

**Lynn J. Carmen Day, Ed.D. - Superintendent**

**Assistant Superintendents**

Shinay Bowman - Instructional Services

Sergio Canal, Ed.D. - Human Resources

Terry Cornick - Business Services

Pamela Salgado - Student Services



**UPLAND UNIFIED**  
**SCHOOL DISTRICT**

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## **School Site Council Bylaws**

### **Article I** **Duties of the SSC**

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

- Obtain recommendations for, and review of, the proposed SPSA from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester, trimester, etc) 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

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**Article II**  
**Members**

**Section A: Composition**

The SSC shall be composed of 12 members, selected by their peers, as follows:

- 4 Classroom teachers (Provide a definition of classroom teacher)
- 1 Other school staff members
- 3 Parents or community members. (at least three must be parents)
- 2 students or 3 additional parents
- The school principal shall be an ex officio member of the SSC

SSC members chosen to represent parents may be employees of the school district. SSC composition can increase or decrease with a similar ratio of teachers and staff to parents and students

Up to three (3) alternate parents or community members may be elected to replace members who cannot fulfill the membership commitment. Alternate members may attend all meetings; however, they will not have any voting rights unless they become duly elected members.

**Section B: Term of Office**

SSC members shall be elected for 2-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

**Section C: Voting Rights**

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

**Section D: Termination of Membership**

The SSC 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 SSC chairperson.

**Section E: Transfer of Membership**

Membership on the SSC may not be assigned or transferred.

**Section F: Vacancy**

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Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC 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**  
**Officers**

**Section A: Officers**

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

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The co-chair shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a 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 SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

**Section B: Election and Terms of Office**

The officers shall be elected annually at the first meeting of the SSC and shall serve for two years, or until each successor has been elected

**Section C: Removal of Officers**

Officers may be removed from office by a two-thirds vote of all the members.

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**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 IV**  
**Meetings of the SSC**

**Section A: Meetings**

The SSC shall meet regularly in accordance with the schedule agreed upon by the committee at the first meeting of the year. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

**Section B: Place of Meetings**

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility 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 posted of all meetings 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: school site and school website.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 4 days in advance of the meeting, personally or by mail (or by e-mail).

**Section D: Quorum**

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A simple majority of the members of the SSC shall constitute a quorum.

**Section E: Conduct of Meetings**

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

**Section F: Meetings Open to the Public**

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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.

**Article V**  
**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. Written notice of the proposed amendment must be submitted to SSC members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.