

Santa Monica-Malibu Unified School District
MALIBU HIGH SCHOOL
School Site Council Bylaws

Article I: Duties of the SSC

The Malibu High School Site Council exists to engage in ongoing, long-range school improvement planning using a shared decision-making process. The Malibu High School Site Council, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed School Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and 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, 6-week progress period, etc.) evaluate the progress made toward school goals to increase the academic achievement of all students
- Write and update annually the comprehensive school safety plan (CSSP).
- Carry out all other duties assigned to the SSC by the district governing board and by state law
- In years when the ELAC has delegated their duties to SSC and SSC has accepted, voted, and been trained, the SSC will carry out the duties of ELAC.

Article II: Members

Section A: Composition

The Malibu High SSC shall include representation of parents, students and staff. The SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parent members and students.

The SSC shall be composed of ten (10) members, or (11) members in years ELAC has delegated their duties to SSC and SSC has accepted, selected by their peers, as follows:

- Three (3) Classroom teachers (Defined as tenured certificated staff)
 - One (1) Other school staff members (Defined as classified staff)
 - Two (2) Parents or legal guardians of currently enrolled Malibu High Students
 - One (1) Community Member or additional parent member.
 - Two (2) Students currently enrolled at Malibu High School
 - The school principal
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- One ELAC representative, in years when the ELAC has delegated their duties to SSC.

SSC members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

A member shall no longer hold membership should he or she no longer meet the membership requirements under which he or she was elected.

Section B: Term of Office

SSC members shall be elected for a two (2) year term. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

Members may be re-elected and serve up to one additional consecutive term. There is no limit on the number of non-consecutive terms that may be served by an individual.

Each constituency elects its own representative members: teachers selected by teachers at the school, other school personnel selected by

other school personnel at the school, parents selected by parents, and students selected by students.

Section C: Voting Rights

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.

Section D: Termination of Membership

The SSC 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 SSC chairperson.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

In the event a vacancy in the Malibu High SSC should occur for any reason not otherwise provided for in the by-laws, members of the Council shall publicly submit candidates from the school community, consistent with Article 2.A, and the Council, by majority vote, shall fill such vacancy.

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
- Prepare, post, and distribute the agenda for the council, in consultation with the principal.
- Sign all letters, reports, and other communications of the SSC
- 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
- Perform other such duties as are assigned by the chairperson or the SSC

The secretary shall:

- Record minutes of all regular and special meetings of the SSC and prepare them for approval by the council

The principal, while not an officer, shall:

- Advise the Council regarding procedures and assist constituents with member selection. Maintain possession of the records of the Malibu High SSC.
- Carry out such other duties as the Council may require.

Section B: Election and Terms of Office

The vacant officers positions shall be elected annually by a simple majority of the SSC at the September meeting of the SSC and shall serve for the duration of their two year term in that role unless they are removed or voluntarily resign.

Section C: Removal of Officers

Officers 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 SSC for the remaining portion of the term of office.

Article IV: Committees

Section A: Subcommittees

The Malibu High SSC may, as necessary, establish committees. Members of a committee may be appointed by the chairperson, the principal, or by the majority of the Council. Non-members of the SSC may be appointed to serve on any committee provided the Council designates a member to

serve as a liaison between the Council and the committee.

Article V: Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly on the third Thursday school day of each month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC shall hold its regular meetings at the Parent Center on campus. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

Section C: 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 on the Malibu High School website at www.malibu.smmusd.org and in the weekly school bulletin, Monday Message.

All required notices shall be delivered to the SSC and committee members no less than 72 hours of the meeting by e-mail.

Section D: Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

The Malibu High SSC shall strive for consensus. When voting occurs, the principal of Malibu High School shall have no vote. Each other member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Malibu High SSC. A passing vote requires a majority of the members present

Except as provided to the contrary by these by-laws or by a majority of the Malibu High SSC, Education Code §34147(c) "The Greene Act" shall govern the conduct of business (see Appendix A).

Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. The agenda shall specify the time and location of the regular meeting and contain a brief general description of each item of business to be transacted or discussed at the meeting. No other business shall be considered other than what is contained in the agenda.

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least seven (7) days prior to the meeting at which the amendment is to be considered for adoption.

Approved: October 2, 2021

Last revised: April 21, 2022

- **Appendix A**

School Site Council & Advisory Committee
Procedural Meeting Requirements
"The Greene Act"
Education Code §35147(c)

1. Any meeting held by a council or committee shall be open to the public and any member of the public shall be able to address the council or committee during the

meeting on any item within the subject matter jurisdiction of the council or committee.

2. Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

3. The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

4. Questions, or brief statements made at a meeting by members of the council, committee or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

5. If a council or committee violates the procedural meeting requirements of this section and upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

6. Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.