

Lincoln High School

(Adapted from California Department of Education guidelines)

School Site Council Bylaws

Article I:

Duties of the School Site Council

The School Site Council of Lincoln High School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student Achievement (SPSA)
- Develop and approve the SPSA and related expenditures for specific categorical budgets in accordance with all state and federal laws and regulations
- Recommend the plan and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members
- Make modifications to the plan whenever the need arises
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

Article II

Members

Section A: Composition

According to the formula indicated in the California Education Code, the SSC shall be composed of 16 members, selected by their peers, as follows:

- a. 5 classroom teachers
- b. 2 other school staff members
- c. 4 parents or community members
- d. 4 students
- e. 1 principal who shall be an ex officio member of the SSC

SSC members chosen to represent parents may be employees of the school district so long as they are not employed at Lincoln High School. All SSC members are volunteers and are not to be monetarily compensated. The SSC may vote to allocate funds to pay for secretarial services. The secretary does not have to be a member of the SSC.

Section B: Term of Office

All SSC members, except student members, shall be elected to serve for a 2-year term. Members are eligible to be elected for successive terms. Student members shall serve for a 1-year term.

Section C: Voting Rights

Each member of the SSC is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee and any electronic ballots shall not be permitted. Members with a conflict of interest shall abstain from voting.

Section D: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members terminate a membership. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson. The SSC may, by an affirmative vote of a simple majority of its members, terminate a member who is absent from three meetings within a school calendar year.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member may be filled by appointment of the SSC for the period of time until the next regular election. Eligibility goes first to members of the affected peer group who ran but were not elected. In the event that the position is still open, the SSC may accept nominations by the chair or self-nomination. Membership will require a majority vote of the members present.

Article III

Section A: Election of SSC Members:

- Elections will be held annually. All members shall be elected by their peers as defined in Article II, Section A. The elections shall be completed at least one week prior to the October meeting. Terms of office will begin at the October meeting.
- The SSC will create an election committee comprised of one member of each peer group.
- The committee will be responsible for and oversee all elections.
- All election announcements shall be displayed on the school marquee and shadow boxes at each center, as well as on the school web site including the bulletin.
- If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- The election committee shall preserve all election documents to be archived in the SSC Notebook.

Section B: Election of Teacher Members:

- Nomination forms will be given to all teachers in the first week they report at the start of the contract year.
- The nominations will be submitted to election committee by the first Friday after the start of school.
- The ballots will be placed in the staff mailboxes within two weeks of the first day of the contract year.
- All ballots will be placed into a sealed ballot box for the official vote.

Section C: Election of School Staff Members:

- Nomination forms will be given to all staff in the first week they report at the start of the contract year.
- The nominations will be submitted to the election committee by the first Friday after the start of school.
- The ballots will be distributed to all non-teaching school staff within two weeks of the first day of the contract year.
- All ballots will be placed into a sealed ballot box for the official vote.

Section D: Election of Parent/Community Members:

- Nomination forms will be placed in the registration packets (in English and Spanish) that will be sent to every parent or guardian of students enrolled. The nominations will also be posted on the school website. Parent and community members may self-nominate.
- The nominations will be submitted to election committee by the first Friday after the start of school.
- All nominations will be listed on a ballot and the vote will be taken during the week of the fall Open House meeting. One ballot will be issued to each family as verified by Zangle. All ballots will be placed into a sealed ballot box for the official vote. The ballot box will be in the Central Administration Office the week of the Fall Open House.
- Ballots will be counted by three selected non-SSC parent/community members, and witnessed by one member of the school staff.

Section E: Election of Student Members

- Centers will be responsible for holding elections for SSC student representatives.
- Students must submit a personal statement for ballot
- Parent/guardian must give written approval for a student to participate.

Article IV Officers

Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, and other officers the council may deem desirable.

1. The chairperson shall:
 - a. Preside at all meetings of the SSC
 - b. Sign all letters, reports, and other communications of the SSC
 - c. Collaborate with the Principal maintaining the SSC notebook that will include agendas, minutes, bylaws, a redacted list of members with year elected, and offices held by members.
 - d. Perform all duties incident to the office of the chairperson
 - e. Have other such duties as are prescribed by the SSC
2. The vice-chairperson shall:
 - a. Represent the chairperson in assigned duties
 - b. Substitute for the chairperson in his/her absence

3. The secretary shall:
 - a. Keep minutes of all regular and special meetings of the SSC
 - b. Transmit true and correct copies of the minutes of such meetings to members of the council
 - c. Provide all notices in accordance with these bylaws
 - d. Collaborate with the Principal maintaining the SSC notebook that will include agendas, minutes, bylaws, a redacted list of members with year elected, and offices held by members.
 - e. Perform other such duties as are assigned by the chairperson or the SSC

4. The Principal shall:
 - a. Substitute for the chairperson and vice-chairperson in the event they are both absent.
 - b. Keep the confidential register of the names, addresses, and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
 - c. Collaborate with the Chair and Secretary maintaining the SSC notebook

The SSC may vote to allocate funds to pay for secretarial services. The secretary does not have to be a member of the SSC.

The chairperson may identify other officers (i.e. parliamentarian, historian, treasurer) as deemed necessary.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the SSC, and shall serve for one year.

Section C: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all the members. If the officer has missed three meetings, a simple majority vote may remove the officer from the SSC according to Article 2, Section D.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC, for the remaining portion of the term of office.

Article V Committees

Section A: Committees

The SSC may establish and abolish committees to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents/community members, as well as a student member at his/her discretion, shall be included

in any committee. No committee may exercise the authority of the SSC. The SSC may appoint individuals to serve and advise at its discretion. SSC minutes must document the purpose and recommendations of committees.

1. Committees may:
 - a. Gather and analyze data
 - b. Propose strategies for improving instruction
 - c. Examine materials and funding to determine effectiveness
 - d. Draft portions of the SPSA for council consideration
 - e. Review WASC recommendations into the SPSA

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Terms of Office

The SSC shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its operations not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board.

Article VI Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly, once a month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance posted at school site or other accessible place of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: e-mail, bulletin board, marquee and school website.

All required notices shall be delivered to the SSC and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, by mail or email.

Section D: Quorum

The act of the majority of the members present shall be the act of the SSC, provided a quorum is

in attendance. A majority of the members of the SSC (51% or greater) shall constitute a quorum.

If a quorum is not reached after the first 20 minutes of the scheduled session, the meeting will be cancelled. A special meeting may be called before the next scheduled monthly meeting.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with an adaptation of *Robert's Rules of Order*.

Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. The agenda can provide public comment for fifteen minutes at the beginning and ending of the meeting.

**Article VII
Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present if the proposed amendment has been read at two consecutive meetings. Written notice of the proposed amendment must be submitted to SSC members at least 14 days prior to the first meeting at which the amendment is to be considered for adoption.