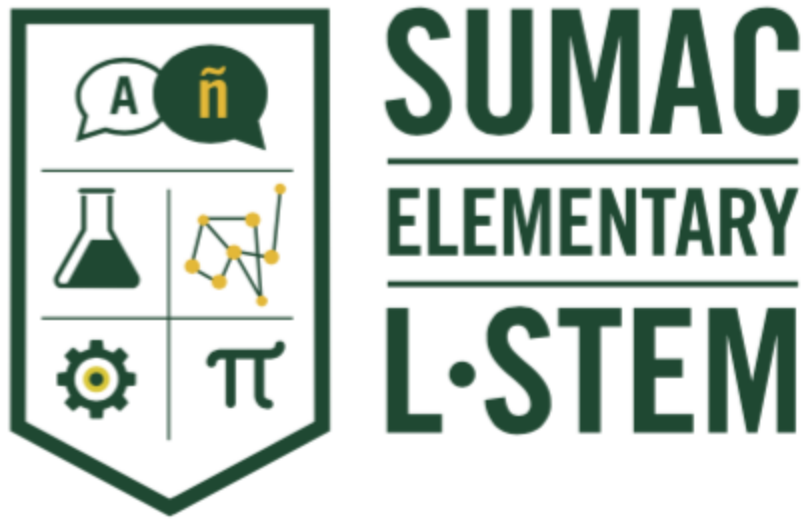
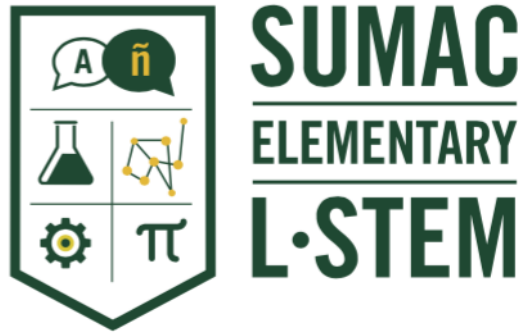




**SCHOOL SITE COUNCIL
PURPOSE, ORGANIZATION & BYLAWS**

2021-2022



PURPOSE

School Site Council (SSC):

- Approves the Single Plan for School Achievement (SPSA)
 - Developed to provide strategies for improving the educational performance of our students.
 - One of the documents used to determine goals is the state standardized test results (RenSTAR District Universal Assessment & Common Core State Standards Assessments, CAASPP).
- Reviews the ongoing efforts at implementing the SPSA
 - What is occurring in the school to meet the written goals?
 - Is the budget reflective and supportive of the plan?
 - Does the data show that the program is effectively meeting the needs of students?
 - What revisions are necessary to increase student achievement?
- Will be informed about
 - Current and upcoming trends in educational instruction
 - School, district, federal, and state educational goals
 - Monetary resources related to improving student learning
- We will use this information to make decisions that positively benefit the students of Sumac L-STEM Elementary School.

ORGANIZATION

School Site Council

The California *EC*¹ requires the School Site Council (SSC) to develop a Single Plan for Student Achievement (SPSA) for ConApp programs operated at the school or the school participates. In addition, Pupil Retention² and School and Library Improvement Block Grant programs³ served at the school must be included in the SPSA. The SSC must approve the plan, recommend it to the local governing board for approval, monitor implementation of the SPSA, and evaluate the results.

At least annually, the SSC must revise the SPSA, including proposed expenditures of funds allocated to the school through the LCAP, and recommend it to the local governing board for approval. Also, the SSC annually considers whether or not the school will participate in the School-Based Coordinated Program (SBCP) and indicates its decision in the SPSA.⁴

Composition

The composition of the SSC is specified in the California *EC* Section 52852 as follows:

- The SSC shall be composed of the principal and representatives of teachers selected by teachers at the school; other school personnel designated by other school personnel at the school;⁵ parents of students attending the school established by such parents; and in secondary schools, students selected by students attending the school.
- At the elementary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents; or other community members selected by parents. In schools with fewer than three teachers, this requirement may be met by establishing an SSC composed of equal numbers of school staff and parents or other community members selected by parents.
- At the secondary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel,

¹ *EC* Section 64001(a), (d)

² *EC* Section 41507

³ *EC* Section 41572

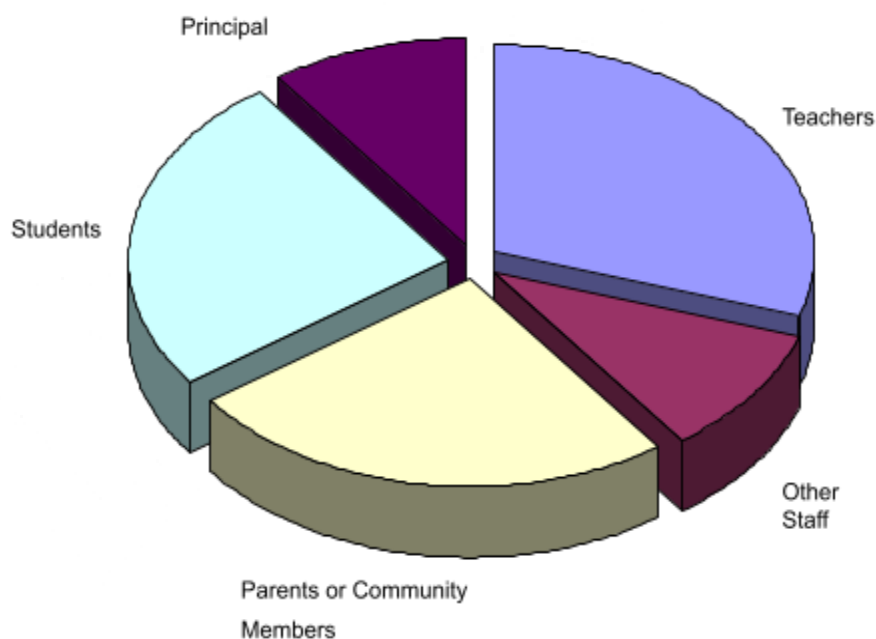
⁴ *EC* Section 52800, 52852.5(b)

⁵ For example, counselors, psychologists, social workers, nurses, instructional aides, library personnel, and clerks employed at the school

and (b) equal numbers of parents or other community members selected by parents and students.

- Classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section at the elementary and secondary levels.
- School districts that maintain kindergarten or grades one to eight, inclusive, and that preserve schools with fewer than 100 students each and that share a common attendance area may establish a single SSC for the common attendance area.
- At the discretion of the local governing board, the middle school may, but is not required to, include student representation on the SSC.
- If a middle school SSC includes students, the SSC must meet the composition requirements of secondary schools.

Composition of an Elementary SSC



Selection

The means of selecting SSC members are not specified in the law, except that peers must choose members. No additional membership qualifications may be required. Beyond the composition requirements stated above, no seat on the SSC may be reserved for any group or individual. Membership in most school site councils is determined by ballot but could be decided in an open meeting by voice vote.

To ensure broad support for the selection process and to avoid controversy over the selection of SSC members, board policy, or SSC bylaws may specify:

- The means of selecting members and officers
- Terms of office for members and officers
- The notice of elections for each peer group
- The responsibilities of the SSC and time commitment involved
- A policy of nondiscrimination, as may occur by limiting membership to a select group.

Many schools elect members for a two-year term, with elections for half the members held in even years and a half in odd years. This practice ensures that the SSC will not be composed entirely of new members each year. In addition, some schools assure additional continuity by electing non-voting alternate members, who are seated as voting members by the SSC in the event of a midterm vacancy on the school site council.

Officers

To conduct business effectively, the SSC needs to include officers with stated responsibilities and authority, including:

- A chairperson to organize, convene, and lead meetings of the SSC
- A vice-chairperson to serve in the absence of the chairperson
- A secretary to record actions taken at SSC meetings and keep SSC records.
- A parliamentarian to resolve questions of procedure, often with the help of *Robert's Rules of Order* or similar guide
- Other officers as necessary to perform stated duties in support of the work of the SCC

BYLAWS

Article I: Duties of the SSC

The SSC of Sumac L-STEM Elementary School, starting now 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 per 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

Article II: Members

Section A: Composition

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

- Two to three classroom teachers
- One to two other school staff members
- Four parents or community members
- The school principal

SSC members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

SSC members shall be elected for two-year terms. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting. In the event that all members' current term of office expires at the same time, the SSC may vote to extend the term of one or more members for one additional year so that the number of outgoing members and in-coming members is not equal. SSC members can volunteer to extend their term and if more members volunteer to extend their term than are needed, a special election by the peers of the members will be held.

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. If an elected member of the SSC cannot attend a meeting, alternate members in order of the number of votes received by peers can attend and vote in the member's absence. The alternate member is a voting member temporarily only for each absence as they occur. The next largest number of votes received during the official School Site Election at the beginning of each school year is determined to be alternate member number 1 and so on.

Section D: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members (not including alternates when a quorum is present), 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

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member, selected in the following manner:

1. The seating of a previously elected alternate member to fill the remainder of the term of the vacant seat (by the largest number of votes)
2. If no alternate members were elected, the appointment of the SSC for the period of time until the next regular election

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 vice-chairperson 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 and to the following other persons: Principal and Office Manager
- 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 one year, 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.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by alternate members in order of the number of votes received by peers. The next largest number of votes received is alternate member number 1 and so on or if no alternate members exist by a special election of the SSC for the remaining portion of the term of office.

Article IV: Committees

Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. Alternate elected SSC members are eligible to serve on a subcommittee. No subcommittee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Membership

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

Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee.

Section E: Quorum

A majority of the members of the committee shall constitute a quorum unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V: Meetings of the SSC

Section A: Meetings

The SSC shall meet at least 4 times during the school year on a regularly scheduled school day of the month chosen and scheduled by the majority of SSC members. 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 that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by a majority vote of the SSC.

Section C: Notice of Meetings

Written public notice shall be given 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: Principal's Weekly Message, PFC *Sumac Sumario*, the school website, and marquee at the front of the school.

All required notices should be delivered to the SSC and committee members no less than 72 hours and no more than 30 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 majority of the members of the SSC shall constitute a quorum. Alternate SSC members, who were part of the yearly election, can be asked to attend and vote for members who are in abstention.

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

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 VI: 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 5 days prior to the meeting at which the amendment is to be considered for adoption.

Appendix I: Acronyms and Specialized Terms

Listed below are acronyms for specific terminology, organizations, or programs associated with the SPSA. Most of the acronyms are "hot-linked" to information on the topic of the acronym:

ACRONYM	STANDS FOR	WEB ADDRESS
ADA	Average Daily Attendance	http://www.cde.ca.gov/ds/fd/ec/
ADA	Americans with Disabilities Act	http://www.usdoj.gov/crt/ada/adahom1.htm
API	Academic Performance Index	http://www.cde.ca.gov/ta/ac/ap
APS	Academic Program Survey	http://www.cde.ca.gov/ta/ac/ti/stateassesspi.asp
ATP	Action Team for Partnerships	http://www.csos.jhu.edu/p2000/nnps_model/school/atp.htm
AYP	Adequate Yearly Progress	http://www.cde.ca.gov/ta/ac/ay/index.asp
BTSA	Beginning Teacher Support and Assessment	http://www.btsa.ca.gov
BTTP	Bilingual Teacher Training Program	http://www.cde.ca.gov/sp/el/bt
CAHSEE	California High School Exit Examination	http://www.cde.ca.gov/ta/tg/hs/
CAPA	California Alternative Performance Assessment	http://www.cde.ca.gov/ta/tg/sr/capa.asp
CARS	Consolidated Application Reporting System	http://www.cde.ca.gov/fg/aa/co/cars.asp
CBEDS	California Basic Educational Data System	http://www.cde.ca.gov/ds/dc/cb/
CDE	California Department of Education	http://www.cde.ca.gov
CELDT	California English Language Development Test	http://www.cde.ca.gov/ta/tg/el
CMA	California Modified Assessment	http://www.cde.ca.gov/ta/tg/sr/cmastar.asp
COE	County offices of education	http://www.cde.ca.gov/re/sd/co/index.asp
COP	Committee of Practitioners (Title I)	http://www.cde.ca.gov/be/cc/pr/
CSAM	California School Accounting Manual	http://www.cde.ca.gov/fg/ac/sa
CSCS	California School Climate Survey	http://cscs.wested.org/
CSIS	California School Information Services	http://csis.fcmat.org/Pages/default.aspx
CSR	Comprehensive School Reform	http://www2.ed.gov/programs/compreform/2pager.html
CST	California Standards Test	http://www.startest.org/cst.html
CTC	Commission on Teacher Credentialing	http://www.ctc.ca.gov

DAC	District Advisory Council	http://www.cde.ca.gov/fg/aa/co/dac.asp
DAS	District Assistance Survey	http://www.cde.ca.gov/ta/ac/ti/documents/das09.doc
DELAC	District-level English Learner Advisory Committee	http://www.cde.ca.gov/ta/cr/delac.asp
EC	<i>Education Code</i>	http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20
EDGAR	U. S. Department of Education General Administrative Regulations	http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html
EL	English learner	
ELAC	English Learner Advisory Council	http://www.cde.ca.gov/ta/cr/elac.asp
ELAP	English Language Acquisition Program	http://www.cde.ca.gov/fg/aa/ca/englishlang.asp
ELD	English-language development	
ELSSA	English Learner Subgroup Self-Assessment	http://www.cde.ca.gov/ta/ac/ti/stateassesspi.asp
EO	English-only (monolingual English)	
EPC	Essential Program Components	http://www.cde.ca.gov/ta/lp/vl/essentialcomp.asp
ESEA	Elementary and Secondary Education Act	http://www.ed.gov/policy/elsec/leg/esea02/index.html
ESLRs	Expected Schoolwide Learning Results	http://www.acswasc.org/process_ca_comprehensive.htm
FEP	Fluent English-Proficient	
FOL	Focus on Learning	http://www.acswasc.org/process_ca_comprehensive.htm
FPM	Federal Program Monitoring	http://www.cde.ca.gov/ta/cr/
FTE	Full-Time-Equivalent	http://data1.cde.ca.gov/dataquest/gls_fte.htm
GATE	Gifted and Talented Education	http://www.cde.ca.gov/sp/gt/
GED	General Educational Development Test	http://www.cde.ca.gov/ta/tq/gd
IDEA	Individuals with Disabilities Education Act	http://www.cde.ca.gov/sp/se/lr/ideareathztn.asp
IEP	Immigrant Education Program (NCLB, Title III)	http://www.cde.ca.gov/sp/el/t3
IEP	Individualized education program	http://www.calstat.org/iep/
ISS	Inventory of Supports and Services for students with disabilities	http://www.cde.ca.gov/ta/ac/ti/stateassesspi.asp
LC	Language census	
LD	Learning disabled	
LEA	Local educational agency	http://www.cde.ca.gov/re/sd
LEP	Limited English-proficient	http://www.cde.ca.gov/sp/el/t3/lep.asp

NAEP	National Assessment of Educational Progress	http://www.nagb.org
NCE	Normal Curve Equivalent	http://www.startest.org/pdfs/post-test_guide2005.app e.pdf
NCLB	No Child Left Behind Act of 2001	http://www2.ed.gov/nclb/landing.jhtml
PI	Program Improvement	http://www.cde.ca.gov/ta/ac/ti/programimprov.asp
PSAA	Public Schools Accountability Act	http://www.cde.ca.gov/ta/ac/pa/
PTA	Parent Teacher Association	http://www.pta.org/
RFEP	Reclassified to fluent English proficient	http://www.cde.ca.gov/sp/el/rd/
ROPC	Regional Occupational Program and Centers	http://www.cde.ca.gov/ds/si/rp/
RSDSS	Regional System for District and School Support	http://www.cde.ca.gov/sp/sw/ss/s4directory.asp
SAC	School advisory committee	http://www.cde.ca.gov/fg/aa/co/dacreqltr022812.asp
SARC	School Accountability Report Card	http://www.cde.ca.gov/ta/ac/sa
SBCP	School-Based Coordinated Programs	
SEA	State education agency	http://www.cde.ca.gov
SESM	Special Education Supports Module	http://www.calstat.org/pdf/2009B-SESM_Announcement.pdf
SPSA	Single Plan for Student Achievement	http://www.cde.ca.gov/nclb/sr/le/singleplan.asp
STAR	Standardized Testing and Reporting	http://www.cde.ca.gov/ta/tq/sr
STS	Standards-Based Tests in Spanish	http://star.cde.ca.gov/star2007/AboutSTAR.asp
SWP	Schoolwide program	http://www.cde.ca.gov/sp/sw/rt/
TAS	Targeted assistance school	http://www.cde.ca.gov/sp/sw/rt/tasinfo.asp
UCP	Uniform Complaint Procedures	http://www.cde.ca.gov/re/cp/uc
WASC	Western Association of Schools and Colleges	http://www.acswasc.org