

AMENDED AND RESTATED

STANDARD OPERATING PROCEDURES FOR THE SCRIPPS RANCH CIVIC ASSOCIATION SCHOOLS COMMITTEE

(Adopted February 15, 2012)
(Amended November 19, 2014)
(Amended January 6, 2023)

ARTICLE I

Name of Committee

Scripps Ranch Civic Association Schools Committee ("SRCASC")

ARTICLE II

Role of Committee

The role of the SRCASC shall be to:

- 1) Help create/raise public awareness among community members and work with families, teachers, school site personnel and residents of the Scripps Ranch public non-charter school cluster on school-related issues.
- 2) Discuss and research school-related issues and solutions brought forth by:
 - a. Scripps Ranch area residents, school cluster families and business owners;
 - b. School Administration and/or the School Site Governance Team;
 - c. SRCASC Members;
 - d. City and County of San Diego;
 - e. San Diego Unified School District (SDUSD); and
 - f. SDUSD Board of Education.
- 3) Make recommendations to the San Diego Unified School District, the Board of Education, the Scripps Ranch Planning Groups, and the City of San Diego on issues that pertain to the Scripps Ranch cluster schools.
- 4) Represent the interests of the six public non-charter schools in the Scripps Ranch Cluster.
- 5) Facilitate and host school-related services to the community.
- 6) Direct any subcommittees created that will work with the community and district.
- 7) Foster cohesion and collaboration between schools.

ARTICLE III

Members

Section 1 – Composition

SRCASC shall be comprised of representatives of the established organizations listed below. SRCASC representatives will act as liaisons between the SRCASC and the individual organization they represent. The SRCASC will be comprised of the following members:

Chauncy Jerabek Elementary School

FFO	1
Site Council	1
Principal	1

Col. Robert E. Dingeman Elementary School

FFC	1
Site Council	1
Principal	1

Ellen Browning Scripps Elementary School

Academic Fundraising Partnership	1
Site Council	1
Principal	1

Miramar Ranch Elementary School

FFA	1
Site Council	1
Principal	1

Thurgood Marshall Middle School

PTSA	2
Site Council	2
Principal	1

Scripps Ranch High School

Foundation	2
Site Council	2

Principal	1
Scripps Ranch Civic Association	1
Miramar Ranch North Planning Committee	1
Scripps Ranch Planning Group	1
Scripps Ranch Recreation Council	1

- 1) Each organization will choose its representative(s) according to its own governing policies and by-laws.
- 2) The School Site Council representative(s) should be a family member of a student currently enrolled at the school they represent.

The SRCASC shall also have four additional voting members, who would act as the Chair, Secretary, Legislative Advisor, and the Parliamentarian for the SRASC. People filling either of these four positions should be Scripps Ranch community members. A person may represent one of the organizations listed above and hold the position of either Chair, Secretary, Legislative Advisor or Parliamentarian. In addition, upon the concurrence of the then-current SRCASC membership, a school district representative may also be invited to sit on the SRCASC in an advisory capacity for the then-current term of office.

Section 2 – Term of Office

Membership on the committee is a one-year term, commencing as of the SRCASC’s first meeting of the school year. Serving on the Schools Committee will not be limited by an arbitrary length of years. On or before September 1st of each year, each organization shall identify that organization’s representative and alternate representative.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. It is the responsibility of the member to provide his/her group with the background information and to obtain their group’s position prior to a SRCASC vote. An appointed alternate shall vote in the absence of the representative. No one person shall be entitled to vote for more than one member organization. If a person represents a member organization and also holds the position of either Parliamentarian or Legislative Advisor, his/her vote shall reflect his/her member organization’s position, not his/her individual position on the issue at hand. Absentee ballots shall not be permitted. Advisory representatives can provide input on issues, but will not be permitted to cast votes on matters brought to a vote of the committee.

Section 4 – Attendance

If a member fails to attend three consecutive meetings without adequate excuse, the Chair/Co-chair may, by a two-thirds (2/3) affirmative vote, take such action as he/she determines appropriate, which may include asking for the resignation of the absent member and requesting that the organization represented by such absent member appoint a new member to the SRCASC.

ARTICLE IV

Officers

Section 1 – Membership

Each officer of the SRCASC shall be a member of the committee.

Section 2 – Officers

The officers of the SRCASC shall be a Chair/Co-chair, Secretary, Parliamentarian and Legislative Advisor.

Section 3 – Election and Term of Officers

The officers shall be elected annually at the beginning of each term in September. Officers shall serve for a term of one (1) year or until their successors are elected. In the event no successor is elected, the position is deemed vacant.

Section 4 – Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the committee.

Section 5 – Chairs

There may be one Chair or two Co-Chairs of the SRCASC. The Chair/Co-Chairs shall:

- 1) Preside at all meetings of the SRCASC and may sign letters, reports and other communications of the SRCASC.
- 2) Perform all duties incident to the office of the Chair/Co-Chair and such other duties as may be prescribed by the SRCASC.

Section 6 – Secretary

The Secretary shall:

- 1) Keep the meeting record of the SRCASC meetings, both regular and special, and shall promptly transmit to each of the members and to such persons as the SRCASC may deem appropriate, true and correct copies of the meeting records of such meetings; see

that all notices are duly given in accordance with the provisions of these Standard Operating Procedures.

- 2) Be custodian of the SRCASC records; keep a register of the address, email and telephone number of the members of the SRCASC; keep an accurate record of all votes and attendance; notify the Chair if a member has missed three (3) consecutive meetings.
- 3) In general, perform all duties incident to the office of Secretary and such duties as from time to time may be assigned to the office by the Chair/Co-Chair or the SRCASC.

Section 7 – Parliamentarian

The Parliamentarian shall:

- 1) Attend all meetings of the SRCASC, act as timekeeper during discussions to ensure that the SRCASC generally stays on track and in line with its agenda and give necessary advice as to parliamentary procedure when requested.
- 2) When deemed necessary by the SRCASC, chair a Standard Operating Procedures committee for the purpose of review and updating these Standard Operating Procedures.

Section 8 – Legislative Advisor

The Legislative Advisor shall:

- 1) Attend all meetings of the SRCASC and give necessary advice to the SRCASC on legislative issues.
- 2) Stay abreast of state and local legislation, including all school board actions, that impacts or may impact the Scripps Ranch Schools Cluster.
- 3) Maintain routine contact with legislators, including meetings and communication.
- 4) Update the SRCASC on all legislative issues.

ARTICLE V

Subcommittees

Section 1 – Standing and Special Committees

The SRCASC may from time to time establish and abolish such standing or special sub-committees, as it may desire. No standing or special subcommittee may exercise the authority of the SRCASC. SRCASC committee member volunteers for standing and special subcommittee chairs should be asked for at regularly scheduled meetings. If more than one person is interested in the subcommittee chair position, a vote of SRCASC members will be taken. Standing and subcommittees will prepare written reports of their plans of work and

progress on an as needed and timely basis and the chair of any such subcommittee will present such report at the next regularly scheduled meeting of the SRCASC. No work shall be undertaken by a standing or special subcommittee without the prior consent of the SRCASC.

Section 2 – Subcommittee Members

Except as otherwise approved by the SRCASC, the chairmen and a majority of the members of any standing or special sub-committee must be members of the SRCASC.

Section 3 – Term of Office

The term of office for the chair of a special committee shall be one year or until a successor has been appointed. A chair may serve an additional term if approved by the SRCASC. The chair and members of special committees shall serve until their assignments have been completed.

Section 4 – Rules

Each subcommittee may adopt rules for its own government not inconsistent with the rules adopted by the SRCASC.

Section 5 – Quorum

Unless otherwise provided in the decision of the SRCASC designating a subcommittee, a majority, more than 50%, of the subcommittee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of a subcommittee.

Section 6 – Vacancy

A vacancy in the membership of any subcommittee may be filled by a request for SRCASC member volunteers by the SRCASC Chair at the next meeting or by an appointment from the SRCASC Chair/Co-Chair if volunteers are not forthcoming.

ARTICLE VI

Meetings

Section 1 – Regularly Scheduled Meetings

SRCASC meetings shall be held on the third Wednesday of every month during the school year, unless otherwise determined by the SRCASC. The SRCASC shall hold a minimum of seven (7) regular monthly meetings per school year.

Section 2 – Voting

The privilege of making motions, debating and voting shall be limited to committee members. Voting by proxy is prohibited.

Section 3 – Place of Meetings

The SRCASC shall hold its regular monthly meetings and its special meetings in a facility accessible by all members of the public.

Section 4 – Notice of Regular Meetings

Public notice shall be given of regular SRCASC meetings at least 72 hours in advance of the meeting. Notice of the Regular meetings of the SRCASC should be included in the SRCA newsletter, and on the SRCA website. Any change in the established date, time or location must be given special notice.

Section 5 – Notice of Special Meetings

All special meetings shall be publicized with as much advance notice as is possible. Each member organization shall notice the special meeting according to its usual practices and means.

Section 6 – Community Reporting

Keeping the Scripps Ranch community informed as the issues facing the Scripps Ranch public cluster schools and gathering community input on important decisions relating to such schools is a focal point of the SRCASC. As a result, a summary of all significant actions and recommendations of the SRCASC should be published in the SRCA newsletter.

Community information meetings will be scheduled and held as needed to ensure full communication of any major changes affecting Scripps Ranch public non-charter schools and to ensure community input and support. Any major SRCASC recommendation will be reported in a timely manner to the community.

In special circumstances, the SRCASC may agree to hold a vote by e-mail. Such an e-mail vote will be valid only if responses are received by the SRCASC Chair/Co-Chair from a quorum of the SRCASC members. Responses should be sent to all SRCASC members. Any such e-mail vote shall be conducted in accordance with the SRCASC Standard Operating Procedures then in effect.

Section 7 – Quorum

The presence of 50% of the SRCASC voting membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SRCASC. For purposes of establishing quorum, each voting member may represent only one SRCASC member organization.

Section 8 – Conduct of Meetings

All regularly scheduled and special meetings of the SRCASC shall be conducted in accordance with rules and procedures as may be established by the SRCASC. Public comment must abide by these rules. The Chair/Co-Chair may cut off public comment if it severely compromises the completion of the SRCASC's work.

Section 9 – Meetings Open to the Public

All regularly scheduled and special meetings of the SRCASC shall be open at all times to the public.

ARTICLE VII

Amendments

The adoption of any amendment to this Standard Operating Procedure will require a vote of two-thirds (2/3) of the members of the SRCASC.