


**Addams Elementary**

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Principal's Name: Angelica Espinosa

Principal's Signature: 

The Fresno Unified School District Board of Education approved this plan on: June 10, 2020

## JANE ADDAMS SCHOOL SITE COUNCIL BYLAWS

### **PURPOSE**

To have staff and parents and/or community members to make appropriate decisions regarding categorical budget and the Single Plan for Student Achievement and all School Site Council related items.

### **MEMBERSHIP**

Council will be composed of 10 members, 5 parents and one alternate and/or community members and 5 school staff members. If a parent community member moves from the area, he/she will be allowed to complete their term if so desired, if they are still in the Fresno Unified School District, otherwise a new person will be elected/appointed to fill the position with the approval of School Site Council.

### **ELECTION PROCEDURE**

Nomination Ballots and Election Ballots will include the following:

- Parent Name—Signatures
- Child Name and Teacher
- Nominate \_\_\_\_\_
- I vote for \_\_\_\_\_

### **TENURE/TERM OF OFFICE**

## VOTING RIGHTS

Each elected representative of the SSC is entitled to one vote and may cast that vote on each formal motion submitted to a vote by the council. The elected alternate shall vote in the absence of the elected representative. Absentee ballots or proxy ballots shall not be permitted. In the case of a member who is ill and can not attend the meeting, a conference call vote may be acceptable with a unanimous vote of the SSC members present, if an emergency under SB 355 is determined to exist.

## OFFICERS

School Site Council will have a Chairperson, a Vice-chairperson, and a secretary. (Title I secretary will serve as recorder.) Anyone in the council may hold these offices but with a strong recommendation being made that the chairperson be a parent- community representative. Officers will be selected through an election process by SSC members. They will serve a term of 2 years and may be allowed to serve more than 1 term. Vacancies will be filled through elections approved by the SSC. Should an officer act in an inappropriate or unacceptable manner, they are subject to removal from office and Council membership through a motion by council members.

## DUTIES OF OFFICERS

1. The chairperson shall preside at all meetings and signs the assurances in the site plan and other communications from the SSC. The chair person develops the meeting agenda in coordination with the School Principal, assigns SSC members to subcommittee work, advances the work of the posted agenda, assures all voices are heard in the SSC and develops skills in meeting management with the assistance of the Principal. The Chairperson facilitates the meeting using Robert's Rules of Order to encourage discussion of the SSC members. The SSC chair voices his/her opinion only when he/she turns the meeting over to the vice chair person.
2. The duties of the vice chair person shall be to represent the chairperson in assigned duties and to substitute for the chair person during his/ her absence, and the vice chairperson shall perform such other duties as assigned by the chairperson or the SSC.
3. The Secretary shall keep factual, true and accurate minutes of all SSC meetings and shall transmit the copies of the minutes to each of the SSC members. The Secretary shall work with the school Principal and other SSC members to assure that clear copies of the minutes are kept for the public record, translated as required by California Ed Code and posted in the school office and other public places as deemed appropriate by the SSC. The Secretary shall also keep a list of all SSC members with current role, name, address, term expiration, phone numbers as supplied by the school Principal and work with the chairperson and SSC members to keep the list current. The Secretary shall keep track of vacancies and report to SSC to assure there is parity at all times. The Secretary shall keep all records of information from the SSC.

Members of the Council will serve a 2 year term, and they may be able to serve consecutive terms if elected to do so. Should a member choose to resign his/her position, a letter or phone call must be made to the chairperson or principal.

### **MEMBER VACANCIES**

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. The chair person shall, make every attempt possible with the help of the Principal, to select a replacement based on the ranked election results from the previous SSC member election. Replacement alternates shall also be selected from this list. In the event this is impossible the chair shall be provided a list of possible replacements that reflect the constituency of the departed member. If the unexpired term is for another school year thereafter, the term for that year shall be filled by the regular election process described in Section II above.

### **TERMINATION OF MEMBERSHIP**

A member shall no longer hold membership should he or she cease to be resident of the area or no longer meets the membership requirements under which he/she was selected: eg a parent becomes an employee of the school site, a classified staff member becomes a certificated teacher etc. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive meetings without justifiable notification. The constituency electing a member may petition with a simple majority of the constituency to suspend or expel a member for just cause, eg, violations of the SSC member code of conduct.

### **ELECTED MEMBERS CODE OF CONDUCT**

Each elected member of the SSC shall adhere to the code of conduct in these bylaws:

- Attend noticed meetings regularly
- Follow State law and guidance and FUSD Board Policy in the development of the site plan
- Follow the site SSC bylaws
- Assess consensus of the people who elected them with a method that has been discussed at an SSC meeting on the development of the site plan
- Conduct all SSC business in a courteous, professional manner

meeting agenda and minutes. Upon expiration of term or resignation, the Secretary shall turn all records in his/her possession, over to the school Principal to assure the maintenance of the public record.

## MEETINGS

The SSC shall meet regularly at least once per month. The schedule for the meetings will be sent to all parents, students and staff at the beginning of each semester to encourage full participation in the SSC. Special meetings may be called by the Chairperson, Principal, or his/her representative in the case of an emergency or by a majority vote of the SSC members.

At Addams school, the SSC will meet a minimum of two times per year during an overlapping time with the ELAC to assure the requirement to consult on the needs of EL students and one time per year with the Title I parents for the same purpose. At Addams we meet in the School Library on the third Thursday of each month at 5:00p.m., unless otherwise stipulated.

## DECISION MAKING

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

- Determine in each fall whether they themselves will write the site plan or delegate it to a Leadership Team composed of teacher, other staff, parent and student representatives. If they decide to use a Leadership Team they will develop, with the guidance of the Principal, a way to assure they are fully informed in timely and comprehensive ways for them to discharge their duty to develop the school site plan. Delegation to the Leadership Team in no way relieves the SSC of making the final recommendation.
- Develop and determine in the fall, how each representative group (parents, teachers, students, other staff) will assess the consensus of the people who elected them on matters of significant impact to the school community. The Principal shall assist representatives to develop and implement their plan to assess their constituency. The plan shall become part of the public record in the school minutes and other community groups will be notified.
- The SSC shall provide for an open discussion time for public comments regularly. The members of the public shall submit their name, address and concern to the SSC for the written record and abide by a 3 minute time limit per speaker within the time allocated for public input. All members of the public will have equal opportunity to raise issues related to the development of the site plan and conduct themselves in a respectful manner conducive to the work of the SSC. Members of the public may also submit concerns related to the development of the site plan writing to the SSC.

communicate regularly and in a timely manner with the parents of the ELAC and Title I students to gather their input for the school site plan.

- 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 emergency arising after the posting of the SSC agenda, the SSC may, after determining an emergency exists, with unanimous vote of the quorum present, vote on an item that needs immediate attention and does not constitute a violation of existing law or policy.
- After timely consideration of the assessed needs of all the students at the school and communicating the results of that needs assessment to the public, 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, provided a quorum is in attendance.
- In the event of a split vote on the site 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 site plan that the school community can live with.
- In the event of conflict that appears unresolvable through regular meeting management techniques, the SSC with the guidance of the Principal shall request assistance in obtaining a neutral facilitator from the appropriate Assistant Superintendent at the earliest possible time to prevent prolonged or unnecessary conflict.

## COMMITTEES

The SSC may decide to establish standing or special committees as it may desire. No special or standing committee may exercise the authority of the SSC. The SSC may also delegate its responsibility to develop the site plan to a representative Leadership Team. In this instance, the SSC shall annually discuss the composition of the team, how it will keep all the members of the SSC fully informed, how often they will report to the SSC and how they will take direction from the SSC to fully represent the diverse interests of the school community. The discussion shall be reflected in the minutes of the meeting as a matter of public record.

## TRAINING

Information training of new members, including teachers or parents will be shared by the Principal at the School Site Council meetings.

Training will include attendance of the District's annual orientation session covering information about the roles and responsibilities of council members; operations of the district and school; meetings with the faculty; information presented by the principal; and district technical assistance.

## Agenda:

The Principal will determine the Agenda along with the assistance of the Chairperson and these

will be posted in the Office at least 72 hours prior to the meetings. These will be translated according to the needs of the school site.

## Addams Elementary

### **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 <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*
- ◆
- ◆

**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  
Addams Elementary

**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

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Student

Date

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Parent

Date

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Staff/Teacher

Date