

Lowell School Site Council By-Laws

Objectives

The School Site Council (SSC) is charged with the responsibility to develop a program that is responsive to the needs of every student in the school:

- to develop a school plan
- to allocate supplemental resources within the school to support this plan and
- to semi-annually review and update the plan and budget to reflect changing needs and priorities within the school.

The actions of the SSC constitute the first step in a formal process for developing improvement strategies and for allocating resources to support these efforts. The process is completed only when the local governing board formally agrees to the SSC's proposal for utilizing the supplemental resources. The decisions of the SSC are not advisory. They are binding decisions which determine supplemental staffing and allocations.

Article I: Purposes

- A. To facilitate full communication and discussion among the members of the Lowell community.
- B. To strive for maintenance and continuity of the Lowell tradition of academic excellence.
- C. To develop and approve a School Site Plan to help guide the allocation of resources at the school.

ARTICLE II: MEMBERSHIP AND ELECTIONS

Section 1. Composition and Size. The Lowell High School SSC shall consist of 28 members.

A. Staff Representation

1. Half of the SSC (14) shall consist of certificated and classified staff. At least eight of these members shall be classroom teachers.
2. The principal shall serve as a member *ex officio*.
3. There shall be one classified member of the SSC to be elected by his or her peers.
4. Twelve certificated staff members shall be elected by their peers. Each department, counseling, the library and the UBC that does not have a continuing member may nominate one candidate. Other staff may self-nominate. The ballot shall indicate the source of the nomination. The candidates receiving the most votes shall become members of the SSC, subject to paragraph 1 of this section.

5. The Union Building Committee (UBC) shall conduct annual or special elections, in the case of vacancies, of staff representatives to the SSC. The UBC shall formulate and adopt reasonable election procedures for the election of staff members.
6. Two staff members may agree to split a membership. The ballot voted on by staff must indicate such a split. Votes for a pair of candidates sharing one position count as a vote for one position.

B. Student and Parent/Guardian/Community Representation

1. Half of the SSC (14) shall consist of an equal number of students (7) and parents/guardians/community members (7).
2. Employees of the San Francisco Unified School District may not serve as parent representatives if they are employed at Lowell High School, nor shall Lowell students or staff serve as community representatives.
3. Members are elected by their peer groups. Students elect students. Parents/guardians elect parent/guardian/community members (“parent members”).
4. The SSC shall formulate and adopt reasonable election procedures for the election of parent members. The Student Body Council (SBC) shall formulate and adopt reasonable election procedures for student elections. The SBC shall conduct annual or special elections, in the case of vacancies, of student representatives to the SSC.
5. Student Representatives shall be elected as follows: The student elected as SBC Community Liaison Representative shall serve a one-year term. The freshman class shall have one representative; the sophomore and junior classes shall each have two representatives; and the senior class shall have one representative.
6. Parent members shall be elected as follows: Seven at large members shall be elected for staggered two-year terms by parents/guardians. Up to four alternate parent members shall be elected at each regular election. In view of the essential role they play in the Lowell community, the PTSA and Lowell Alumni Association are encouraged to field candidates in these elections. The ballot shall indicate the source of each nomination.
7. The Lowell Alumni Association and the PTSA may each appoint a liaison to the SSC who will have the same rights as a regular member except the right to vote.
8. In the absence of a regular parent member at any SSC meeting the alternate parent member in attendance with the highest number of votes shall be entitled to participate and vote at that meeting.
9. The chair will appoint an alternate member to fill vacancies created by the resignation or termination of a parent member on a priority basis based upon the

number of votes received in the election. The alternate will serve for the remainder of the regular member's term.

10. A regular parent member may request that the chair declare him or her as an alternate. In such a situation, the chair will appoint the alternate with the next highest number of votes as a member for the remainder of the term of the regular member.

Section 2. Election of Members and Term of Office. All election procedures shall be consistent with policies of the San Francisco Unified School District. Unless otherwise provided in these by-laws, elected members shall serve two-year terms. Alternate members shall serve one-year terms. SSC parent members and alternates shall be elected in the fall of each year. Members shall serve until their successors have been elected and qualified. Newly elected members shall assume their office at the first regular meeting after their election.

Section 3. Termination of Membership.

A. Resignations will be effective upon delivery of a written notice of resignation to the chairperson.

B. Alternatively, absence from three (3) consecutive meetings without prior notification to an officer or the principal shall constitute a resignation. Such membership may be reinstated upon a majority vote of the SSC if the absent member returns and requests to be reinstated to membership prior to a successor being appointed.

C. The SSC by the affirmative vote of three quarters of the total members of the SSC, may expel a member.

Article III: Officers

Section 1. At the first meeting following the election of faculty and Parents/Community representatives, the Council shall elect a Chair, Vice-Chair, Recording Secretary, and Corresponding Secretary to serve for one year. Returning officers shall call the first meeting(s) of each academic year.

Section 2. Duties of the Chair

- A. The Chair shall preside at all meetings.
- B. The Chair shall set the agenda for all meetings.
- C. The Chair shall appoint a Parliamentarian.
- D. The Chair shall, in a timely manner, inform the Lowell community of matters under discussion and actions taken at SSC meetings.
- E. The Chair shall declare vacancies, as provided in Article II Section 3, above.
- F. The Chair shall set the calendar of meetings for the year.

G. The Chair shall appoint Committees as needed.

Section 3. Duties of the Vice-Chair

- A. In the absence of the Chair, the Vice-Chair shall preside at all meetings.
- B. Notify members in writing of dismissal for non-attendance (Article II, Section 3).

Section 4. Duties of the Recording Secretary

- A. The Recording Secretary shall record the minutes of each meeting and distribute them three (3) school days prior to the next meeting, for approval at each regularly scheduled meeting.
- B. Distribute the agenda to all members at least three (3) school days before each regularly scheduled meeting.
- C. The Secretary shall keep a record of all bulletins and communications pertaining to the SSC.

Section 5. Duties of the Corresponding Secretary

The Secretary shall keep records of attendance, copies of agendas, minutes and correspondence to and from the Council.

Article IV: Committees

Section 1: Formation of Committees

The SSC may form standing of *ad hoc* committees to address specific topics or issues.

Section 2: Committee Chairs

The chair of the SSC shall appoint interim committee chairs. Each committee shall elect its own permanent chairs.

Section 3: Committee Members

Any member of the Lowell community may serve on an SSC committee.

Section 4: WASC Action Plan Committee

- A. There shall be a standing committee of the SSC called the “WASC Action Plan Committee.” At least one member of this committee shall be an SSC member.
- B. Duties of the Committee:
 - 1. Monitor the goals of the WASC Action Plan and recommend changes to the SSC for its approval.
 - 2. Provide periodic reports to the SSC regarding Lowell’s progress toward specific goals in the WASC Action Plan.

3. Deliver to the SSC by the end of May an annual written report on progress toward attaining the WASC goals for the school year.

Article V: Meetings

Section 1. Regular Meetings

- A. The SSC shall hold meetings twice a month.
- B. The first meeting shall be called within one month of the beginning of the school year.
- C. At the meeting following the election of new officers, the Council shall set a meeting calendar for the year. Meeting dates may be changed by a vote of the Council.

Section 2. Special Meetings

- A. When the SSC is in session, a special meeting may be called by a majority vote.
- B. When the council is not in session special meetings shall be called at the request of seven (7) members.
 1. The request shall be made to the SSC Chair in writing.
 2. The Chair shall schedule the meeting at a reasonable time and date.
 3. Two working days' notice shall be given for all special meetings.

Section 3. Voting

- A. A quorum shall consist of fifteen (15) voting members.
- B. All Council actions must be passed by a majority of members present and voting; each member shall have one vote.
- C. The Chair may cast a vote to break a tie.
- D. Voting shall be by show of hands. If a member requests, a roll call will be tallied by the Secretary. All votes and roll calls shall be entered into the minutes.

Section 4. Robert's Rules of Order shall prevail.

Article VI: Amendments

Section 1. This document may be amended by an affirmative vote of two-thirds of the membership of the SSC.

Section 2. No amendment to this document shall be voted upon without two weeks' notice, in writing, to all members of the SSC.