required for the passage of any motion.

b) Quorum of 50% +1 should be followed when making decisions

c) Decisions related to site grant expenditure shall follow the process set forth by Attachment B of the District Community Schools Steering Committee bylaws

4. **Agenda and Minutes:**

Agenda and Minutes of each meeting shall be recorded and made available to all members within 7 days after the meeting. A copy of the agenda and minutes will also be posted on the district's website for public access.

Article VI: Connection to the District Steering Committee:

1. The Site Committees shall act as the primary mechanism for ensuring that community school strategies are effectively tailored to the needs of each school site.
2. A designated representative from each Site Committee shall attend district-level Steering Committee meetings to ensure alignment with district-wide goals and to provide feedback from the site perspective.



(ATTACHMENT A) COMMUNITY SCHOOLS SITE STEERING COMMITTEE

Site Committees shall report to the district-level Steering Committee regarding progress, challenges, and successes at their respective school sites.

Article VII: Subcommittees-Working Groups at the Site Level:

Site Committees may establish their own subcommittees to address specific needs or initiatives at the school site level, apart from the District's Working Groups, if they wish to.

Subcommittees shall report their findings and recommendations to the Site Steering Committee

Membership:

Subcommittee (Working groups) members may include members of the Committee or external interest holders as deemed necessary by the full Committee.

Authority:

Subcommittees do not have decision-making authority but shall make recommendations to the full Committee for approval.

Article VIII: Conflict of Interest

Just as with the district-level Steering Committee, members of the Site Committees must avoid any conflict of interest that could influence their impartiality. Any member who has a potential conflict of interest related to a matter before the Site Committee must disclose it and recuse themselves from related discussions or votes.

Article IX: Amendments and Flexibility at the Site Level:

Site Committees have the ability to adjust their own procedures or structures to best meet the needs of their school, provided that these adjustments are consistent with the overarching bylaws of the district-level Steering Committee. Any significant changes at the site level must be communicated with the district-level Steering Committee for alignment and approval.

Article X: Participation of Non-Elected Members and Decision-Making Process

1. Participation of Non-Elected Members:

- Meetings of both the district-level and site-level Community Schools Steering Committees are open to all interest holders, including members of the community, parents, educators, students, and district staff. Any interested individual is welcome to attend Committee meetings to observe, learn, and contribute to the ongoing discussion of the Steering Committees.
- Non-elected members are expected to follow the values and commitments of the steering committee set forth by the bylaws under Article III, Section 5.

2. Decision-Making:

- While the meetings are open to all, the authority to make decisions and approve actions within the Committees rests solely with the elected members of the Committee. Chair and Co-Chair along with other elected members, will guide the decision-making process based on the guidelines set forth in these bylaws. All votes on actions, proposals, or expenditures will be taken by the elected members.



(ATTACHMENT A) COMMUNITY SCHOOLS SITE STEERING COMMITTEE

Article XI: Community School Site Grant Expenditure Request Process (see Attachment B)

Attachment B



(ATTACHMENT B) COMMUNITY SCHOOLS GRANT EXPENDITURE SITE PROCESS

1. Who can submit a proposal for the Community School Grant Expenditure?

- Students
- Staff
- Families

2. Proposal Submission and Digital Platform:

- Community school grant expenditure proposals, including requests for partnerships, programs, events, and/or services, may be submitted electronically or physically through the district's designated digital platform. This platform will be accessible to both site and district-level Steering Committees for the submission and review of proposed expenditures.
- Proposals submitted should detail the requested expenditure.
 - Proposed activity/ partner/service, proposed fund amount, the purpose of the funds, how the expenditure aligns with the needs of the school site, and is connected to at least one pillar of the four Community Schools core pillars

3. Site-Level Review and Discussion:

- Once submitted, proposals for community school expenditures will be presented and discussed during the relevant site-level Community Schools Steering Committee meeting to ensure proposals follow these guidelines:
 - The proposal must align with the priorities identified in the school's Site Implementation Plan
 - Proposals must also be connected to at least one of the four pillars of community schools:
 1. Integrated Student Supports
 2. Expanded Learning Time and Opportunities
 3. Active Family and Community Engagement
 4. Collaborative Leadership and Practices
 - Data supporting the need for the proposal (needs and assets assessment)
 - Expenditures must also comply with the [allowable](#) uses as specified by the California Department of Education's (CDE) California Community Schools Partnership Program (CCSPP) Grant guidelines. (When in doubt, reach to community.schools@sweetwaterschools.org)
 - Are there additional current funding sources that could fully or partially sponsor the proposal?

4. Approval Process at Site-Level:

- After the Site Committee reviews and discusses the proposal, the Committee will vote on whether to approve or deny the proposed expenditure. **If consensus cannot be reached, a simple majority vote of the members** present is required for approval. Quorum has been established as 50% + 1
- If the proposal is approved at the site level, a requisition form will then be created and sent to State and Federal Programs.



(ATTACHMENT B) COMMUNITY SCHOOLS GRANT EXPENDITURE SITE PROCESS

5. District-Level Review and Final Decision:

- The district-level Community Schools team (State and Federal Programs) will review the site requisition form to verify that the proposed expenditure aligns with the criteria set forth by the CDE's CCSPP grant.
 - In cases where the expenditure proposal is denied, the Site Committee will be notified and may revise the proposal for resubmission
- Approved requisition forms will be sent to Fiscal so funds can be utilized.

6. Transparency and Documentation:

- All approved proposals and expenditures will be documented and made available for public review, ensuring transparency in the use of community school funds.
- Per CCSPP requirements: Regular reports summarizing the expenditures, outcomes, and alignment with the school site's goals will be shared with the public and all relevant interest holders at regular Steering Committee meetings and Community Schools (site and district) websites
 - Annual Expenditure reports will be presented to the Board of Trustees

SUHSD SUPPLEMENTAL RESOURCES

- [Infographic](#)
- [Digital Form](#)
- [Physical Form](#)

CALIFORNIA DEPARTMENT OF EDUCATION

- [2025-2026 CCSPP GRANT: Request for Application](#)