

Marshall Fundamental Secondary School

Bylaws for Marshall Fundamental Secondary School Site Council

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I. Mission

The School Site Council at Marshall Fundamental School strives to:

Ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices that: 1) strengthen the core program and ensure that students have access to and success in that program; 2) close any achievements gaps; 3) enhance school safety, climate, and culture; 4) improve attendance and reduce chronic absenteeism and the drop-out rate; 5) foster parent and community engagement; and 6) ensure that students graduate prepared for college and careers.

II. Brief History

The School Site Council (SSC) was established by the California Department of Education as a vehicle by which the school community would come together to chart the school's path to improvement. The SSC was designated to represent all segments of the school community, with members including the principal, teachers, other school personnel, students, and parents. At Marshall Fundamental School, the SSC (because of its representative composition) is also the forum for many school-wide issues and concerns, introduced by the principal, teachers, students, or parents.

III. Responsibilities

The School Site Council:

1. Develops and reviews the Single Plan for Student Achievement (SPSA) and monitors its implementation, periodically assessing its effectiveness and communicating its status to the community.
2. Approves and monitors the budget for SPSA and other available funds (as consistent with Education Code).

3. Takes actions as required by the laws of the State of California and the policies of the Pasadena Unified School District.
4. Establishes and communicates school-wide priorities for current school year.
5. Identifies, develops and implements areas that strengthen the core program.
6. Coordinates the discussion and resolution of school community compliments and concerns.
7. Maintains a web of communication between SSC, principal, parents, and teachers, via
 - a. SSC monthly meetings
 - b. Liaisons with relevant stakeholder groups such as PTSA, ELAC, and Faculty/Staff
 - c. Written communication

IV. Membership

The Council consists of at least ten voting members that include two groups: a parent group having: four parents/community members and a student; and school site staff group having: the Principal, three classroom teachers (those who deliver instruction as part of their full-time duties), and one school staff member (an employee of the school who is not a classroom teacher). The Council may have additional members in each group, but there must always: be an equal number between the two groups and classroom teachers must always form a majority (more than half) of the school site staff group.

Alternates for each voting group are selected to fill in for absent voting members. Alternates are encouraged to attend each meeting to ensure consistency. Up to five alternates are selected as follows: two parent/community member alternates, a student alternate, one alternate for classroom teachers and one alternate for the school staff member.

1. Elections
 - a. All voting members are elected for a two-year term, on an alternate year plan of five new members being elected each year. This allows experience and continuity in the council's actions. Parent/community members are elected by the parent community in an election that takes place prior to the last meeting of the school year. Members nominated, but not elected, may serve as alternates. Alternates are encouraged attend the council meetings and take an active role in the Council's responsibilities. However, unless substituting for an absent member, an alternate has no voting power.

- b. Classroom Teachers are selected by other classroom teachers at a scheduled staff meeting, with nominations solicited prior to that meeting.
- c. A School staff member is elected by other school staff members at a scheduled meeting, with nominations solicited prior to that meeting.
- d. Membership in any voting group is determined at the time of the election and persists until the member resigns or the next election.
- e. Resignations are official when submitted in writing and accepted by the chair.
- f. If a vacancy occurs, a new member will be nominated and elected by his/her peer group at a pre-announced meeting.
- g. A member who has two or more unexcused absences from scheduled meetings may be asked to resign and an alternate will assume the position. An absence is considered excused if a member notifies the Principal or chair prior to the scheduled meeting.
- h. Officers on the School Site Council include: Chairperson, Vice-Chair, and Secretary. An alternate may hold any position other than Chairperson and Vice Chairperson.
- i. The chairperson and vice chairperson officers are approved by Site Council members at the last SSC meeting before summer dismissal, so that preparation can be made during the summer for the following school year.

Roles:

1. Officers

- a. **Chairperson** - develops meeting agendas, presides at meetings, interfaces with principal on budget and SPSA issues; signs all letters, reports and communications of the SSC. Must be a voting member.
- b. **Vice Chairperson** - assists chairperson, presides over SSC meetings in chairperson's absence, and replaces chairperson on resignation of chairperson. Must be a voting member.

- c. **Secretary** - records minutes of all regular and special SSC meetings; transmits true and correct copies of the minutes to SSC members, provides all notices in accordance with these bylaws, serves as historian (preserving minutes, surveys, bylaws, and other SSC documents), keeps a register of the names, addresses, and telephone numbers of each SSC member, chairpersons of school advisory committees, and other with whom the SSC has regular dealings, as furnished by those persons. Can be a voting member or an alternate.

2. Liaisons

Liaisons do not need to be voting members or alternates. They provide a means of communication between SSC and relevant stakeholder groups, which may include but are not limited to these groups recognized by the District:

- a. **ELAC Liaison** - attends both SSC and ELAC meetings.
- b. **PTSA Liaison** - attends both SSC and PTSA meetings.
- c. **Faculty/Staff Liaison** - attends both SSC and Faculty/Staff meetings. Collaborates with Parent Survey Coordinator to facilitate distribution and collection of a parallel Faculty/Staff survey.
- d. **Gate Liaison** - attends SSC and GATE meetings, both on site and at the District level.
- e. Annual Fund Liaison – attends both SSC and Annual Fund meetings.

3. Coordinators

- a. **Parent Survey Coordinator** - leads the development of SSC's Parent Survey and analysis of survey results; researches prior survey results and other schools' survey questionnaires to identify trends; leads discussion of agenda items related to SSC Parent Survey. Does not need to be a voting member or alternate.
- b. **Election Coordinator** - orchestrates the election of new SSC members in the Spring, including posting notice to constituents requesting nominee at least 2 weeks before the election, distributing ballots to constituents, and recording the election results. Facilitates the election of SSC officers at the last SSC meeting of the school year. Does not need to be a voting member or alternate.

V. Procedures

1. School Site Council Meetings

- a. SSC meetings are held monthly during the school year; the calendar of dates is established at the beginning of the year. Special meetings may be called by the Chair as well. All regular and special meetings of SSC are open to the public at all times.
- b. The SSC Chairperson distributes a packet containing the agenda (established by chairperson) and funding requests at least three days prior to the meetings.
- c. The recording secretary records the minutes of the meeting which include: list of attendees, topics of discussion and resulting action items (not details of discussion); information/facts related by principals or members; motions carried; dates for upcoming meetings.
- d. Voting members are allowed two absences after which they may be released from office.
- e. Any person may speak to any agenda item; however, only elected members shall vote on SSC issues. A simple majority of voting members or alternates substituting for voting members of the SSC constitutes a quorum.
- f. Email voting will be allowed to expedite special or emergency situations. The Chair will contact all voting members. A majority of "Yes" votes will constitute approval. The Chair will copy all responses and present it at the next meeting to be included in the minutes.

2. Special Task Forces

- a. Special task forces may be established to assist in carrying out the responsibilities of the School Site Council.
- b. Council members as well as other school community members may serve on a task force.

3. Strengthening the core program

- a. SSC reviews new and existing special programs that strengthen the core program and establishes means for implementing them.
- b. School community provides input for strengthening core programs via stakeholder feedback such as PTSA and ELAC meetings as well as the Faculty/Staff and Parent Surveys.

4. Budget Review

- a. The principal prepares a preliminary budget for SIP money and relevant categorical funds based on school-wide priorities, the school Site Plan and the results of the surveys. SSC money is to be used for expenses addressing the school plan and school priorities.
- b. SSC coordinates with PTSA, ELAC and other relevant stakeholder groups to revise the preliminary budget as needed.
- c. SIP budget is discussed and approved by the last SSC meeting of the school year. The SSC may review and if needed approve a revised budget when final budget information is available from the District.

5. SSC Election of Members

- a. Nominations and elections for SSC members take place in the Spring, before the last SSC meeting of the school year.
- b. Nominations are solicited at least two weeks before the election.
- c. New members and alternates are elected each year and serve for two-year terms. Retiring members end their term, and new members are seated at the last SSC meeting of the school year.
- d. The Chairperson and Vice-Chairperson are selected by the new Site Council at the last SSC meeting of the school year; other officers may be selected at the beginning of the following year.

VI. Glossary

ELAC- English Language Advisory Committee - Parent/Student/ Community organization raises funds to enhance education at Marshall Fundamental. Its main purpose is to support the parents, students & families whose primary language is not English. It organizes social activities and encourages volunteerism. ELAC meets monthly.

Core Program - The Core Program includes English, Math, Science, and Social Studies.

SSC - School Site Council was established by the California Department of Education as a vehicle by which the school community would come together to chart the school's path to improvement. The SSC was designated to represent all segments of the school community, with members including the principal, teachers, other school personnel, students, and parents. At Marshall Fundamental School, the SSC (because of its representative composition) is also the forum for many school-wide issues and concerns, introduced by the principal, teachers or parents.

PTSA - Parent, Teacher, Student Association - Marshall Fundamental's parent organization raises funds to enhance education at Marshall Fundamental. It organizes social activities and encourages volunteerism. PTSA meets monthly.

SPSA – School Plans for Student Achievement – the Marshall school plan that contains goals set to improve student outcomes, including addressing the needs of student groups as identified through needs assessment; evidence based strategies, actions, or services; and proposed expenditures, based on the projected resource allocation from PUSD, to address the findings of the needs assessment.

GATE - Gifted and Talented Education- refers to a district-wide program implemented at each primary school site. At Marshall Fundamental Secondary School this program is superseded by an extensive Advanced Placement and Honors program.

These bylaws were amended and accepted by Marshall Fundamental School Site Council on 04/14/21.