

CAPISTRANO UNIFIED SCHOOL DISTRICT  
Ambuehl Elementary School

**AMBUEHL ELEMENTARY  
SCHOOL SITE COUNCIL BYLAWS**

**ARTICLE I**

**NAME**

The official name shall be Ambuehl Elementary School Site Council (AESSC).

**ARTICLE II**

**PURPOSE**

The purpose of AESSC shall be to:

1. Develop and recommend the Single School Plan for Student Achievement (SSPSA) and all related categorical funds/resources, as per state law.
2. Have an ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of the program.
3. Annually review the SSPSA and proposed categorical budgets, consistent with the Education Code, and if necessary make modifications in the SSPSA to reflect changing improvement needs and priorities.
4. Review all categorical expenditures for Ambuehl School and vote upon them during an AESSC meeting (majority vote for approval) before any categorical funds are expended. AESSC members will receive a copy of the current SIP/categorical budget (includes current balances, encumbered amounts, etc.) at every AESSC meeting. Copies are available to the public upon request.

**ARTICLE III**

**MEMBERSHIP**

Section 1. AESSC will be composed of 10 members:

- 1 Principal
- 3 Teachers
- 1 "Other School Personnel"
- 5 Parents and/or Community Members

- Section 2. AESSC shall be constituted to ensure parity between the principal (administration), teachers, “other school personnel,” and parents/community members.
- Section 3. AESSC shall be composed of the principal, three teachers elected by teachers at the school, one person designated as “other school personnel” (can include other school administrative positions, non-classroom teachers, and site classified staff members), elected by “other school personnel” at the school, and five Ambuehl School parents and/or community members elected by Ambuehl School parents.
- Section 4. Members shall serve one two-year term.
- Section 5. AESSC members representing parents shall not be employees of the school.
- Section 6. An AESSC member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which they were selected, e.g., a parent becomes employed by the school.
- Section 7. Membership on AESSC may not be assigned or transferred.
- Section 8. An AESSC member may terminate his or her membership by submitting a written letter of resignation to the AESSC chairperson.
- Section 9. Any AESSC member who is absent for three consecutive meetings can be removed from his/her position by affirmative vote of two-thirds of all of the members present at a AESSC meeting.

**ARTICLE IV**

**RECORDING SECRETARY**

The AESSC recording secretary (any AESSC member) shall take minutes during each AESSC meeting.

**ARTICLE V**

**MEETINGS**

- Section 1. Meetings will be held, as needed, during the school year on Wednesdays in Ambuehl's multipurpose room or other school location at 2:30 p.m.
- Section 2. Meeting dates will be scheduled by the principal.
- Section 3. Meeting dates and/or times may be added or changed by a majority vote of AESSC members. The vote may be taken by e-mail or a phone call.
- Section 4. A simple majority of the AESSC membership shall constitute a quorum. If a quorum is not present, then the meeting is cancelled and may be rescheduled.
- Section 5. Meetings shall be no longer than one hour and fifteen minutes.
- Section 6. A simple majority vote by AESSC members can extend any meeting beyond one hour and fifteen minutes.
- Section 7. A simple majority vote of AESSC members during a meeting will constitute passage or defeat of any proposed items.
- Section 8. Each member in attendance is entitled to one vote.
- Section 9. An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.
- Section 10. AESSC meeting agendas will be posted at least 72 hours in advance in the front office.
- Section 11. Visitors are welcome to attend any AESSC meeting and will have an opportunity to share information during each meeting. Visitors are not able to cast a vote on any AESSC agenda items.
- Section 12. Items that are not listed on the AESSC agenda may be tabled for a future meeting in order to acquire additional information before action is taken.

**ARTICLE VII DUTIES OF THE CHAIRPERSON (PRINCIPAL)**

Section 1. It shall be the duty of the chairperson (principal) to preside at all meetings.

Section 2. Should the chairperson (principal) be unavailable for an AESSC meeting, the meeting will be canceled and rescheduled.

**ARTICLE VIII DUTIES OF AESSC MEMBERS**

It shall be the duty of all council members to:

1. Attend all AESSC meetings.
2. Submit agenda items to the principal by e-mail or in writing at least two weeks prior to the next AESSC meeting.

**ARTICLE IX ELECTIONS**

Section 1. Elections of new AESSC members will be held at the beginning of the school year (no later than the week of Back to School Night) or at the end of the school year (no later than Open House), or a special election can be held at any time throughout the school year if a member does not meet the eligibility requirements as set forth in these bylaws.

Section 2. Parents and staff members will receive information regarding AESSC and the election process at the beginning of each school year and during special elections due to a AESSC membership vacancy.

**ARTICLE X COMMUNICATION WITH THE CUSD SCHOOL BOARD**

AESSC shall implement the rules and regulations as defined in CUSD board policy. AESSC may communicate with the CUSD board by submitting a letter to the CUSD board. AESSC may request to speak at a CUSD board meeting by following district procedures for communicating with the board.

The CUSD board has the right to deny the content and related budget found in the SSPSA. The CUSD board will provide written notification to AESSC if there are any concerns.

**ARTICLE XI                    UNIFORM COMPLAINT PROCEDURES**

Annually, the AESSC shall participate in training about CUSD's uniform complaint procedures. The training will review procedures for filing a complaint. If any SSC member has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with the district.

**ARTICLE XII                  BYLAW REVIEW**

1. These bylaws are to be reviewed by the principal during the first AESSC meeting each school year.
2. At the beginning of each term of office, each AESSC member shall be given a copy of these bylaws.
3. A copy of these bylaws shall be made available to the public by contacting the principal.

**ARTICLE XIII                BYLAW AMENDMENTS**

These bylaws may be amended at any regular meeting by two-thirds vote of the membership present.