

Long Beach Unified School District
ROBERT A. MILLIKAN HIGH SCHOOL



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SITE COUNCIL BY-LAWS

Mission Statement

Our mission is to provide all students with an engaging and challenging learning environment that encourages academic excellence, provides the opportunity for successful career preparation, fosters a sense of social responsibility, and develops the personal qualities and skills necessary for success in life.

Preamble

The Site Council of Millikan High School is empowered to make decisions as they apply to student achievement regarding the following operational procedures: curriculum, budget, environment, discipline, restructuring, and school climate. This list is not inclusive; additional operational procedures may be added at the discretion of the Council. The Council will be guided by provisions of the contract, decisions of the Board of Education, and the rules and regulations of the State Education Code.

Revised 4/04

Article I

Scope of Authority

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A. Authority of Council

Definition of Quorum: A quorum is now defined as a simple majority of the Site Council members or designated alternates.

1. The Council, with a quorum of a simple majority present, has the authority to make decisions regarding the operation of the school site.
2. If any motion approved by a majority of Site Council does not meet with the approval of the members of the staff, a petition from 28 staff members, or 10% of the staff, whichever is greater, submitted within five school days of the publication and distribution of the minutes, will be sufficient to poll the entire staff. A vote return of the majority of the staff (50% + 1) cast by written ballot will determine the outcome of the petitioner's request. A Site Council member will facilitate this vote at the direction of the chairperson. The chairperson, a Site Council member, and one petitioner will count votes.

B. Dissolution of Council

If at any time during the school term the majority of the staff (50% + 1), by written ballot, indicates a desire to discontinue the Site Council, a meeting of the entire staff shall be held within a week to consider the dissolution. A period of two weeks after this meeting will be given for further consideration. At this time, a vote will be called. A vote return of the majority of the staff (50% + 1) will determine whether or not to continue the Site Council.

C. Recall of Representative

If at any time during the school term the represented staff vote to change their elected representative, they may hold a special election.

D. Voting Procedure

No proposal can be voted upon by the Site Council at the meeting at which it was first proposed unless it is deemed a matter of urgency by a simple majority of the Site Council members present.

Article II

Representation of the Council

- A. Upon the approval of a simple majority of the staff (which includes the faculty, administration, and classified personnel), a Council can be formed. The twenty-six members of the Council will be selected as follows:

1. Thirteen Faculty representatives shall be elected by their department group. Election procedures may be determined by the individual department. Members are elected for a term of one year. Each representative will have one vote.
 - a. There shall be thirteen representatives
 - b. The departments to be represented are as follows:
 - 1) Business/Applied Technology
 - 2) English
 - 3) ELL
 - 4) Foreign Language
 - 5) General Studies
 - 6) History/Social Science
 - 7) Mathematics
 - 8) Military Science
 - 9) Performing Arts
 - 10) Physical Education
 - 11) Science
 - 12) Special Education
 - 13) Visual Arts
2. Classified employees shall elect two representatives ~~from different areas~~. They shall ~~meet in a manner similar to the department groups to determine the election procedures to elect their representatives~~. The classified employees' representatives shall each have one vote.
3. The co-principal or designee shall be a member of the Site Council and have one vote.
4. The counseling staff shall elect one representative. They shall meet in a manner similar to the department groups to elect their representative. The counseling representative shall have one vote.
5. There shall be two parent representatives from the following areas:
 - a. One representative shall be elected by the Millikan Parent/Teacher/Student Association. This representative shall have one vote.
 - b. One representative shall be elected by the English Language Learners Advisory Committee. This representative shall have one vote.
6. The school Librarian shall be a member of the Site Council and have one vote.
7. The Activities Specialist shall be a member of the Site Council and have one vote.
8. There shall be four student representatives on the Site Council – one representative per grade level with one vote each. Members are elected for a term of one ~~year~~ *semester (due to mid-year student body elections)*.
9. There shall be one business/community representative chosen by the Site Council. This representative shall have one vote.

10. If it is so desired, a department group may elect more than one department representative to share the responsibilities; however, if more than one department representative attends the Council meeting, only one may cast a vote.

B. Filling Vacancies

1. If during the course of the school year any representative is unable to continue, another election will be held in the same manner as Paragraph A above.
2. *Site Council representative elections for the upcoming school year shall be held prior to the second Friday ~~during the month of~~ in May. Names of the new Council members shall immediately be published. Nominations for the new Site Council Chair shall be submitted to the current Site Council Chair. New Site Council members shall nominate the candidates. Candidates may be Site Council members or members of the general faculty/staff. The list of nominees must be published and distributed to the Site Council members one week prior to the election. The new Council shall be in place *and seated* ~~by~~ for the June meeting of the current school year. The new Site Council shall elect the new Site Council Chairperson ~~by~~ at the June meeting. If the Chairperson elected is a Site Council representative, he/she shall have one vote. If the Chairperson elected is not a Site Council representative, he/she shall have no vote.*

Article III Organization

A. Meetings

1. Regularly scheduled meetings will be held on the first Wednesday of the month during the regular school year; however, the first meeting shall be held on the second Wednesday of the Fall term. The regular meeting time will be 3:00 p.m. – 4:00 p.m. At the discretion of a majority of the Council, these dates and times can be changed. If any scheduled meeting falls during a holiday, the Council will meet the Wednesday following the vacation.
2. All regular meetings of the Site Council are open to all staff members. Staff members who want the Council to address an issue or who want to speak before the Council may do so by submitting an agenda item. All agenda items must be submitted to the chairperson by the Thursday prior to the scheduled meeting.
3. The agenda will be published and sent electronically the Friday afternoon prior to the scheduled meeting. A hard copy will also be posted in the mailrooms.
4. All meeting of the Site Council will be announced in both the staff and students sections of the *Daily Bulletin* the Friday prior to the scheduled meeting.

B. Election of Officers

1. The new Council shall elect the chairperson of the Council in June by a simple majority for a period of one year. These persons may be elected for subsequent terms. Site Council members shall nominate the candidates *and be the sole election body*. The list of nominees must be published and distributed to the Site Council members one week prior to the election.
2. In the event the chairperson is not able to facilitate a scheduled meeting, it shall be his/her responsibility to select an alternate.

C. Formation of Committees

1. The Site Council will be responsible for the formation of and dissolution of committees which will help in the shared decision making process. These committees will research, study, and make recommendations which will be presented to the Site Council and voted upon for resolution. The consideration of any matter within the purview of the Site Council may be delegated to a committee created by the Site Council. No recommendation by such a committee shall be approved by the Site Council before the members of the Council have reported to their constituents. No recommendation, therefore, could be voted upon by the Site Council at the same Council meeting at which it was first proposed unless it is deemed a matter of urgency by a simple majority of the Site Council members. Teachers shall comprise a majority on each committee, which should include students, parents, and classified personnel. The size of the committees shall be determined by the Site Council.
- ~~2. One Site Council member shall be on each of the committees. and will chair that committee.~~
3. One administrator may be appointed to each committee by the Principal.
4. It is highly desirable that one parent and one student and one classified employee be included on each committee.
5. All committees must be announced *by e-mail and/or* in the Daily Bulletin three days prior to the scheduled meeting.
- ~~6. Committee members and committee chairpersons shall be selected by the Site Council.~~
7. Persons wishing to address issues at committee meeting must submit a request to the committee chairperson prior to the scheduled meeting.
8. Each committee shall present a written set of minutes at each Site Council meeting.

Article IV
Approval of By-Laws

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Approval of the By-Laws requires a simple majority vote cast by the staff.

Article V
Amendment of By-Laws

- A. Any changes made to the By-Laws after adoption must be done by amendment.
- B. The amendment must be passed by a simple majority of the Site Council. ~~and approved by a vote return of the majority of the staff (50% + 1) cast by written ballot determining the amendment's passage or non passage.~~