

School Site Council Bylaws

Centennial High School

Adopted October 7, 2026

Article I: Duties of the School Site Council

The School Site Council (SSC) is required by California Education Code Section 52852. The SSC shall perform the following duties:

- Develop, review, and approve the School Plan for Student Achievement (SPSA) and corresponding budget expenditures in accordance with state and federal laws.
- Recommend the SPSA to the local governing board for approval.
- Monitor the implementation of the SPSA and evaluate the effectiveness of planned educational activities.
- Annually review and update the SPSA content and budget allocations.

Article II: Members

Section 1: Size and Composition

The council shall be composed of 6 members, selected by their peers, to ensure parity between staff and non-staff members as required by California Education Code:

Group	Composition Requirements	Number of Seats
School Staff (50%)	• 1 Principal (ex-officio) • 1 Classroom Teacher (elected by teachers) • 1 Other School Staff member (elected by non-teaching staff)	3 Seats
Parents / Community & Students (50%)	• 2 Parents or Community Members (elected by parents) • 1 Enrolled Student (elected by students)	3 Seats

Section 2: Term of Office

To accommodate student mobility and early graduation schedules typical of a continuation high school setting, terms shall be structured as follows:

- **Certificated & Classified Staff:** Members shall serve for a term of two (2) years, with staggered elections to maintain administrative and governance continuity.
- **Parents / Community Members:** Members shall serve for a term of one (1) year. Re-election for additional consecutive terms is permitted.
- **Students:** Members shall serve for a term of one (1) year (or one semester if graduating early/transitioning).

Section 3: Voting Rights

Each elected member shall be entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Abstentions shall be recorded in the minutes. Proxy voting or voting by mail is not permitted.

Section 4: Termination and Resignation

- A member shall no longer hold office when they cease to meet the membership requirements under which they were elected (e.g., a student leaves the school, a parent no longer has a child enrolled/associated).
- Any member may resign by filing a written resignation with the SSC Chair or Principal.
- Membership may be terminated for any member who misses three (3) consecutive regular meetings without prior notification or valid cause, by a majority vote of the council.

Section 5: Vacancies and Alternates

Due to the dynamic nature of continuation high school enrollment, vacancies shall be filled using the following streamlined process:

- **Elected Alternates:** During initial fall elections, each group may elect up to two (2) alternates. Alternates receive meeting notifications and may participate in discussions, but vote only when filling an active vacancy.
- **Automatic Succession:** When a seat becomes vacant mid-year, the alternate with the highest vote count from the previous election automatically fills the unexpired term without requiring a new campus-wide election.
- **Council Appointment:** If no alternates remain, the remaining members of that group on the council shall appoint a qualified replacement to serve the remainder of the term.

Article III: Officers

Section 1: Officer Roles

The officers of the School Site Council shall be elected annually by the council members at the

first regular meeting of the school year. The officers shall consist of:

- **Chairperson:** Presides at all meetings, signs all official documentation, and collaborates with the Principal to prepare agendas.
- **Vice-Chairperson:** Performs all duties of the Chairperson in their absence or disability.
- **Secretary:** Keeps full and accurate minutes of all regular and special meetings, maintains council records, and distributes minutes to members.

Article IV: Meetings and Governance

Section 1: Regular Meetings and Schedule

The council shall meet regularly during the school year, holding a minimum of two (2) to three (3) meetings. Meeting dates and times shall be determined at the initial fall meeting to maximize participation across staff, parent, and student schedules.

Section 2: Open Meeting Requirements (Greene Act)

All meetings of the School Site Council shall be open to the public and governed by the provisions of California Education Code Section 35147 (the Greene Act):

- **Notice of Meetings:** Any meeting held by the council shall be noticed at least 72 hours in advance.
- **Agenda Posting:** The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The agenda must be posted in a public space accessible to parents and students.
- **Public Comment:** Every agenda must allow for a public comment period, permitting members of the public to address the council on items within its jurisdiction.

Section 3: Quorum

A majority of the active elected membership (50% + 1 seat, e.g., 4 out of 6 members) shall constitute a quorum. No official action or vote may be taken without a quorum present.

Article V: Amendments

These bylaws may be amended, repealed, or altered in whole or in part by a two-thirds (2/3) vote of the entire council membership at any regular meeting, provided that the proposed amendment has been submitted in writing to all members at least ten (10) days prior to the meeting.