SCHOOL SITE COUNCIL

RL Stevenson
Elementary School

COMPOSITION OF COUNCIL

- 50% parents of pupils attending the school and/or community members elected by such parents
- 50% school staff members, majority being classroom teachers
- All members will serve a two year term

RL Stevenson SSC

- RL Stevenson Site Council will consist of 5 parent/community members, 2 classroom teachers and 1 curriculum specialist (certificated), 1 classified employee, and 1 principal.

RESPONSIBILITIES

- The SSC must meet at least 4 times per year
- The SSC shall approve the Single Plan for Student Achievement (SPSA)
- The SSC shall monitor the implementation of the SPSA plan
- The SSC shall approve the School Safety Plan
- The SSC shall create bylaws for the council

SINGLE PLAN FOR STUDENT ACHIEVEMENT

- The purpose of the SPSA plan is to improve the academic performance of all students to the level of the performance goals as established CAASPP
- The content of the plan must be aligned with district LCAP goals and school goals for improving student achievement

OFFICERS

- Chairperson
- Vice-chairperson
- Secretary
- Parliamentarian

DUTIES OF CHAIRPERSON

Chairperson

1. Plan agenda
2. Preside at regular meetings
3. Coordinate the functions of the meetings
4. Be fair and impartial
5. With committee approval, sign the budget and budget modifications if there are any

DUTIES OF VICE-CHAIRPERSON

Vice-chairperson

1. Assist the chairperson
2. Perform the duties of the chairperson in the absence of that officer
3. Participate in the planning of the monthly agenda
4. Facilitate the functioning of the committees/task forces as outlined in school bylaws

DUTIES OF SECRETARY

Secretary

1. Record and read the minutes of all meetings
2. Maintain a record of all meetings
3. Keep a roster of membership
4. Perform other duties as delegated

DUTIES OF PARLIAMENTARIAN

Parliamentarian

1. Assist the chairperson in maintaining order at all meetings
2. Be familiar with the bylaws of the committee, rules of parliamentary procedure, and Robert's Rules of Order

BYLAWS

- Bylaws may clarify terms and election procedures, meeting times, quorum and attendance procedures
- Bylaws cannot conflict with federal and state laws, district policies, or board rules
- Bylaws shall be dated and signed by all of the officers and be submitted to the district for approval

MEETINGS

- Meetings are open to the public
- The public may address the Council
- Notice of the meeting will be posted 72 hours before the scheduled meeting
- The Council may only act upon items posted on the agenda unless by unanimous vote it finds a need for action unknown when the agenda was posted

THANK YOU

Thank you for attending our meeting. If you have any questions feel free to email me at jilljohnson@burbankusd.org or go to www.cde.ca.gov/nclb/sr/le/documents/spsaguide.doc for information the SPSA plan and SSC.