

Baird Middle

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Principal's Name: Timona Martin

Principal's Signature: 

The Fresno Unified School District Board of Education approved this plan on: June 12, 2024

Baird Middle School - School Site Council Bylaws

ARTICLE I

The name of this council shall be the Baird School Site Council.

ARTICLE II

The School Site Council (SSC) shall develop and recommend the school improvement plan, including the budgets that support the plan, to meet the student academic needs. Following approval of a school improvement plan by the school district governing board, the SSC shall review a minimum of one time per year the implementation of the school improvement program and assess the effectiveness of the program with the principal, teachers, other school personnel, and pupils using the district criteria in Board Policy 6191. The SSC shall annually review SSC bylaws and the school dress code and make modifications to the school improvement plan or budgets when necessary. The SSC shall carry out all other duties and responsibilities assigned by the district governing board and any state or federal laws and related codes of the State of California.

Role of the Board of Education

To the extent that these bylaws are silent on an issue, or to the extent these bylaws are ambiguous, the SSC delegates to the Fresno Unified School District Board of Education the authority to interpret the bylaws or adopt appropriate rules in the sole discretion of the Board of Education. To the extent that the SSC fails to perform its duties as set forth in these bylaws, the SSC delegates to the Fresno Unified School District Board of Education the authority to perform those duties on behalf of the SSC.

ARTICLE III

Members

Section 1 – Size and Composition

The School Site Council shall be composed of 12 members.

The needs and resources of the school improvement program require that membership include broad representation of parents, students, and staff, including all socio-economic and ethnic groups represented in the school attendance area. Representation on the council shall be: the principal, other school personnel selected by the other school personnel at the school, representatives of teachers elected by teachers at the school, parents of pupils elected by such parents or community members residing or working in the school attendance area and pupils elected by pupils attending the school. The council shall be constituted to ensure parity between the principal, other school personnel, and classroom teachers; and for elected parents/guardians, and pupils. Classroom teacher shall constitute the majority of those persons representing school staff. Parent representatives of the SSC may be district employees but shall not be employees at the site.

Section 2 – Term of Office

At the conclusion of a member's term, an outgoing member may request to have his/her name placed on next year's ballot. Elections for SSC members and alternates will occur every two years. Elected members and alternates will serve for two years until their successors have been elected and qualified. Newly elected members will assume their office at the regular meeting during the month of October.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area, or no longer meets the membership requirements under which he or she was selected. A member absent without good cause for 3 consecutive meetings constitutes grounds for termination. The principal and chairperson shall issue a written warning to any member who misses 2 consecutive meetings. The SSC, with a simple majority, may vote to suspend or expel a member for just cause.

Section 5 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the Principal. The written resignation shall become a part of the SSC records in the event of a dispute.

Section 7 – Vacancy

Any vacancy on the council for the remainder of the school year shall be filled by appointment of the chairperson. The chairperson shall make every attempt to select a replacement using the names on a candidates' list of those who were unsuccessful in being elected during the initial election process. If the unexpired term is for another school year, the term for that year will be filled by the regular election process.

ARTICLE IV

Section 1 – Officers

The officers of SSC shall be a chairperson, vice-chairperson, secretary and other such officers, as the council may deem desirable.

Section 2 – Duties of Officers

1. Chairperson -Preside at all meetings and sign documents as directed by the SSC.
2. Vice-Chairperson
 - Assume the duties of the Chairperson during his/her absence.
 - Perform other such duties as be assigned by the Chairperson or by the SSC.
3. Secretary
 - Receive and handle all mail addressed to the SSC.
 - Keep a current roster of SSC members, including addresses and telephone numbers.
 - Keep the minutes of all meetings, including attendance and summary reports

Section 3 – Election and Term of Office

The officers of the SSC shall be elected annually and shall serve for two years or until each successor has been elected.

Section 4 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the SSC.

Section 5 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the members of the SSC for the unexpired portion of the term.

Section 6 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign the assurances in the site plan and other communications for the SSC. The chairperson develops the meeting agenda in coordination with the Principal, assigns SSC members to subcommittee work, advances the work of the posted agenda, assures all voices are heard in the SSC and manages the meeting with the assistance of the Principal. The chairperson facilitates the meeting using Robert's Rules of Order.

Section 7 – Vice-Chairperson (Will consist of the same duties in the Chairperson's absence)

Section 8 – Vice Secretary (Will consist of the same duties in the Secretaries absence)

ARTICLE V

Section 1 – Standing and Special Committees

The SSC may, from time to time, establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the SSC. The SSC may delegate its responsibility to develop the single plan for student achievement at a regular SSC meeting to a leadership team composed of teachers, other staff, parents, and students. The leadership team shall report their plans, concerns and next steps for the draft of the single plan for student achievement at a regular SSC meeting to a leadership team composed of teachers, other staff, parents, and students. The leadership team shall report their plans, concerns and next steps for the draft of the single plan for student's achievement at each SSC meeting.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint the members to the various committees.

Section 3 – Term of Office

The SSC shall specify in the minutes the term of office for each committee appointment.

Section 4 – Rules

Each committee may adopt rules for its conduct consistent with these bylaws, state law, guidance or FUSD Board Policy regulating SSC. The SSC in its decision to establish such committees shall specify details of when and how the committee shall report to the SSC.

Section 5 – Quorum

A simple majority of members present constitutes a quorum to conduct the meeting of the subcommittee.

Section 6 – Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

Section 1 - Meetings

The School Site Council shall meet regularly at least once per month, or at a minimum of five meetings per year as required by the district. The tentative schedule will be sent to all parents, students and staff at the beginning of each school year. Special meetings may be called by the Chairperson, Principal, or his/her representative in the case of an emergency, or by a majority vote by the SSC members.

Section 2 – Time and Place of Meetings

The SSC shall hold its regularly scheduled meetings and its special meetings in a facility provided by the school and should be readily accessible by all members of the public, including handicapped persons.

Section 3 – Notice of Meetings

Written agendas of all meetings shall be posted in the school office window, website, and/or other readily visible locations at least 48 hours in advance of the meetings.

Section 4 – Quorum

A quorum to meet shall be 51% of the SSC. No decision of the SSC shall be valid unless a quorum of the duly elected SSC membership is present.

Section 5 – Decisions of the School Site Council

The SSC members as elected representatives will use the following process in their decision-making:

- ✓ Determine each fall whether they will write the single plan for student achievement or delegate it to a leadership team composed of teacher, other staff, parent and student representatives.
- ✓ Determine in the fall how each representative group (parents, teachers, students, and other staff) will assess the consensus of the people who elected them on matters of significant impact to the school community. The plan shall become part of the public record.

- ✓ No items may be voted on by the SSC in any meetings unless notified in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency, as defined by SB355, the SSC may vote on an item that needs immediate attention.
- ✓ The SSC members shall vote for the site plan in accordance with their constituency.
- ✓ All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provide there is a quorum.
- ✓ In the event of a split vote on the Single Plan for student Achievement, the SSC with the assistance of the Principal and district personnel, shall make every attempt to develop a community process to clarify, modify and unify the members of the SSC to recommend a plan that the community can support.

Section 6 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order or an agreed upon adaptation.

Section 7 – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public. The SSC shall provide for a scheduled period on the agenda for public comments. The public shall submit their name, and concern to the SSC for the written record and abide by a 5-minute time limit per speaker within the allocated time frame for public input. All members of the public will have equal opportunity to raise issues related to the development of the single plan for student achievement. Members of the public may also submit related concerns in writing to the SSC. The SSC may, without taking action, briefly respond to members of the public about other concerns. In the event of public disruption to the meeting, the SSC chair may request a privileged motion to clear the room for a break. Should the disruption continue, the chair may ask the Principal to use the Ed. Code privileges to request those who are disruptive to leave the campus.

ARTICLE VII

Section 1 – Elections

Notices, in the major languages represented at the school of the SSC election, will be sent via students to the parents. Notices will also be posted on the school website and in the quarterly newsletters. Nomination may be posted on the webpage and may be picked up at the main office. Completed forms may be submitted via mail, email, or in person at the school site.

The election for parents to the School Site Council may be held at the Back-To-School Night, which is traditionally held in September or through an alternate election process no later than the month of September. Nominations must be submitted to the School at least one week before the election. One election ballot per parent, legal guardian or certified caretaker will be made available at the site or at the Back-To-School Night. Parents may request assistance from school personnel to complete the mechanics of voting without undue influence on the vote cast. In a similar manner, each staff member and student will receive one ballot to elect their representatives. Ballots will be counted and verified by 2 neutral persons as agreed upon by the members of the SSC. Nominees will be elected in descending order according to the criteria of highest number of votes. If there is a tie for an SSC representative position, a run-off vote will be taken as soon as feasible using the same elective process. The results of all SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of disputes.

Section 2 – Election of Teachers

An election will be held as early as the second week of school to fill available positions. Notice of the election will be made at the first faculty meeting during the opening week of school.

Section 3 – Election of Students

General elections will be held in the spring when the class officers are elected. Three positions for SSC will be added to the spring ballot and the 4th position will be put on the ballot in the fall when the fifth

grade class officers are elected. The students who are elected will serve a one year term. If for some reason a student representative cannot attend a meeting, it is the responsibility of that person, with the permission of the Leadership advisor, to send an alternate. This alternate will have full voting rights.

Section 4 – Principal

The principal will appoint other school personnel to serve on the School Site Council.

ARTICLE VIII

Section 1 – Bylaws Revision

The approved bylaws shall be reviewed annually by the SSC. Proposed changes that have significant impact on the community shall be posted and subject for public discussion at least one meeting prior to the SSC taking action. Bylaws revision shall be placed on a written agenda and requires a majority vote of the quorum present. Should SSC members be unable to agree on bylaws adoption in such a manner to significantly disrupt the legal duties of the SSC (that is to develop and implement the single plan for student achievement), the SSC shall by default, adopt the most current District provided sample bylaws to avoid having the school categorical budgets frozen until there is a resolution.

Section 2 – Accessibility of Bylaws

Bylaws shall be translated for accessibility to the major language groups represented in the school community. They shall be available at every SSC meeting and to members of the public upon request.

Baird Middle School
Title I Parent and Family Engagement Policy

School recognizes that parents are their children's first and most influential teacher and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

School, with input from their Title I parents, has developed and distributed the Title I Parent and Family Engagement Policy. The policy includes four dimensions:

- Policy involvement
- Shared responsibilities for High Academic Achievement
- Building capacity for involvement
- Accessibility

This policy will be updated annually to meet the changing needs of parents and the school.

Policy Involvement

- School will convene Title I Parent Meetings to review, revise and comment on the following items:
 - Site level Parent and Family Engagement Policy
 - School Parent Compact
 - School Plan for Student Achievement (SPSA)
 - Title I requirements, involvement rights, and programs offered at the site
 - State adopted ELA/Math curriculum, academic assessment tools and proficiency levels of student achievement at the site
 - Parent survey results related to the academic programs and learning environment at the site
 - Parent involvement opportunities for helping children succeed
 - Parent recommended meetings with flexible dates and times supported by funding for transportation, childcare and/or home visits from Home School Liaisons when available.
 - Parent requested meetings related to the educational decisions for their children

Shared Responsibilities for High Student Academic Achievement

- Staff/Student/Parent Compact – the jointly developed School-Parent compact will identify staff-parent strategies that best support student academic achievement. This compact will be widely distributed to all students, staff and parents of Title I students. The Compact describes and defines the following:
 - The school's responsibilities in providing high quality curriculum and instruction in a supportive learning environment
 - Parent and student responsibilities promoting improved academic learning
 - Effective and ongoing communication methods between parents and teachers

Building Capacity

- During Back to School and Parent Conferences teachers will inform parents about curriculum content, achievement standards, assessment results and monitoring student progress
- Parents will be provided with requested training and materials helping to improve their children’s achievement
- Teachers and other staff members will be trained on working with parents as equal partners and building ties between parents and the school
- Teachers will inform parents and students about individual goals based on local and state assessment results
- School will provide opportunities for parents to volunteer and participate in their child’s classroom.
- Parents will be encouraged to participate in school activities through memos, weekly letters, surveys, email, phone and flyers. Information will be provided in a language and format parents can understand.
- School will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at Baird Middle School that encourage parent participation in the education of their children, include the following:

- ◆ *English Language Advisory Council*
- ◆ *School Site Council*
- ◆ *District Sponsored Kids First Festival*
- ◆ *Parent Training—PIQE, Parent University*
- ◆ *Back to School Night*
- ◆ *Open House*
- ◆ *Parent/Staff Coffee Hour*
- ◆ *Classroom Participation*
- ◆ *PTO*

Examples only:
Refer to site SPSA for
specific items

Accessibility

- School will provide opportunities for full participation to parents with limited English proficiency, parents of migrant children and parents with disabilities. School information and required reports will be provided in a format and, to the extent practicable, in a language, such parents understand.

FRESNO UNIFIED SCHOOL DISTRICT
Staff/Student/Parent Compact
Baird Middle School

Staff Section:

I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- ◆ Strive to address the individual needs of your child
- ◆ Communicate with you regarding your child's progress
- ◆ Provide a safe, positive and healthy learning environment for your child
- ◆ Communicate homework and classroom expectations
- ◆ Correct and return appropriate work in a timely manner
- ◆ Support your child's primary language and culture
- ◆ Show respect to self and others at all times
- ◆ Provide opportunities for parents to volunteer, participate and observe in child's classroom

Student Section:

I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day on time and ready to learn
- Review my class work with my parent(s) weekly
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times

Parent Section:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Attend Back to School event, Parent/Teacher conferences, Open House, and other events
- ◆ Encourage my child to engage in reading activities for at least 20 minutes every day
- ◆ Provide a quiet place/time for my child to complete his/her homework
- ◆ Make sure my child gets adequate sleep and has a healthy diet
- ◆ Adhere to the school's homework, discipline, dress code and attendance policies
- ◆ Participate in district opportunities for parenting training
- ◆ Support all elements of the Parent Involvement Policy adopted by the FUSD School Board.
- ◆ Show respect to self and others at all times

Student _____ Date _____

Parent _____ Date _____

Staff/Teacher _____ Date _____