

**John F. Kennedy High School  
Sacramento City Unified School District  
School Site Council Bylaws**

**Table of Contents**

[ARTICLE I – JOHN F. KENNEDY HIGH SCHOOL SITE COUNCIL](#)

[ARTICLE II – ROLE OF THE COUNCIL](#)

[ARTICLE III – MEMBERS](#)

[Section 1: Size and Composition](#)

[Section 2: Terms of Office](#)

[Section 3: Selection/Election of Members](#)

[Section 3a: Selection/Election of Certificated Staff](#)

[Section 3b: Selection/Election of Classified Staff](#)

[Section 3c: Selection/Election of Parents/Guardians](#)

[Section 3d: Selection/Election of Students](#)

[Section 4: Voting Rights](#)

[Section 5: Termination of Membership](#)

[Section 6: Transfer of Membership](#)

[Section 7: Resignation](#)

[Section 8: Vacancy](#)

[ARTICLE IV – OFFICERS](#)

[Section 1: Officers](#)

[Section 2: Election of Officers and Terms of Office](#)

[Section 3: Removal of Officers](#)

[Section 4: Vacancy in an Officer Position](#)

[Section 5: Officer Duties](#)

[ARTICLE V – COMMITTEES](#)

[Section 1: Standing and Special Committees](#)

[Section 2: Standing and Special Committee Membership](#)

[Section 3: Standing and Special Committee Term of Office](#)

[Section 4: Standing and Special Committee Rules](#)

[ARTICLE VI – MEETING OF THE SCHOOL SITE COUNCIL](#)

[Section 1: Meetings](#)

[Section 2: Place of Meetings](#)

[Section 3: Notice of Meetings](#)

[Section 4: Quorum](#)

[Section 5: Conduct of Meetings](#)

[Section 6: Meetings Open to the Public](#)

[Section 7: Communication with the Local Board of Education](#)

[Section 8: Uniform Complaint Procedures](#)

[ARTICLE VII - BYLAW AMENDMENTS](#)

## ARTICLE I - JOHN F. KENNEDY HIGH SCHOOL SITE COUNCIL

The Sacramento City Unified School District has established the John F Kennedy High School Site Council. Hereinafter, this school site council may be referred to as the "council."

## ARTICLE II - ROLE OF THE COUNCIL

The school site council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The council has responsibility for the following duties:

- Analyzing and evaluating the academic achievement of all students in the school;
- Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the school's *Single Plan for Student Achievement*;
- Developing and approving the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan, including related budget expenditures, to the local governing board;
- Providing ongoing monitoring of the implementation of the plan and budgets/expenditures;
- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school's program for compliance and quality;
- Annually evaluating the effectiveness of the school's progress toward meeting school goals to raise achievement for all students;
- Encouraging broad representation of parents, community members, teachers, and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the school site council; and
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

Every two years, an English Learner Advisory Committee may elect to have the school site council serve as the site leadership body for the English Learner (EL) program. If this occurs, the council will assist the principal and staff in:

- Developing a detailed school plan for EL students as part of the *Single Plan for Student Achievement* that is submitted to the local board of education;
- Developing the school's needs assessment for EL students;

- Administrating the school's language census; and
- Assuring that efforts have been made to notify EL parents of the importance of regular school attendance.

## **ARTICLE III – MEMBERS**

### **Section 1: Size and Composition**

The school site council will be composed of twelve (12) members.

Half of the representation on the council shall be from the school staff and must include:

- The Principal;
- (4) Certificated Staff, with classroom teachers constituting the majority of those persons representing certificated staff;
- Classified Staff.

The remaining half on the council shall be evenly distributed between:

- (3) Parents/Guardians or community members; and
- (3) Students.

### **Section 2: Terms of Office**

All members of the council shall serve for a term of two (2) years.

However, in order to achieve staggered membership, one-half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of members selected during the even years.

At the end of each representative member's term, membership terminates. A representative may run for another term if he or she so chooses. In order to continue to serve as council member, the member must be reselected by the appropriate representative group.

For a new Council, with the exception of the principal, a chance method or lottery will be used to determine the length of each member's term at the first council meeting.

### **Section 3: Selection/Election of Members**

The selection of council members shall be held each year in October.

The following procedures shall be followed in nominating candidates and selecting/electing council members.

### **Section 3a: Selection/Election of Certificated Staff:**

The principal will conduct elections for this group. He will notify all certificated staff of any vacancy on the council. This notification shall be done in writing. Certificated staff shall be provided the opportunity to self-nominate or to nominate a peer.

The ballot method shall be used to select/elect certificated staff members. Ballots can either be distributed at a staff meeting, or placed in staff mailboxes with a return envelope. Ballots will be counted. The names of elected individuals will then be listed in the minutes of the next staff meeting. Copies of the sign-in-sheet, agenda and minutes will be entered into the minutes and records of the next regular meeting of the school site council.

### **Section 3b: Selection/Election of Classified Staff:**

The principal will conduct elections for this group. He will notify all classified members of any vacancy on the council. This notification shall be done in writing. Classified staff shall be provided the opportunity to self-nominate or to nominate a peer.

The ballot method shall be used to select/elect classified staff members. Ballots can either be distributed at a meeting, or placed in staff mailboxes with a return envelope. Ballots will be counted. The names of the elected individuals will then be listed in the minutes of the next staff meeting. Copies of the sign-in sheet, agenda and minutes will be entered into the minutes and records of the next regular meeting of the school site council.

### **Section 3c: Selection/Election of Parents/Guardians:**

All official group(s) representing parents/guardians of students enrolled at the school, will be noticed of any vacancy on the council by the principal. The vacancy will also be noticed through announcements, school bulletins, email, and public postings. Interested persons must submit their name to the principal. Parents/guardians may self-nominate or nominate another individual if they so choose.

The ballot method shall be used to select/elect parent/guardian members. Ballots will be counted. The names of the elected individuals will then be communicated to the official groups representing parents/guardians, and shall be posted in the school bulletin.

### **Section 3d: Selection/Election of Students:**

The Associated Student Body (ASB) will conduct elections for this group. The ASB student body president or he or her designee will be a standing member of the council.

ASB will notify its members of any vacancy on the council. This notification shall be done in writing. Students shall be provided the opportunity to self-nominate or to nominate a peer.

The ballot method shall be used to select/elect student members. Ballots can be distributed at a meeting with a return envelope. Ballots will be counted. The names of the elected individuals will then be listed in the minutes of the next ASB meeting. Copies of the sign-in sheet, agenda and minutes will be entered into the minutes and records of the next regular meeting of the school site council.

## **Section 4: Voting Rights**

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

An alternate representative may not cast a vote in the absence of a selected member. The role of an alternate is for information collection only.

## **Section 5: Termination of Membership**

A member shall no longer hold membership should he or she cease to be resident of the school or no longer meets the membership requirements under which he or she was selected (e.g., a parent becomes employed by the district).

Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two (2) consecutive meetings.

The council, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

## **Section 6: Transfer of Membership**

Membership on the council may not be reassigned or transferred.

## **Section 7: Resignation**

Any selected council member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

## **Section 8: Vacancy**

Any vacancy on the council that occurs during the term of a member shall be filled by an election of a new member of the appropriate representative group. The new member shall fill the remainder of the term of vacancy.

# **ARTICLE IV - OFFICERS**

## **Section 1: Officers**

The officers of the council shall include a chairperson, vice-chairperson, secretary, parliamentarian, and any other officers the council shall deem as desirable.

## **Section 2: Election of Officers and Terms of Office**

The officers of the council shall be elected annually and shall serve a term for one year or until a successor has been elected.

Any member of the council, including the principal, may serve in any officer capacity.

### **Section 3: Removal of Officers**

Any officer may be removed from their office by a two-thirds vote of all council members.

### **Section 4: Vacancy in an Officer Position**

A vacancy in any office because of resignation, removal, disqualification, death, or otherwise shall be filled for the remainder of the officer's term.

A vacancy in any office may be filled either by a special election of the council or by selecting the individual with the next highest number of votes from the most recent selection process for the representative group.

If there is a special election it will be included in the posted meeting agenda.

### **Section 5: Officer Duties**

The Chairperson shall:

- Preside 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; and
- Assume other such duties as prescribed by the council.

The Vice-Chairperson shall:

- Represent the chairperson or council in assigned duties; and
- Substitute for the chairperson in his or her absence.

The Secretary shall:

- Keep minutes of all regular and special meetings of the council;
- Promptly transmit to each of the council members and district representatives true and correct copies of the minutes of such meetings;
- Provide all notices in accordance with the provisions of these bylaws;
- Serve as custodian of the school site council records;
- Maintain a register of the address, phone number and term of office of each council member;
- Maintain a register of the chairpersons of other school advisory and subcommittee members, including addresses and phone numbers;
- Draft positions or plans for council review; and
- Perform all duties that are assigned by the chairperson or the council.

The Parliamentarian shall:

- Maintain the council bylaws; and
- Ensure that bylaws are followed.

## **ARTICLE V - COMMITTEES**

### **Section 1: Standing and Special Committees**

The school site council may from time to time establish standing or special committees to perform various functions as prescribed by the council. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the council and are advisory to it. No standing or special committee may exercise the authority of the council. A standing or special committee may be abolished by a vote of the council.

The purpose of these committees is to:

- Gather and analyze data;
- Examine materials, staffing, or funding possibilities; and
- Propose to the council strategies for improving the instructional practices.

### **Section 2: Standing and Special Committee Membership**

Unless otherwise determined by the council, the council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

### **Section 3: Standing and Special Committee Term of Office**

The council shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

### **Section 4: Standing and Special Committee Rules**

Each standing and special committee will establish procedural rules that are consistent with the council's bylaws and the district governing board.

## **ARTICLE VI - MEETING OF THE SCHOOLSITE COUNCIL**

### **Section 1: Meetings**

The council shall hold its regular meetings at 4:00 on the first Monday of the month.

Special meetings of the council may be called by the chairperson or by a majority of the council.

### **Section 2: Place of Meetings**

The council shall hold its regular meetings at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined by the school principal and council chairperson.

### **Section 3: Notice of Meetings**

Written notice of the meetings shall be posted at least 72 hours in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. The posting may be electronic in a school bulletin. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each items of business to be discussed or acted upon. The agenda shall include an item that provides the opportunity for public comment. Any changes in the established date, time, or location of the meeting must be especially noted on the agenda. The council shall not take any action on any item of business unless that item appears on the posted agenda or unless the council or committee members present, by unanimous vote, finds that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda.

Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to the council and committee members no less than 72 hours, and not more than three (3) days in advance of the meeting, personally, by mail, or by email.

The council will annually notice representative groups of the council's meeting schedule through inclusion in school communications (e.g. bulletins, newsletters, emails).

### **Section 4: Quorum**

The presence of 51% of the council membership in attendance at the meeting will constitute a quorum. No decisions of the council shall be valid unless a quorum of the membership is present.

### **Section 5: Conduct of Meetings**

Meetings of the council shall be conducted in accordance with the rules of order established by Education Code section 35147 and the Robert's Rule of Order or an adaption thereof approved by the council.

If a council violates any of the procedural meeting requirements found in Education Code section 35147, and upon demand of any person, the council shall reconsider the item at its next meeting, after allowing for public input.

### **Section 6: Meetings Open to the Public**

All meetings of the council and its appointed committees shall be open to the public. Any member of the public shall be able to address the council during the meeting on any specific item on the agenda and/or during the public comment period. The school site council may not take action on any items brought up during the public comment period that were not specifically itemized on the agenda.

The minutes of the council meeting are public records and are available to the public.



Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act [Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I]

## **Section 7: Communication with the Local Board of Education**

The school site council shall implement the rules and regulations as defined in local board policy. The council may communicate with the board by submitting a letter to the board of education office. A school site council may request to speak at the local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related budget found in the school's Single Plan for Student Achievement. The board of education will provide written notification to the council about their concerns.

## **Section 8: Uniform Complaint Procedures**

Annually, the school site council shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any school site council member or member of the public believes that the school site council has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with the district.

## **ARTICLE VII – BYLAW 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. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to council members at least three (3) days prior to the meeting at which the amendment is to be considered for adoption.