



UPPER LAKE UNIFIED SECONDARY SCHOOL

Upper Lake Middle School (ULMS)
Upper Lake High School (ULHS)
Clover Valley Continuation High School (CVHS)

SCHOOL SITE COUNCIL BYLAWS

Updated: 11/18/2025

ARTICLE I – Duties of the School Site Council

The School Site Council (SSC) of Upper Lake Middle School, Upper Lake High School, and Clover Valley Continuation High School (hereinafter “the council”) shall carry out the following duties:

1. Obtain recommendations for, and review of, the proposed School Plan for Student Achievement (SPSA) from all school advisory committees.
2. Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
3. Recommend the SPSA and categorical expenditures to the Upper Lake Unified School District (ULUSD) Board of Education for approval.
4. Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff.
5. Make modifications to the SPSA whenever the need arises and submit them for district approval when required.
6. Regularly evaluate progress toward school goals to raise the academic achievement of all students.
7. Carry out all other duties assigned by the ULUSD Board of Education and state law.

Title I – Definition

Title I, Part A of the federal Every Student Succeeds Act (ESSA) provides supplemental funding to schools with higher percentages of students from low-income households. The purpose of Title I is to ensure that all students have a fair, equal, and significant opportunity to obtain a high-quality education and meet state academic standards.

Title I funds must be used to support evidence-based programs and services that raise student achievement, particularly for students who are academically at risk. These funds must supplement, not supplant district-funded core programs.

Schools receiving Title I funds are required to:

- Implement a Schoolwide Program aligned with identified student needs in the SPSA
- Engage parents and families through an annual Parent and Family Engagement Policy and School–Parent Compact
- Provide academic support to targeted student groups, including socioeconomically disadvantaged students, English Learners, foster youth, and homeless youth
- Evaluate the effectiveness of Title I strategies each year and revise the SPSA accordingly

ARTICLE II – Members

Section A: Composition (EC 65000 et seq., 65001; 52852)

The council shall be composed of the following members:

- The principal (automatic, ex officio member)
- Classroom teachers elected by classroom teachers
- Other school personnel elected by other personnel
- Parents elected by parents
- Students elected by the student body (secondary schools only)
- Community members elected by parents

Membership Requirements:

- Classroom teachers must constitute the majority of staff representatives.
- Parents/community/students together must equal the number of staff (teachers + other personnel + principal) — i.e., parity between “school staff members” and “parents/community/students.”
- Parents must have a child currently enrolled at the respective school.
- Community members may not be employed at the school site.
- Students must be currently enrolled at the school.
- Each council shall have no fewer than ten members (for schools with 300 or more pupils) unless a reduced-member waiver is in place.

Section B: Term of Office

Members serve two-year staggered terms (half elected in odd years, half in even years). Terms begin upon election and are recorded at the first meeting.

Section C: Voting Rights

Each member is entitled to one vote. Proxy voting is not permitted. Electronic (virtual) participation is permissible (see Article VI), provided the member is present and votes in real time.

Section D: Termination of Membership

Membership may be suspended or terminated by a two-thirds vote of the council for any of the following:

- Failure to uphold council duties
- Loss of student enrollment (for parent representatives)
- Loss of residency (for community members)
- Three consecutive unexcused absences after the member has received a written warning
- Voluntary resignation by written notice

ARTICLE III – Elections

- The principal is a standing member.
- Classroom teacher and other staff elections are held in September.
- Parent/community elections are organized by the school office, publicized in newsletters, websites, and marquees.
- Student representative elections are conducted by May, with nominations opening in September. Ballot results are retained for five years.

ARTICLE IV – Officers

Section A: Officers

- Chairperson: collaborates with principal to develop agendas, presides over meetings, signs communications.
- Vice/Co-Chair: substitutes for chair as needed.
- Secretary: records minutes, maintains records, sends notices, performs duties assigned.
- Additional officers as determined by the council.

Section B: Election & Term

Officers are elected annually at the first meeting and serve one year or until successors are elected.

Section C: Removal & Vacancies

Officers may be removed by two-thirds vote. Vacancies are filled at the earliest opportunity through a special election.

ARTICLE V – Committees

The council may establish sub-committees with at least one teacher and one parent representative. Sub-committees may not exercise full council authority. Terms and rules for sub-committees are determined by the council.

ARTICLE VI – Meetings

Section A: Frequency

Regular meetings are generally held on the last Tuesday of each month. Special meetings may be called by the Chairperson or by majority vote.

Section B: Notice & Location

Meetings are held in accessible school facilities unless otherwise decided. Written public notice is required at least 72 hours in advance, posted at the school site, online, and in public display areas.

Section C: Quorum

A quorum shall consist of a majority (50% + 1) of the current, duly seated members of the combined School Site Council representing Upper Lake Middle School, Upper Lake High School, and Clover Valley Continuation High School. Members may be present in person or may participate virtually through a secure, real-time platform, and such participation shall count as “present.” Proxy voting or proxy attendance is not permitted. No official action may be taken without a quorum.

Section D: Conduct & Public Access

Meetings follow California Education Code § 35147(c). Meetings are open to the public. Public input is permitted on agenda items, limited to 3 minutes per speaker, prior to council discussion. Members may attend and vote via secure virtual platform (Zoom or equivalent) when announced in advance; such participation counts as “present.”

ARTICLE VII – Amendments

Amendments require a two-thirds vote of members present at a meeting at which a quorum is present. Written notice of the proposed amendments must be provided at least three days in advance of the meeting.