

San Diego City Schools
THURGOOD MARSHALL MIDDLE SCHOOL
Amended on October 4, 2017

School Site Council
BY-LAWS

ARTICLE I
Name of Council

The name of this council shall be the Thurgood Marshall Middle School Site Council (Council).

ARTICLE II
Role of Council

The Single Plan for Student Achievement (SPSA) shall be developed and recommended for approval by the Council. The Council, following approval of the SPSA by the San Diego Unified School District Board of Education (Board), shall have ongoing responsibility to review the implementation of the SPSA and to access periodically the effectiveness of the SPSA with the principal, teachers, other school personnel and pupils. Modifications or any improvement to the SPSA shall be developed, recommended, and approved or disapproved in the same manner. The Council shall carry out all other duties and responsibilities assigned to it through the Education Code of the State of California §52853 and approved District procedures.

ARTICLE III
Members

Section 1 - Composition

The needs and resources of the SPSA require that Council membership include broad representation of parents and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the Council, as directed by the District, under the elementary model, shall be: the principal, teachers selected by teachers at the school, other school personnel selected by other personnel at the school and parents of pupils attending the school selected by such parents.

For the purposes of this Council there shall be the following:

- The principal
- Four classroom teachers
- One other non-classroom certified or classified staff
- Six parents

Classroom teachers shall comprise the majority of those persons representing school staff. Half of the Council shall be made up of the principal, teachers, and other staff. The other half shall be

made up of parents, as directed by the Education Code §52852. Council members representing parents of pupils shall not be employees of the school site.

Section 2 - Elections

Elections shall be held at the beginning of each school year. Elections shall be held for those seats voluntarily vacated, vacated by end of two-year term of office, loss of eligibility or other such reason as a member would leave the Council.

For parents, elections for parents shall be conducted by ballot and shall be available to all parents of the school community. Parent elections to SSC shall also include election to the Site Governance Team (SGT). For the core academic departments and one other department representing classified or non-classroom certificated personnel, each department shall hold its own election.

Section 3 - Term of Office

All members of the Council shall serve for a two-year term. At the conclusion of a member's term, the member may be elected to a new term pursuant to the election procedures.

Section 4 - Voting Rights

Decisions will be made by consensus. If consensus cannot be reached, a vote shall be taken. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected staff alternative shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 5 - Termination of Membership

A member shall no longer hold membership should he or she no longer meet the membership requirements under which they were selected. Membership shall be automatically terminated for any member who is absent from all regular meetings for a period of three consecutive months.

Section 6 - Transfer of Membership

Membership in the Council is not transferable or assignable except as noted for department representatives.

Section 7 - Resignation

Any member may resign by filing a written resignation with a co-chairperson of the Council.

Section 8 - Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by appointment by the co-chairpersons. If the term of a vacant position is for more than one year, the regular selection process shall be followed to fill the term for the subsequent year.

ARTICLE IV **Officers**

Section 1 - Officers

The officers of the Council shall be two co-chairpersons, secretary, and such other officers, as the Council may deem desirable. The office of co-chairpersons shall be divided, one being a staff member and the other being a parent.

Section 2 - Election and Term of Office

The officers of the Council shall be elected annually and shall serve for one year or until a successor has been elected.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the Council whenever, in the judgment of the Council, the best interests of the Council would be served. Removal shall be from the office; the member will continue to serve out their elected term.

Section 4 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the Council for the unexpired portion of the term.

Section 5 - Co-Chairpersons

The co-chairpersons shall preside at all meetings of the Council and may sign letters, reports, and other communications of the Council. The co-chairpersons shall be responsible for the creation of the meeting agendas, as well as the posting of the agenda according to the provisions of the by-laws. In addition, the co-chairpersons shall perform all duties incident to the office of the co-chairperson and such other duties as may be prescribed by the Council from time to time.

Section 6 - Secretary

The secretary shall keep the minutes of the meetings and shall promptly submit the minutes to the co-chairpersons and to the principal to review for accuracy.

ARTICLE V **Committees**

Section 1 - Standing and Special Committees

The Council may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the Council.

Section 2 - Membership

Unless otherwise determined by the Council in its decision to establish a committee, the co-chairpersons of the Council shall appoint members to the various committees.

Section 3 - Term of Office

Each member of the committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member.

Section 4 - Rules

Each committee may adopt rules for its own government not inconsistent with the by-laws or with rules adopted by the Council or with policies of the governing board.

Section 5 – Committee Quorum

Unless otherwise provided in the decision of the Council designating a committee, a majority of the committee shall constitute a quorum.

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.

ARTICLE VI
Meetings of the School Site Council

Section 1 - Regular Meetings

The Council usually meets on the first Thursday of each month during which school is in session after the Site Governance Team (SGT) meeting unless otherwise determined by the Council. Meetings may not go beyond 6:00 p.m. unless agreed to by consensus of the members in attendance.

Section 2 - Special Meetings/Change of Meeting Date

Special meetings or a change of meeting date may be called by a co-chairperson or by a majority vote of the Council.

Section 3 - Place of Meetings

The Council shall hold its regular monthly meeting in the MMS Community Room of the school site unless otherwise specified by a co-chairperson. All regular Council members shall be given sufficient notice of any change in meeting location.

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. Any required notice shall be in writing, shall state the day, hour, and location of the meeting: and shall be delivered either personally, by mail, or e-mail to each member not less than 72 hours prior to the date of the meeting.

Section 5 - Decisions of the School Site Council

All decisions of the Council shall be made only after a consensus has been reached or an affirmative vote of a majority of its members in attendance greater than 50% provided a quorum is in attendance.

Section 6 – Council Quorum

The presence of greater than 50 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the Council. Seven members shall constitute a quorum.

Section 7 - Meetings Open to the Public

All regular and special meetings of the Council and of its standing or special committees shall be open to the public.

Section 8 - Guests

Guests to the Council meeting are encouraged to participate in discussions. Guests may also bring items before the Council by placing an item on the agenda following standard procedures.

Section 9 - Agenda

A co-chairperson shall prepare the agenda. The agenda shall be distributed to the regular members of the Council 72 hours prior to the meeting. The agenda shall be posted in a conspicuous public area 72 hours prior to the meeting. Items may be placed on the agenda by submitting a written request to one of the co-chairpersons a minimum of five working days prior to the meeting. Forms for submitting agenda items shall be kept in a public place in the front office of the school. Any persons may place an item on the agenda, but it shall be at the discretion of the co-chairpersons as to whether there is sufficient time for the item to be heard at the next regularly scheduled meeting. If an item cannot be heard at the next meeting it shall be placed on the following regularly scheduled agenda.