

School Site Council By-Laws

Benicia Middle School 2024-2025

Article I: Selection

- The SSC shall be composed of 10 members: the principal, 2 teachers selected by teachers at the school; 2 other school personnel selected by other school personnel at the school;¹ 3 parents/guardians of students attending the school selected by such parents/guardians; students selected by students attending the school. SSC members chosen to represent parents may be employees of the school district so long as they are not employed at this school.
- The means for selecting members and officers is determined by ballot, but could be decided in an open meeting by voice vote. No seat on the SSC may be reserved for any group or individual.
- All members and officers will serve for a 2 year term. Membership will be staggered with half of the members elected in even years and half in odd years to allow for continuity. The principal will be a continuing member.
- Members may be elected as alternates with no voting rights with the exception of voting in the place of an absent member of their subgroup or in the event of a midterm vacancy in their subgroup.
- Nominations and elections for membership of teachers, other school personnel and students will be conducted in the first 4 weeks of school. Parents/guardians will be nominated prior to Open House and voting will occur during Open House.
- The Site Council will meet at least six times while school is in session. It may be moved to the third Wednesday to accommodate breaks.

Officers

In order to conduct business effectively, officers with stated responsibilities and authority, include:

- A chairperson to organize, convene, and lead meetings of the SSC
- A vice chairperson to serve in the absence of the chairperson
- A secretary to record actions taken at SSC meetings and keep SSC records

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The officers shall be elected annually at the first meeting of the SSC and shall serve for one year.

Duties of the SSC

The SSC of Benicia Middle School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed SPSA from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and1 regulations
- Recommend the SPSA and expenditures to the governing board 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 governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

Article II: Members

Section A: Composition

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

- 1 Principal continuous member
 - 2 Classroom teachers
 - 2 Other school staff members
 - 3 Parents or community members
 - 2 Students
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- Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted.

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Article III: Officers

Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, and secretary.

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to be posted at the school site
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

Section B: 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 in the following venues: newsletter, school website, posted in office window.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 15 days in advance of the meeting, personally or by mail (or by e-mail).

Section F: Quorum

A majority of the members of the committee, with at least one member from each subgroup, shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.