SOUTH JUNIOR HIGH SCHOOL ★ EAGLES

Community Schools Site Council Bylaws

Anaheim Union High School District · Community Schools · Title I

Revised for the 2026–2027 school year

Adopted by the council: 5/20/2026

ARTICLE I DUTIES OF THE COUNCIL

The Community Schools Site Council of South Junior High School, hereinafter referred to as the Community Schools Site Council, or SSC, shall carry out the following duties:

- Obtain recommendations for review of the proposed School Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the plan and related expenditure in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, evaluate the effectiveness of the plan and the progress made toward school goals to raise the academic achievement of all students.
- Annually review and approve the School Parent and Family Engagement Policy and the School-Parent Compact, developed jointly with parents of Title I students, as required by Title I, Part A of the Every Student Succeeds Act (ESSA Section 1116).
- Carry out all other duties assigned to the Community Schools Site Council by district governing board and by state law.
- Involve parents in decisions about how Title I funds reserved for parent and family engagement are spent, as required by ESSA Section 1116..

ARTICLE II MEMBERS

Section A: Composition

The Community Schools Site Council shall be composed of 12 members, with an equal number of school staff members (the principal, classroom teachers and other school personnel) and parent, community and student

members, as required by Education Code Section 65000. Members other than the principal shall be selected by their peers as follows:

Seat	Members	Selected by
SCHOOL STAFF MEMBERS (6)		
Principal	1	Serves by position; a voting member
Classroom teachers	4	Classroom teachers (teachers are the majority of staff members)
Other school staff	1	Other school personnel
PARENT, COMMUNITY AND STUDENT MEMBERS (6)		
Parents or community members	3	Parents and community members
Students	3	Students
Total	**12**	**Quorum: 7 members**

Community Schools Site Council members chosen to represent parents may be employees of the school district as long as they are not employed at this school.

Section B: Term of Office

Community Schools Site Council members that hold positions as teachers shall be elected for two-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining during even years. Each member's current term of office shall be recorded in the minutes of the first regular meeting of the Community Schools Site Council.

Parents, community members, students, and classified staff members on the Community Schools Site Council shall be elected for one-year terms. Each member's current term of office shall be recorded in the minutes of the first regular meeting of the Community Schools Site Council.

Section C: Voting Rights

Each member is entitled to one vote per item in question and may cast that vote on any matter submitted to a vote of the Community Schools Site Council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The Community Schools Site 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 Community Schools Site Council chair person.

Section E: Vacancy

Any vacancy on the Community Schools Site Council occurring during the term of a duly elected member shall be filled by appointment of the Community Schools Site Council for the period of time until the next regular election. The person appointed shall represent the same group as the member being replaced, so that the balance of the council is maintained.

Section F: Title I Coordinator (Non-Voting Facilitator)

NON-VOTING ROLE

The Title I Coordinator facilitates meetings of the Community Schools Site Council and serves as an advisor to the council. The Title I Coordinator is **not a member** of the council, does **not have a vote**, does not make or second motions, and is not counted when determining a quorum. The Title I Coordinator is not an officer of the council. The Title I Coordinator may:

- Facilitate meetings in support of the president, including guiding the agenda, discussion and the voting process.
- Prepare agendas and meeting notices with the president.
- Present Title I information and explain funding rules.
- Help ensure meetings follow district, state and federal requirements.
- Take notes or assist the secretary.

ARTICLE III OFFICERS

Section A: Officers

The officers of the Community Schools Site Council shall be a president, secretary, and other officers as the Community Schools Site Council may deem desirable.

The president shall:

- Preside at all meetings of the Community Schools Site Council. The president may ask the Title I Coordinator to facilitate meetings, as described in Article II, Section F.
- Sign all letters, reports and other communications of the Community Schools Site Council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the Community Schools Site Council.

The secretary shall:

- Keep minutes of all regular and special meetings of the Community Schools Site Council.
- Transmit true and correct copies of the minutes of such meetings to members of the Community Schools Site Council and all school staff, and make them available to students, families, and the community by posting them on the school website and keeping copies.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the Community Schools Site Council.
- Keep a register of the names, addresses and telephone numbers of each member of the Community Schools Site Council, the chairpersons of school advisory committees, and others with whom the Community Schools Site Council has regular dealings, as furnished by those persons.

Section B: Election and Terms of Office

The officers shall be elected annually and shall serve for one year, or until each successor has been elected.

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 Community Schools Site Council, for the remaining portion of the term of office.

ARTICLE IV COMMITTEES

Section A: Subcommittees

The Community Schools Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the Community Schools Site Council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the Community Schools Site Council.

Section B: Other Standing and Special Committees

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

Section C: Membership

Unless otherwise determined by the Community Schools Site Council, the Community Schools Site Council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

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

Section E: Rules

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

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the Community Schools Site Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

ARTICLE V MEETINGS

Section A: Meetings

The Community Schools Site Council shall meet regularly on a monthly schedule adopted by the council at its first meeting of each school year. Special meetings of the Community Schools Site Council may be called by the chairperson or by a majority vote of the Community Schools Site Council.

Section B: Place of Meetings

The Community Schools Site Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including persons with disabilities is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the Community Schools Site Council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting and shall include the date, time, location and agenda 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: School bulletin, marquee, newsletter, bulletin boards, workroom, blackboard, and the school website.

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

Section D: Quorum

The act of a majority of the members present shall be the act of the Community Schools Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Community Schools Site Council. A majority of the members of the Community Schools Site Council shall constitute a quorum (7 of 12 members). Only elected members may vote, and only elected members are counted toward a quorum.

Section E: Conduct of Meetings

Meetings of the Community Schools Site Council shall be conducted in accordance with Education Code Section 35147 and Robert's Rules of Order or an adaptation thereof approved by the Community Schools Site Council.

FIST TO FIVE VOTING

The council may use the "Fist to Five" method to vote on motions. A member who shows three or more fingers is counted as voting in favor, and a member who shows two or fewer fingers or a fist is counted as not in favor. A motion passes when a majority of the members present vote in favor, provided a quorum is in attendance. Members are encouraged to share concerns during discussion before the vote is taken. The secretary shall record in the minutes the number of members voting in favor and not in favor.

Section F: Meetings Open to the Public

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

Members of the public shall have an opportunity to address the council on any item on the agenda before or during the council's consideration of that item. The council shall not take action on any item that does not appear on the posted agenda, except as allowed by Education Code Section 35147(c). Materials distributed to the council for a meeting shall be made available to the public.

Section G: Request for Funding

All requests for funding must be received 48 hours before a scheduled meeting to be considered at that meeting. Requests not meeting the deadline will be considered at the next meeting.

ARTICLE VI AMENDMENTS

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

ARTICLE VII VOTING FOR SSC POSITIONS

Section A: Acceptance of Nomination

Faculty and staff members will be given one week to volunteer to be a candidate or nominate a candidate for an available SSC position. Members who are nominated must indicate their agreement to run on the nomination form. Current members may run again.

Section B: Voting

Classroom teachers will receive ballots for the classroom teacher seats, and other school staff will receive ballots for the other school staff seat. Voters have 24 hours to return them. Ballots must be turned in by 3:00 p.m. on the day that they are due. No ballots will be accepted late.

Section C: Collecting Votes

If the Title I Coordinator is not on the ballot, all votes will be returned to the Title I Coordinator. If the Title I Coordinator is up for election, an administrator will be charged with collecting and holding the ballots.

Section D: Counting Votes

Any two persons, faculty members or administrators, not on the ballot, may count the ballots. Any person(s) may witness the counting. Majority vote will determine who wins. In the event that only the required number of candidates is on the ballot to fill the vacancies, the vote shall be decided by a majority approval or disapproval of candidates.

Section E: Notification

The faculty and staff will be notified of newly elected members within 24 hours of the ballot return deadline. Newly elected members will begin office in August of the new school year unless it is a special election.

Section F: Holding Votes

The election ballots will be kept for at least 3 months, at which time they will be discarded.

Section G: Parent and Student Elections

Parent and community members shall be selected by parents and community members, and student members shall be selected by students, through an election open to all parents or students of the school. Election notices for parents shall be provided, to the extent practicable, in a language parents can understand.

ARTICLE VIII ADOPTION

The above bylaws have been reviewed by the Community Schools Site Council and adopted as official at a Community Schools Site Council meeting. Record of this will be reflected in meeting minutes.

_____ _____

Community Schools Site Council President **Date**

_____ _____

Principal **Date**

Date adopted by council vote: _____ Recorded in minutes of: _____