

School Advisory Board The Met Sacramento High School

Bylaws

ARTICLE I -- NAME

The School Advisory Board of The Met Sacramento High School is established under the authority of California Education Code Section 47605, by approval of a charter school petition by the Board of Education of the Sacramento City Unified School District (SCUSD) in June, 2003. The Met Sacramento High School Charter was renewed (April 12, 2012) for a period of 5 years, through June 30, 2017. Hereinafter, the School Advisory Board may be referred to as the SAB.

ARTICLE II -- PURPOSES

The SAB is responsible for governance of the charter school, as described in the approved charter. The SAB is elected, in part, to provide leadership and citizen oversight of the school, by understanding the school's fiscal and program operations and by providing advice to the school principal. All rights specified in the approved charter will vest in the SAB.

The SAB sets direction for the school through a process that involves the community, parent/guardians, students and staff and is focused on student learning and achievement. The SAB advises the school district governing board on issues such as program implementation, budgets, and facilities.

The approved charter validates the SAB's authority to include the following areas:

- Approval of the school's annual budget.
- Evaluation of the performance of the school's principal and the power to recommend dismissal of the principal to the District Governing Board in the event that the performance evaluation determines that the principal is not meeting the school's needs or expectations.
- Review of the school's curriculum, instructional methods/strategies, and instructional calendar provided these are reasonably aligned with state-mandated academic content standards.
- Selection of student assessment practices beyond those mandated by applicable state law.
- Participation in the selection, hiring, evaluation and retention of all staff.

In addition, the SAB will:

1. Establish adequate processes and measures to ensure that the terms of the charter are fulfilled. This includes fiscal accountability and clear performance standards and multiple measures for meeting educational and other goals for students.
2. Provide regular reports to the SCUSD Board of Education to provide assurance that the school is able to demonstrate reasonable, measurable progress towards the goals specified in the charter.
3. Manage the Foundation for Career and College Ready Students, as the non-profit Foundation that provides financial support for the school.

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The SAB may revise and refine any policies relative to the above listed elements and submit them for approval to the SCUSD.

School Accountability

The SAB shall annually review and approve a performance audit completed by the Met Sacramento High School. The school principal shall deliver the performance audit to the SCUSD staff by November 1 of the following year.

ARTICLE III -- DIRECTORS

Section 1: SIZE & COMPOSITION

The SAB will be composed of not less than 6 nor more than 16 Directors. The Directors of the SAB shall include, but not be limited to: the principal of the school, teachers, staff, parents and students.

Section 2: TERM OF OFFICE

Directors of the SAB are elected to hold office for a one-year term. Each Director, including a Director elected or appointed to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified.

Section 3: SELECTION/ELECTION OF DIRECTORS

Directors shall be elected at or prior to the annual Back-to-School night in September to hold office for a one-year term, by their representative constituencies.

Section 4: VOTING RIGHTS

Each Director of the SAB shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SAB. Absentee ballots shall not be permitted.

Section 5: TERMINATION OF DIRECTORSHIP

A Director shall no longer hold the Directorship should he or she cease to be a resident of the school, or no longer meet the membership requirements under which he or she was selected.

The SAB, by an affirmative vote of two-thirds of all Directors, can suspend or expel a Director.

Section 6: TRANSFER OF DIRECTORSHIP

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Directorship on the SAB may not be assigned or transferred.

Section 7: COMPENSATION

The Directors shall receive no compensation for services as a Director. A Director may serve the school in any other capacity as an officer, agent, employee or otherwise and receive compensation for that service.

Section 8: RESIGNATION

Any Director may terminate his or her Directorship by submitting a written letter of resignation to the SAB President. If the resignation of a Director is effective at a future time, the SAB shall appoint a successor to take office when the resignation becomes effective. No Director may resign when the school would then be left without a duly elected Director or Directors in charge of its affairs. No reduction in the authorized number of Directors shall have the effect of removing any Director before the Director's term of office expires.

Section 9: VACANCY

Vacancies in the SAB shall be filled by a majority of the remaining Directors though less than a quorum, or by a sole remaining Director, and each Director so appointed shall hold office until his successor shall have been elected and qualified. A vacancy or vacancies in the SAB shall be deemed to exist on the occurrence of the following:

- The death, resignation or removal of any Director;
- The declaration by resolution of the SAB of a vacancy of the office of a Director who has been declared of unsound mind by an order of court or convicted of a felony or found by final order or judgement of any court to have breached a duty under Sections 5230 and following of the California Schools Code, or
- The increase of the authorized number of Directors.

Section 10: ADVISORS

The SAB may appoint advisors to attend, but not vote at, SAB meetings and consult with the SAB concerning the affairs and activities of the school.

The English Learner Advisory Committee (ELAC) of the Met Sacramento may nominate a representative to the SAB, who shall be a voting member of the SAB.

ARTICLE IV -- OFFICERS

Section 1: OFFICERS

The SAB shall have a President, Secretary and a Treasurer. The SAB may also have, at the discretion of the

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SAB, other officers as may be appointed. Officers must be Directors.

Section 2: ELECTION OF OFFICERS AND TERMS OF OFFICE

The officers of the SAB shall be chosen by the Directors, and each shall hold office at the pleasure of the SAB, who may, either at a regular or special meeting, remove any such officer and appoint his or her successor.

Section 3: REMOVAL OF OFFICERS

Any officer may be removed from their office by a two-thirds vote of all SAB Directors.

Section 4: VACANCY IN AN OFFICER POSITION

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to such office.

Section 5: OFFICER DUTIES

The **President** shall:

- Provide leadership, supervision, and direction of the SAB.
- Sign all contracts and other instruments, on behalf of the SAB.
- Work cooperatively with members of the SAB and others to promote the success of the school and its students.
- Monitor the progress of the SAB in accomplishing its purposes.
- Preside over meetings

The **Secretary** shall:

- Keep all records of SAB Agendas, Minutes and other documents
- Responds to Public Records requests and maintain public access to all SAB materials
- Include in the minutes: Summary of the discussion for each agenda item, name of members who make motion, second, and total tally of votes for/against/abstain, the purpose and kind of meeting; the date, time and place, the name of the presiding officer, the number present, approval of previous minutes, a treasurer's report, reports and actions taken, in order; motions carried or lost, adjournment and the signature of the presiding officer.
- Count votes, unless someone else is appointed to perform this task
- Submits minutes from previous meetings for SAB approval
- Maintains a complete list of members as well as committees and their members and chairpersons
- Take care of SAB correspondence and read all communications directed to the SAB

The **Treasurer** shall:

- Provide strict accounting of the source, repository and disbursement of all monies in accordance with

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Generally Accepted Accounting Principles for non-profits

- Collect and Disburse the funds of the SAB in a timely manner
- Provide monthly report to the SAB including but not limited to Profit & Loss, Balance Sheet and Budget vs Actual.
- Develop and maintain a publicly accessible Annual Budget and Financial Summary document
- Cooperate with a third party audit of the financial records requested by the SAB.

ARTICLE V -- COMMITTEES

Section 1: STANDING AND SPECIAL COMMITTEES

The SAB may from time to time establish standing or special committees to perform various functions. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the SAB and are advisory to it. No standing or special committee may exercise the authority of the SAB. A standing or special committee may be abolished by a vote of the SAB.

Section 2: STANDING AND SPECIAL COMMITTEE MEMBERSHIP

Unless otherwise determined by the SAB, the SAB president shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the President.

Section 3: STANDING AND SPECIAL COMMITTEE TERM OF OFFICE

The SAB shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

Section 4: STANDING AND SPECIAL COMMITTEE RULES

Each standing and special committee will establish procedure rules that are consistent with the SAB's bylaws and the district governing board.

ARTICLE VI -- MEETINGS OF THE SCHOOL ADVISORY BOARD

Section 1: REGULAR MEETINGS

Regular meetings of the SAB shall be held at 6 pm on the second Thursday of each month, or on a date and time determined at a prior meeting.

Section 2: SPECIAL MEETINGS

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Special meetings of the SAB for any purpose or purposes may be called at any time by the President or by any two (2) Directors.

Written notice of the time and place of special meetings shall be delivered personally to each Director or sent to each Director by mail, electronic mail, fax, or other form of written communication, at the Director's address as shown upon the records of the school, or, if it is not so shown on such records or is not readily ascertainable, at the place in which the meetings of the SAB are regularly held. Such notices shall be sent at least forty-eight (48) hours prior to the time of the meeting.

Section 3: PLACE OF MEETINGS

Regular meetings of the SAB shall be held at any place within Sacramento that has been designated from time to time by resolution of the SAB or by written consent of all Directors of the SAB. In the absence of such designation, regular meetings shall be held at the principal office of the school. Special meetings of the SAB may be held either at a place so designated or at the principal office.

Section 4: NOTICE OF MEETINGS

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the schoolsite, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda.

Section 5: QUORUM

The presence of 51% of the SAB Directors constitutes a quorum of the SAB for the transaction of business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the SAB.

A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, if any action is approved by at least a majority of the Directors remaining present for that meeting.

Section 6: CONDUCT OF MEETINGS

Meetings of the SAB shall be conducted in accordance with the rules of order established by Education Code 35147. If the SAB violates any of the procedural meeting requirements found in Ed. Code Section 35147, and upon demand of any person, the SAB shall reconsider the item at its next meeting, after allowing for public input.

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Section 7: MEETINGS OPEN TO THE PUBLIC

All meetings of the SAB and its appointed committees shall be open to the public. Any member of the public shall be able to address the SAB during the meeting on any item within the subject matter jurisdiction of the SAB. Every agenda for regular meetings shall provide an opportunity for the members of the public to directly address the SAB on any item of interest to the public, before or during the SAB's consideration of that item.

The SAB may not take any action on any item of business unless that item appears on the posted agenda or unless the SAB Directors present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SAB subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The SAB will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the board.

The minutes of the SAB meetings are public records and are available to the public.

Any materials provided to the SAB shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1).

Section 8. PARTICIPATION OF DIRECTORS NOT PRESENT

Directors may participate in a meeting through use of conference telephone or similar communications equipment so long as all Directors participating in such meeting can hear one another.

Section 9. ACTION WITHOUT MEETING

Any action required or permitted to be taken by the SAB may be taken without a meeting if all Directors shall individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the SAB and shall be filed with the minutes of the proceedings of the SAB.

Section 10. ADJOURNMENT

Notice of the time and place of holding an adjourned meeting need not be given unless the meeting is adjourned for more than twenty-four (24) hours, in which case personal notice of the time and place shall be given before the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

ARTICLE VII -- BYLAW AMENDMENTS

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An amendment of these bylaws may be made at any regular meeting of the SAB by a vote of two-thirds of the Directors present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to the Directors at least 3 days prior to the meeting at which the amendment is being considered for adoption.

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CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the School Advisory Board of the Met Sacramento High School, a California public charter school approved by the Sacramento City Unified School District and operating as a “dependant charter school,” that the above bylaws, consisting of 9 pages, are the bylaws of the School Advisory Board as adopted by its Incorporator on _____, revised on December 12, 2012 and that they have not been modified since that date.

Executed on _____, at Sacramento County, California.

Secretary