

SSC Bylaws
Revised November 20, 2013

ARTICLE I
Duties of the Lewis School Site Council

The school site council of Lewis Middle School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement from all school advisory committees.
- Develop and approve the plan and related categorical expenditures 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.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- The council shall carry out all other duties and responsibilities assigned to it through the Education Code of the state of California #52852 and SDUSD BOE.

ARTICLE II
Members

Section A: Composition

The council shall be composed of ten members, selected by their peers, as follows:

3 classroom teachers

2 other school staff members including the principal

5 parents of Lewis Students

“Other” staff members are described as: Non-Classroom Certificated Personnel; nurse, counselor, resource teacher, librarian, vice-principal and Any Classified Personnel; office staff, building services supervisor, technicians (e.g. library tech, computer tech), assistants or aides, campus security, food services personnel.

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

Council members shall be elected for two year terms. At the first regular meeting of the council, each member’s current term of office shall be recorded in the minutes of the meeting.

SSC Bylaws
Revised November 20, 2013

Section C: Responsibility

- commit to active participation
- represent stake-holders
- honor time commitments
- share discussion time
- interact respectfully
- regularly attend SSC meetings; come prepared with materials and good ideas
- become knowledgeable about state and local educational issues related to assessment, curriculum, and instruction
- review district policies and procedures regarding categorical programs and budgets
- establish the Council and Bylaws
- review school and student performance data
- establish/review school goals and select specific improvements
- develop the SPSA with collaboration and input from other advisory groups

Section D: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted.

Section E: Termination of Membership

Any elected member may terminate his or her membership by submitting a written letter of resignation to the council. A member shall no longer hold membership should he or she no longer meets the membership requirements under which they were selected. After two consecutive unexcused absences, a member may be removed by vote of the SSC.

Section F: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section G: Vacancy (added 12-12-2011)

A vacancy on the Council shall be filled at the earliest opportunity. The vacant seat shall be offered to another candidate who ran for a council position in the most recent prior election, in order of the number of votes received. If there are no such candidates available or interested in filling the position at the time of the vacancy, the SSC Council shall approve the appointment of any qualified individual upon a majority vote.

ARTICLE III
Election of Members

Chairperson, in collaboration with the principal, is responsible for putting out a flyer for nominations for parent representatives in the spring of the school year in the Lewis Lowdown and at the feeder elementary schools. An official ballot will be sent out prior to the second week of school. Ballots are to be returned to an SSC box maintained in the office.

SSC Bylaws
Revised November 20, 2013

The voting process shall be completed by the October SSC meeting.

SSC members shall be selected by their peers: teachers shall be selected by teachers, other Lewis personnel selected by other Lewis Personnel, parents of students attending Lewis selected by such parents.

ARTICLE IV
Officers

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable. There will also be one representative designated to attend the District Advisory Committee meetings. Vice chair will run the first meeting of the school year if the chair is no longer a member of the council, i.e., no longer has a student at the school. The new officers shall assume their duties at the close of the first meeting, and shall serve for one year or until each successor has been elected.

The chairperson shall:

- Preside at all meetings of the council.
- Sign all letters, reports, and other communications as requested by the council or principal.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.
- Shall set the agenda with the principal working in partnership.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence or in the event of vacancy of the position of chairperson.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the following other persons: the school staff.
- Provide all notices in accordance with these bylaws.
- The SSC binder should hold all pertinent SSC information and should be kept safely in the school office.
- Keep a roster of names and contact information of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Keep attendance records and advise council when consecutive meetings have been missed.
- Perform other such duties as are assigned by the chairperson or the council.

SSC Bylaws
Revised November 20, 2013

Section B: Election and Terms of Office

The officers shall be elected annually, by the end of the October meeting of the council, and shall serve for two years, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed by a 51% vote of the total SSC membership.

Section D: Vacancy

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

ARTICLE V
Committees

Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

Section B: Other Standing and Special Committees

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

Section C: Terms of Office

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

Section D: Rules

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

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is present. If a quorum is not present by 10 minutes after the start of the meeting, no voting may take place, just discussion of items.

ARTICLE VI
Meetings of the Council

Section A: Meetings

The council shall meet regularly once a month or as suggested by the District. Meetings begin at 2:35 unless otherwise agreed by the Council. In case of a conflict a simple

SSC Bylaws
Revised November 20, 2013

majority can change the date. School Site Council shall meet at least eight times during the school year. Special meetings of the council may be called by the chairperson and vice chair or by a majority vote of the council. If a quorum is not present by 10 minutes after the start of the meeting, no voting may take place, just discussion of items. If there are no agenda items to be discussed the meeting can be canceled.

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such 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 council.

Section C: Notice of Meetings

Written public notice of all meetings shall be given at least 72 hours in advance 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: Lewis Lowdown and the Webpage and posted in the main office.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 20 days in advance of the meeting, personally, or by mail (or e-mail).

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. We strive for consensus, but in the absence of a consensus, motions carry or are defeated by majority decision.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with Robert's Rules of Order or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

ARTICLE VII
Amendments

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Proper notice requirements for inclusion on an agenda must, however, be followed.