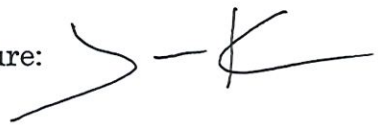
Kratt Elementary

10621666006068

Principal's Name: John Kaup

Principal's Signature: 

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

Kratt Elementary School
School Site Council By-Laws

Article I
Kratt School Site Council

The name of this Council shall be **Kratt** School Site Council.

Article II
Role of the Council

The School Site Council (SSC) shall develop and recommend the school improvement plan including the budgets that support the plan, to meet student academic need. Following approval of a school improvement plan by the school district governing board, the Council shall review a minimum of one time a year the implementation of the school improvement program and assess the effectiveness of the program with the principal, teachers, other school personnel, and students using the district criteria policy. The Council shall carry out all other duties and responsibilities assigned by the district governing board and any state or federal laws and in the Educate Code of the State of California.

Role of the Board of Education

SSC delegates to the Fresno Unified School District Board of Education the authority to interpret the bylaws or adopt appropriate rules in 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.

Code of Conduct

SSC members shall follow Fresno Unified School District's (FUSD) adopted community values District Adopted Community Values as follows:

1. Stewardship--We will lead and follow as stewards of our region, caring responsibly for our community assets. We will work together to achieve the greatest, long-term benefit for the community

2. Boundary Crossing and Collaboration — We are willing to cross-political, social ethnic, and economic boundaries and partner with others to achieve community outcomes. We will lead "beyond the walls" to create an inclusive, cohesive community through partnership and collaboration

3. Commitment to outcomes — We are willing to take responsibility for tasks and achieving specific outcomes. We are committed to staying involved until the tasks are completed

4. "Art of the Possible" Thinking -- We believe that anything is possible in Fresno. We will envision "success without limitations" and then backward map a specific, attainable strategy for achieving that vision

5. Fact--based decision-making- To the greatest extent possible, we will base decisions and actions on objective data, thereby avoiding distortion of issues by personal feelings or agendas

6. Truth-telling -- We value the empowerment of everyone involved, along with all community stakeholders, to honestly and forthrightly share all knowledge, experience, and insight relative to the work at hand. We take

responsibility for ensuring our "truth" is current, not historical. We all share responsibility for maintaining the truth-telling standard

7. Power Parity-- We respect all persons and recognize there are diverse viewpoints. Positional Power will not determine a strategy or preferred outcome, merit will. Viewpoints from diverse constituencies will be proactively sought to ensure the best possible outcomes for the community

8. Commitment to Conflict Resolution -- Conflict is inevitable and is sometimes required to achieve the best outcomes possible. Healthy conflict involves valuing every individual regardless of his or her stance on a specific issue and an unwavering commitment to working through the conflict in a positive manner despite its severity

9. Asset-based Approach — We are focused on using a strengths-based, asset-oriented approach to people and issues. We believe that positive change occurs when we appreciate, value, and invest in what is best in our people and community

10. Conflict of Interest- We agree to disclose any personal or professional conflict of interest that may affect our objectivity before engaging in work that will impact the community. We seek to avoid even the appearance of impropriety

Among other things, these values require that SSC members:

1. Shall attend noticed meetings regularly

2. Shall follow State and Federal law and guidance and FUSD Board Policy in the development of the site plan otherwise (see number 3)

3. Shall follow the site SSC bylaws

4. Shall assess consensus of the people who elected them with a method that has been discussed and documented at an SSC meeting on the development of the School Plan for Student Achievement

5. Shall conduct all SSC business in a courteous, professional manner

6. Shall perform legal duty to develop, monitor and implement the School Plan for Student Achievement site plan. SSC members shall work cooperatively, working speedily to resolve any conflict so as not to jeopardize completion of the site plan

7. Shall work together to maximize student academic achievement of state content and performance standards

8. Shall not use their role as SSC members to unduly influence personnel decisions or assert authority not granted to the SSC under law

9. Shall not meet together or attempt to reach consensus on issues outside of duly agendized school site council meetings

Article III: Membership Size and Composition

Section I -- Council membership

Council membership shall consist of parents/legal guardians of pupils attending the school and school site staff. It shall be selected from the entire socioeconomic and ethnic base of the school attendance area.

The Council will consist of a minimum of 10 members. Membership will include: the principal, three teachers, one 'other' non-classroom staff member (best practice: classified employee as the additional 'other' staff), at the secondary level any combination of five parents/students (best practice: three parents or legal guardians of pupils attending the school, and two secondary school students attending the school and one alternate). Elementary schools (k-6) do not include students on the SSC. Members representing parents shall not be employees of the school site. Parity will be maintained between parent members and staff. If needed, a community member can serve in a parent representative role on SSC.

Section II— Election Procedure

Notices in the major languages represented at **Kratt Elementary School** will be sent home to the parents, students, and staff of the site to solicit nominations for available representative vacancies. Oral and written announcements detailing the SSC nomination and election process, role of the SSC, meeting dates, and school plan development will be distributed, *if applicable*, in a four-week period no later than the end of the first quarter in using a variety of ways to notify the entire school community to the final election ballot distribution.

The principal shall provide explanation of the roles and responsibilities of the SSC, the schedule a public meeting prior to the election to explain the role and responsibilities of the SSC, the schedule for nominations, and the SSC election process to encourage broad community involvement.

Notices of nomination including self— nomination opportunities will be posted in prominent places on campus and the surrounding community to assure community access (e.g., school website, parent messaging systems, family newsletters). Nomination forms will be compiled and distributed to parents/guardians by students or other messaging systems that work best for the site to maximize parent contact, *if applicable*, at least two weeks in advance of the election as agreed upon by the SSC in a formal meeting. Nomination forms will also be available in the school office.

A final election ballot based on nomination forms will be assembled by a combination of representatives from a committee of parents, students, staff, OR a community member selected by the principal from a list of volunteers solicited at a variety of school meetings, *if applicable*, no later than 8 weeks after the beginning of the school year or, for year-round schools, within 8 weeks after to beginning of the first track of the new school year.

One election ballot per parent, legal guardian, or certified caretaker will be sent home (paper or electronic) for parent representative elections. Ballots must be returned in the predetermined window of time by the school. Ballots can include a brief bio submitted by nominees. 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 will receive one ballot to elect their representatives. Ballots shall be placed in a locked, secure location until counted in public view at duly noticed SSC Meeting. Ballots shall be counted and verified by two neutral persons as agreed upon by the members of SSC. Results shall be posted and announced for all new SSC members at the same SSC meeting. Nominees will be elected in descending order according to the criteria of highest number of votes. If there is a tie for an SSC position, a runoff vote will be taken as soon as feasible using the same election 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 a dispute.

For secondary sites, student nominations, ballots and elections should be handled in a similar manner as parents and staff. Students cannot be appointed, and student body representatives should not automatically serve on School Site Council, unless explicitly described in the bylaws.

All groups, need to run and election process that shows that peers had an opportunity to vote for nominees. Ballots and results need to be kept on file for a minimum of three years and uploaded annually to the district's SPSA Tool.

Section III — Terms of Office

All members of the Council shall serve for a two-year term. However, to achieve staggered membership, one half, or the nearest approximation thereof, of the members representing parents or community members and one half, or the nearest approximation thereof of the members representing teachers or other school personnel (except the principal) shall serve for a one-year term only during the first year of the Council's existence. After the first year all terms shall be for two years. **At the conclusion of a member's term, at least one year shall lapse before any such member may be selected to a new term.**

Section IV — Voting Rights

Each voted in SSC member and the principal 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. Non-voted in members cannot vote, except for the principal.

Section V — Termination of Membership

Other than the principal, a member shall no longer hold membership should they cease to have a pupil enrolled in the school and do not meet the definition of a community member or no longer meet the membership requirements under which he or she was selected, e.g. a parent becomes employed by the school site. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. *If applicable*, the principal and chairperson will issue a written warning to any member who misses two consecutive meetings.

The Council by affirmative vote of two-thirds of all the members can suspend, reinstate, or expel a member for just cause and/or violation of the Code of Conduct.

Section VI — Transfer of Membership

Membership in the SSC is NOT transferable or assignable.

Section VII — Resignation

Resignation will be accepted only upon written notice to the principal. The written resignation will become part of the SSC record in the event of a dispute.

Section VIII — Vacancy

The regular election process for the remainder of that member's term shall fill any vacancy on the Council. As vacancies occur, the chairperson and the principal for the remainder of the school year, with the approval of a majority of the Council, shall fill them temporarily until the next regularly scheduled election. If the unexpired term is for another full year thereafter, the regular election process shall fill the term for that year.

Article IV – School Site Council Officers

Section I — Officers

The officers of the School Site Council shall be a chairperson, vice - chairperson, and secretary. Other officers may be selected, as the Council deems desirable. *Parent Advisory Committee (PAC) representatives (1-2) should be voted in as well. PAC members do not have to be the selected officers, but they are required to be a voted in parent members of the SSC.*

Section II -- Election of Terms of Office

The Council shall make nominations for officers and a majority vote shall elect. The term of the office is one year. An officer whose term on the Council has not expired may run for re-election at the end of the year.

Section IIII— 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. The alternate for the vacant position to be replaced shall fill the vacancy. Replacement of alternates shall be selected first from the election rankings by appointment and vote of the majority of SSC members present for the remainder of the current school year.

Section IV — Chairperson:

The chairperson shall preside at all meetings of the Council and may sign all letters, reports, site plan assurances, and other communications, which have been approved by the School Site Council. In addition, the chairperson shall perform his duties as may be prescribed by the School Site Council from time to time. Additionally, the chairperson in conjunction with the school principal will develop the agenda for all council meetings. The chairperson can be any voted in member of the Council, this excludes the principal.

Section V — Vice-Chairperson:

The duties of the vice-chairperson shall be to represent the chairperson during their absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the Council.

Section VI — Secretary:

The secretary with the assistance of the principal (or designee) shall keep the minutes, both regular and special, of meetings and shall distribute the minutes to each of the members at the subsequent meeting and see that they are made available upon request. Minutes shall be brief to facilitate translation. He or she shall be custodian of the Council records including keeping a copy of all meeting handouts attached to the minutes; keep a register of the address and telephone numbers of each member of the Council which shall be furnished to the secretary by each member; and, in general, perform all the duties incident to the office of the School Site Council.

Section VII — Principal

The principal is a voting member of the Council. They provide information and leadership to the Council and administers the school level activities in the School Plan for Student Achievement. The principal works with the Council to ensure the school plan for student achievement is legal, based on student achievement data and student needs and is monitored for implementation and effectiveness. The principal shall consult with the SSC secretary in advance of the meeting to assure minutes are accurate and available and to assure the SSC membership continues to be duly formed. The principal shall oversee the public posting of the agenda. The principal may independently add an item to the agenda if relevant to the duties of the SSC documentation is available to the public upon request. The principal shall assure that all SSC members are appropriately trained to fulfill their roles and responsibility.

Article V — Committees

Section I — Standing and Special Committees

The Council may from time to time establish or abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the Council. The SSC may also delegate its responsibility to develop the site plan for student achievement at a regular SSC meeting to the Leadership Team composed of teachers, other staff, parents, and students as appropriate. The Leadership Team shall report their plans, concerns, and next steps for the draft on the School Plan for Student Achievement at each SSC meeting.

Section II— Membership

Unless otherwise determined by the Council in its decision to establish a committee, the chairperson of the Council and principal shall appoint subcommittee members.

Section III— Term of Office

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

Section IV — Rules

Each committee may adopt rules for its conduct consistent with these bylaws, that does not conflict with state law, state guidance, or District Board Policy. The SSC in its decision to establish such committees shall specify details of when and how the committee shall report to SSC.

Section V — Quorum

A simple majority (50% plus one member) of members present constitute a quorum to conduct the meeting of the subcommittee.

Section VI — Vacancy

A vacancy in the membership of any committee (not SSC) may be filled by appointment volunteers made in the same manner provided in the case of the original appointment.

Article VI- Meetings of the SSC

Section - I Regular and Special Meetings

The School Site Council shall meet, at minimum, four times annually, or as needed. Meetings will be predetermined and shared with, at minimum, 72 hours' notice at a predetermined location that is accessible to the public. The tentative schedule of meetings shall be posted on the website calendar and distributed in the school bulletin to encourage full participation in the SSC. Special meetings may be called by the chairperson, principal, or the principal representative in the case of an emergency or, if applicable, by majority vote of the School Site Council.

Section II — Time and Location of Meetings

The School Site Council shall hold its meetings in a facility provided by the school and readily accessible by all members of the public, including persons with disabilities. *If applicable*, the SSC can meet during an overlapping time with the ELAC to consult on the needs of EL students and one time per year with the Title I parents for the same purpose. Documentation of meetings shall be separate or identify both groups separately. *SSC and ELAC are required to have separate nomination and elections processes unless the site completed the ELAC delegation of authority to SSC with the support of EL Services.*

Section III — Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meetings. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the date, hour, and location of the meeting; and shall be delivered either personally (written notice, email, by phone if received message can be confirmed) or by mail to each member not less than 72 hours or more than two weeks prior to the date of such meeting. The principal and Chairperson shall normally work together to adopt an agenda. However, agenda items may be added to the agenda by either the chairperson or the principal provided the item is relevant to the SSC.

Section IV — Quorum

A quorum to meet shall be 51% of the non-vacant SSC positions. All decisions of the School Site Council shall be made only after an affirmative vote of the majority of its members in attendance, provided a quorum is in attendance. Elected alternates may take the place of missing regular members within their representative groups. No decision of the SSC shall be valid unless a quorum of the non-vacant duly elected SSC membership is

present. Vacant positions should be filled pursuant to Article III above as soon as practicable notwithstanding these quorum requirements.

Section V — Decisions of the SSC

1. All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rule of Order or in accordance with an appropriate adaptation thereof.

2. Determine in the fall whether the SSC will write the School Plan for Student Achievement or delegate it to the Leadership Team composed of teachers, other staff, parent, and student representatives.

3. Determine in the fall how each representative group 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.

4. No items may be voted on by the SSC in any meetings unless noticed in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB 355 the SSC may vote an item that needs immediate attention.

5. The SSC members shall vote for the school plan in accordance with their constituency.

6. All decisions of the SSC shall be made only after an affirmative vote of a majority of its members in attendance, provided there is a quorum.

7. In the event of a split vote on the school plan, 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 school plan that the school community can live with.

8. If district administration has submitted a model plan to a SSC, including a School Plan for Student Achievement or any site-based plan, and if the SSC has not recommended changes to the plan at or before the second to the last Board meeting of each school year or otherwise not timely submitted a different plan to the Board for approval at or before the second to last regularly scheduled Board meeting of each school year, the SSC shall be deemed to have adopted and approved the plan submitted by the district administration as its own.

Section VI — Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be always open 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 the Council’s predetermined time limit per speaker within the allocated time frame for the public. In the event of public disruption of 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 ED. Code provisions to request those who are disruptive leave the campus.

Article VII - Bylaws

Section I -- Bylaws

These bylaws shall be reviewed annually by the SSC, and annually presented to the Board of Education for approval as part of the site plan approval process. Proposed changes shall be posted and, if applicable, subject to public discussion at least one meeting prior to the SSC taking action. Bylaw revision shall be placed on written agenda and requires a majority vote of the quorum. Bylaws shall not conflict with state or federal law or Board Policy. Should SSC members be unable to agree on bylaw adoption, or otherwise fail to present compliant bylaws to the Board annually as part of the school plan approval process the SSC hereby adopts the model bylaws proposed by the Board of Education in effect on June 30 of that year.

Section II -- 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 member of the public upon request.

KRATT ELEMENTARY

Title I Parent and Family Engagement Policy

Kratt Elementary 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.

Kratt Elementary, 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

- Kratt Elementary 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
- Kratt Elementary 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.
- Kratt will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at Kratt Elementary 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*
  - *Quarterly Awards Assemblies*
  - *Parent Teacher Association*
  - *Noon-time Assistants*
  - *Field trip chaperones*
  - *Music, band, orchestra concerts*

Examples only:
Refer to site SPSA for specific items

Accessibility

- Kratt Elementary 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
Kratt Elementary 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