



School Site Council (SSC) & School Advisory (SAC) Bylaws e3 Civic High

ARTICLE I

Duties of the School Site Council:

The School Site Council of e3 Civic High, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Local Control Accountability Plan for Student Achievement (LCAP) from all school advisory committees.
- Develop and approve the LCAP and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the LCAP and categorical expenditures to e3 Civic High Board for approval.
- Provide ongoing review of the implementation of the LCAP with the Executive Director, teachers, and other school staff members.
- Make modifications to the LCAP whenever the need arises.
- Submit the modified LCAP for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the by state law.

All members shall:

- a. Maintain a school-wide perspective in issues
- b. Participate in SSC/SAC meetings
- c. Participate in information and training programs
- d. Act as a link between the SSC/SAC, e3 Board of Directors, students, parents and the community
- e. Encourage the participation of parents and community members
- f. Attend meetings on a regular basis
- g. Virtual attendance via skype/Facetime etc as needed
- h. Communicate regularly with parents and community members to seek their input with regard to matters being addressed by the SSC/SAC, and to report on the activities of the Committee
- i. Assist in the preparation of the feedback report to the e3 Board of Directors

The Executive Director Shall

- a. Facilitate the establishment of the school council and assist in its operation
- b. Attend all school council meetings (the Director of Instruction or Dean of Instruction may serve as a designate if the Executive Director is unable to attend)
- c. Ensure that copies of the SSC/SAC meeting minutes are kept at the school
- d. Support and promote the Council's activities
- e. Act as a resource regarding laws, regulations, Board policies and collective agreements
- f. Obtain and provide information required by the Council to enable it to make informed decisions
- g. Maintain regular communication with the chair of the Council
- h. Ensure that information, correspondence, and other material intended for the SSC/SAC is forwarded in a timely manner
- i. Present the School Improvement Plan to the School Board with the Chair
- j. Jointly sign any official documents or checks issued by the SSC/SAC

ARTICLE II

Members

Section A: Composition*

The council shall be composed of a minimum of 12 members, selected by their peers, as follows:

- ✓ Classroom teachers (3)
- ✓ Other school staff members (1)
- ✓ Parents or community members (3)
- ✓ Students (3)

* Shall consist of a minimum of twelve (12) members.

The school Executive Director shall be an ex officio member of the council. The Executive Director or his/her designee shall attend all SSC meetings; however, only the Executive Director 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 1 OR 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting. At the first election, members will be assigned a 1 or 2 year term based upon the year of their student (ie. Parents of a senior can only serve for 1 year). All other parents who can serve beyond 1 year will be assigned through a random drawing of their name.

Section C: 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 (proxy) and any electronic ballots shall not be permitted.

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by:

Regular elections; appointment by two-thirds of the council for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

ARTICLE III

Elections of Council Members

- The school Executive Director is a standing member of the council.
- Certificated staff elections will be held in September:
 - The certificated membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by the certificated staff.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
 - Certificated staff members shall be elected by Certificated Staff
- “Other” staff elections will be held in June for the next year or September of the same year.
 - The “other” staff membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by the certificated staff.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
 - Non-certificated staff will be elected by non-certificated staff
- Parent representative elections will be conducted in June, September, or October.
 - Nominations and elections will be conducted by the school office staff.
 - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. Nominations will be accepted in June or September.
 - Parents must have a student currently enrolled at e3 Civic High. Once their student dis-enrolls, the parents’ seat is vacated.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
 - Parents shall be elected by parents who have students enrolled at e3.
- Student elections will be conducted in June or September, or October.
 - Nominations and elections will be conducted by the school office staff.
 - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. Nominations will be accepted in June, September, or October.
 - Students shall be elected by students enrolled in e3.

All election ballots and result records will be maintained at the school site for seven (7) years.

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.

The chairperson shall:

- Collaborate with the Executive Director in developing agendas and reviewing minutes prior to posting.

- Co-preside with the Executive Director at all meetings of the council.
- Sign all letters, reports, and other communications of the council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in their absence.

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: e3 Board of Trustees
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers 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.
- Perform other such duties as are assigned by the chairperson or the council.
- Post Agenda and minutes 72 hours following the meeting

Section B: Election and Terms of Office

The officers shall be elected annually, at the November meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from office by a two-thirds vote of all the members if not adequately meeting duties

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 and one member representing students 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, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present

ARTICLE VI

Meetings of the Council

Section A: Meetings

The council shall meet regularly on the 2nd Monday at 3:30-4:30. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

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

1. Written public notice of all meetings shall be given at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues: school website, school newsletter, school entry way and front desk.
5. All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 10 days in advance of the meeting, personally, or by mail or via 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. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

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 (2/3) of the members present. Written notice of the proposed amendment must be submitted to council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.

REFERENCE DOCUMENTS

SSC Election Resources

[Call to Nominations \(Sample\)](#)
[Parent Ballot \(Sample\)](#)
[SSC Elections and Fall Responsibilities 2013-14](#)
[SSC Membership Roster \(Template\)](#)
[Student Ballot \(Sample\)](#)

SSC Meeting Management Resources

[SSC Handbook 2014-15](#)
[SSC Agenda](#)
[SSC Elementary Meeting Minutes](#)
[SSC Secondary Meeting Minutes](#)