



**School Site Council
Frontier High School
By-Laws**



Article I: Name

The name shall be the Frontier High School, School Site Council.

Article II: Purpose (as defined by the Ed. Code, sections 52012-52034, 64001, and any other pertinent pieces of the Ed. Code or state legislation)

The purpose of the Council shall be to:

- a) Annually review the school's Action Plan (WASC process) and the goals for the Single Plan for Student Achievement (SPSA).
- b) In combination with the principal, teachers and other school personnel, review the implementation process for the school improvement plan and to review annually the report on the successful implementation of the plan.
- c) To receive and review other documents and plans, grants and block grants proposals as needed.
- d) To review and discuss the various school programs, resources and services that are provided for students.
- e) To recommend plans, when needed, to the Kern High School District Board of Trustees. The governing Board of Trustees oversees all activities for the district and must receive and approve SPSAs annually.

Article III: Membership

- a) The total membership of the Council will be sixteen members (16).
- b) The Council shall be composed of the principal or their designee and four representatives of teachers who are elected by teachers at the school; a counselor chosen by the counselors; and, a 2 members of the classified staff chosen by the classified employees. Representing the non-school employee side of the council will be four students chosen through the ASB election process in the spring and fall of each school year (4 presidents from the 4 classes and/or ASB), and four parents who have been elected to serve as President of the Titan Athletic Booster Support (TABS) Booster group, the FFA Booster Group, The Titan Band Booster group and the GATE/Honors/AP Parent Group. If those elected Booster Presidents cannot make the meeting, then they will send another member of their board as their proxy.

- c) Parents who are selected for the council must not be employees of the Kern High School District. Parents on the council are required to have a current student attending Frontier High School.
- d) The terms for the various representatives will be: teacher – two years with staggered terms; two elected each year; counselor – one year; classified employees – one year. The terms for parents will be their tenure as elected President of their Booster club. Students will be appointed each year after spring elections are concluded (freshman president will be elected in the fall). All students will start their term of service in the fall.
- e) Each representative group takes care of their own election or selection process. Like the maintenance of Council minutes, ballots will be maintained for a period of three years. If there are not enough nominations to conduct a ballot vote then the people who were nominated or volunteered their names will be placed. If there are not enough names to fill the agreed upon slots then the principal will ask for volunteers to fill these remaining slots.

Article IV: Meetings and a Quorum

- a) Meeting will be set at regular intervals. Meetings will be held at least once each quarter or held a minimum of four times each year.
- b) The regular meeting location will be at Frontier High School.
- c) An agenda will be set for each meeting and publicly posted 72 hours prior to each meeting.
- d) Ten members will constitute a quorum for conducting business (a simple majority)
- e) Minutes will be written for each meeting. All records will be held for at least three years. (Code of Federal Regulations, part 74.53)
- f) The meetings of the School Site Council are open, public meetings. (The Greene Act, EC Section 35147 (c))
- g) Discussion may take place on items that were not on the announced agenda or that were added to the agenda. However, no action can be formally taken on any item that was not published on the posted agenda.

Article V: Officer and Duties of Officers

- a) There are three officers for the Council: Chairperson, Vice Chairperson and Secretary.

- b) The Chairperson, Vice Chairperson, and Secretary shall be elected by the Council at its first regularly scheduled meeting each year.
- c) The school principal or their designee shall be a permanent member of the council.

Article VI: Actions taken by the Council

- a) All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is present.
- b) Each of the sixteen members has one vote on any issue that is presented.
- c) Roberts Rules of Order will be used to conduct business.

Article VII: Regular Attendance of Members and Replacement of Members When Vacancies Occur

- a) Any member who is unable to make three consecutive meetings will no longer be considered a member in good standing
- b) This member will be contacted by the principal and notified that they are no longer eligible to continue on the Council
- c) If a vacancy occurs, the representative group will select another representative who can fill the vacancy for the remainder of the term of that representative group.

Article VIII: Amendments and Changes to the By-laws

- a) Changes in the by-laws may be proposed at any regular meeting of the Council.
- b) Changes in the by-laws take an affirmative vote of at least two-thirds of the members at a regularly scheduled meeting.
- c) The vote on the proposed change in the bylaws will take place at the next regularly scheduled meeting of the Council which follows the meeting when the proposed change was presented.
- d) Changes in the by-laws will be implemented upon adoption.

By-Laws Approved, May 2, 2007.

Chair: _____

Secretary: _____