

**Cooper Middle**

10621666057285

Principal's Name: Sandy Auble

Principal's Signature:

A handwritten signature in black ink, appearing to be 'Sandy Auble', written over a horizontal line.

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

Title I SWP

## **SSC BYLAWS**

### **ARTICLE I**

#### **Name of Council**

The name of this council shall be Cooper Middle School Site Council.

### **ARTICLE II**

#### **Role of the Council**

The school improvement plan, including the budgets that support the plan, shall be developed and recommended by the School Site Council (SSC). The SSC, following approval of a school improvement plan by the school district governing board, shall have the ongoing responsibility to review with the Principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically (a minimum of one time per year) the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The SSC shall carry out the FUSD board policies, review the FUSD minimum dress code annually, and add any of the duties and responsibilities assigned to it in the Education Code of the State of California and/or by the FUSD Board of Education.

### **ARTICLE III**

#### **Members**

##### **Section I -- Size and Composition**

The SSC shall be composed of 12 members. One alternate shall be elected for the parent representatives, students representatives, and staff representatives.

The needs and resources of the school improvement program require that membership include board representation of parents, students, and staff, including all socioeconomic and ethnic groups in the school attendance area. Representation on the SSC shall be: the Principal, representatives of teachers elected by the teachers at the school, other school personnel elected by other school personnel of the school, and pupils elected by pupils attending the school. Community members of the school community may be elected by parents of pupils attending the school to represent the parents. The council shall be balanced with 6 members representing the school staff, teachers in the majority of the school staff representatives; and 6 parent/student members in equal numbers. Parent representatives of the SSC may be district employees but shall not be employees at the site.

#### Section II -- Election Procedure

Notices in the major languages represented at the school of the SSC election will be sent via mail or sent home with the student to the parents, students and staff of the site to solicit any nominations including self-nominations for available representative vacancies. Oral announcements and written announcements detailing the SSC nomination and election process, role of the SSC, meeting dates, and site plan development will be distributed in a four week period, and 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 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. Written Notices of nomination including self-nomination opportunities will also be posted in prominent places around the campus and the surrounding community to assure community access. Nomination forms will be compiled and distributed via mail and or carried home by students at least two weeks in advance of the election. Nomination forms will also be available in the school office.

A final election ballot based on nomination forms will be assembled by a representative committee of parents, students, staff and one community member selected by the Principal from a list of volunteers solicited at a variety of school meetings no later than 8 weeks after the beginning of the year.

One election ballot per parent or legal guardian or caretaker will be mailed for parent/community representative elections using the last known address of the family. Each ballot will be certified with a sticker with the name of the youngest child of the family attending the school. Ballots may be mailed or hand carried to parents as determined by the SSC and will only be considered valid if received no later than noon the day preceding the SSC meeting at which ballots will be

counted. 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 shall be counted in the open public view at a scheduled SSC or Title I meeting. Members shall be elected based on having a majority vote. In the event there are no nominees receiving a majority vote, 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 immediately or as soon as feasible using a similar election process. The results of SSC elections shall be recorded in the SSC minutes. Ballots shall be retained for the record in the event of a dispute.

#### Section III – Term of Office

All members for the council shall serve for a two-year term – except student members who are elected annually.

During the first year of the council's existence, in order to achieve staggered membership, one half (or the nearest approximation thereof) of the members representing parents or community members and members representing teachers or other school personnel (except the principal) shall serve for a one year term only. After the first year of the council's existence, those terms shall be two years in length. At the first regular meeting of the council during the first year of existence, a chance method shall be used to determine which members shall serve one year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

#### Section IV – Member Vacancies

Any vacancy on the council shall be filled for the remainder of the school year by the appointment of the Chairperson. The Chairperson 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 of Alternates shall also be selected from this list. If the term for the vacant position is for another school year thereafter, the regular election process described in Article III Section II shall fill the term for that year.

#### Section V – 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 an emergency, the status of which is determined under SB 355, and a

member is ill and cannot attend the meeting, a conference call may be used to take the vote on an item if the vote is unanimous.

#### Section VI – Elected Member 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 bylaws
- Assess consensus of the people who elected them with a method that has been discussed at a SSC meeting on the development of the site plan
- Conduct all SSC business in a courteous, professional manner

#### Section VII – 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: e.g. 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 3 consecutive months. The constituency electing a member may petition with a simple majority of the constituency to suspend or expel a member for just cause, e.g. violations of the SSC Member Code of Conduct.

#### Section VIII – Transfer of Membership

Membership in the SSC cannot be transferred or assigned.

#### Section IX – 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 X – Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment of the Chairperson. See Article III, Section IV.

**ARTICLE IV**  
**Officers**  
Section I – Officers

The Officers of the SSC shall be a Chairperson, Vice Chairperson, and other such officers as the council may deem desirable. Additionally, an SSC Facilitator will function on the council.

Section II – Election and Term of Office

The officers of the SSC shall be elected annually by the elected SSC members and shall serve for one year or until each successor has been elected.

Section III – 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 IV – Chairperson

The Chairperson shall preside at all meetings and signs the assurances in the site plan and other communications from the SSC. The responsibility for a signature on legal documents requires that the Chairperson be an adult member. 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 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 from the SSC members. The SSC Chairperson voices his/her opinion only when he/she turns the meeting over to the Vice Chairperson.

#### Section V – Vice Chairperson

The duties of the Vice Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence. The Vice Chairperson shall perform such other duties as assigned by the Chairperson or the SSC.

#### Section VI – SSC Facilitator

The SSC Facilitator is an advisory position with no right to vote. The purpose of this position is to ensure equity in the involvement of all elected members and to ensure the compliance of the council with respect to the guidelines of the individual categorical programs. The Program Manager or Designee for categorical programs shall be appointed as the SSC Facilitator. The SSC Facilitator shall keep factual, true, and accurate minutes of all SSC meetings and transmit the copies of the minutes to each of the SSC members. The SSC Facilitator shall work with the Principal and other SSC members to assure that clear copies of the minutes are kept for the public record. The minutes and agenda will be translated in the major languages of the school (determined by a population of 15%) as required by California Ed Code and posted in the School office and other public places as deemed appropriate by the SSC. The SSC Facilitator shall also keep a list of all SSC members with current role, name, address, term expiration, and phone numbers as supplied by the Principal. The SSC Facilitator shall work with the Chairperson and the SSC to keep the list current. The SSC Facilitator shall keep track of vacancies and report to SSC to assure there is parity at all times. The SSC Facilitator shall keep all copies of information distributed at meetings attached to the meeting agenda and minutes. Upon resignation, the SSC Facilitator shall turn all records in his/her possession over to the Principal to assure the maintenance of the public record.

**ARTICLE V**  
**Committees**  
Section I – Standing and Special Committees

The SSC may decide to establish standing or special committees. 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 how the Leadership Team 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 as a matter of public record.

Section II – Membership

The Chairperson shall appoint the members of the various subcommittees unless otherwise specified by the SSC in its decision to establish the subcommittee.

Section III – Term of Office

The SSC shall specify in the minutes the term of office for each committee appointment. Standing committees shall be reviewed annually for purpose, membership, and be considered for extension, modification, or abolition.

Section IV – Rules

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



Section V - Quorum

Unless otherwise specified by the SSC, a simple majority of members present constitutes a quorum to conduct the meeting of the subcommittee.

Section VI - Vacancy

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

**ARTICLE VI**  
Meetings of the SSC  
Section I - 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 designee in the case of an emergency or by a majority vote of the SSC members.

Section II - Time and Location of Meetings

Because the SSC reflects our diverse community, the SSC shall meet at a time and location that is most convenient for the entire school community to encourage open discussion by the public. At Cooper Middle School, the English Language Advisory Committee Chairperson (ELAC) will attend SSC meetings a minimum of 2 times per year to assure the requirement to consult on the needs of EL students. The SSC will meet at least 1 time per year with the Title 1 parents for the same purpose. The SSC location will be readily accessible to all members of the public, including handicapped persons.

### Section III – Notice

Written, translated agendas of all regular meetings shall be posted in the school office window and in the Title 1 office for view at least 72 hours in advance of the meetings.

### Section IV – Quorum

A quorum to meet shall be 51% or 7 members of the SSC. 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 duly elected SSC membership is present. If no quorum is in attendance, the regularly scheduled meeting may only be for discussion and information exchange. Minutes of this session shall be kept and labeled as "Information Only" meeting.

### Section IV – Decisions of SSC

The 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. If they decide to use a leadership team they will develop with the guidance of the Principal ways to assure they are fully informed in a timely and comprehensive manner 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 minutes.
- The SSC shall provide an open discussion time for public comments at least once per semester. The members of the public shall submit their name, address, and concern to the SSC for the written record. The SSC chooses to follow FUSD Board process to give all members of the public equal opportunity – 3 minutes a piece – 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 in writing to the SSC.

- The SSC shall develop, with the guidance of the Principal, a method early in the fall to communicate regularly and in a timely manner with the parents of the ELAC and Title 1 students to gather 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 vote on an item that needs immediate attention and does not constitute a violation of existing law or policy. This type of action requires a unanimous vote of the quorum present.
- After timely consideration of the assessed needs of all the students at the school and communicating the results of that assessment to the public, the SSC members shall vote for the site plan in accordance with the 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.
- Should a conflict not be resolved 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.

#### Section VI - Conduct of Meetings

All regular and special meetings shall be conducted in accordance with Robert's Rules of Order or an agreed upon adaptation thereof. The Principal shall make training on Robert's Rules of Order available to new members.

**Cooper Academy**  
**Title I Parent Involvement Policy**  
2019-2020

Cooper Academy 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.

Cooper Academy, with input from their Title I parents, has developed and distributed the Title I Parent Involvement 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**

- Cooper Academy will convene Title I Parent Meetings to review, revise and comment on the following items:
  - Site level Parent Involvement Policy
  - School Parent Compact
  - Single 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, child care 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**

- School will offer a flexible number of meetings to encourage parent participation
- 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
- Cooper Academy 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, monthly newsletters, surveys, email, School Messenger and flyers. Information will be provided in a language and format parents can understand.
- Examples of programs and activities at Cooper Academy that encourage parent participation in the education of their children, include the following:
  - ◆ *English Learner Advisory Council*
  - ◆ *School Site Council*
  - ◆ *District Sponsored Kids First Festival*
  - ◆ *Parent Training—Parent University*
  - ◆ *Back to School Night*
  - ◆ *Open House*
  - ◆ *Parent/Staff Coffee Hour*
  - ◆ *Classroom Participation*
  - ◆ *IB Parent Group*
  - ◆ *Inform parents of process for volunteering throughout the year.*

**Examples only:**  
Refer to site SPSA for  
specific items

### **Accessibility**

- Cooper Academy 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.

Section VII – Meetings Open to the Public

All regular, special, or work sessions of the SSC and its standing or special committees are open and accessible to the public.

**ARTICLE VII**

Bylaws

Section I – Bylaws Revision

These bylaws shall be reviewed annually by the SSC or an appointed committee for consistency with current state law, policy and guidance and local policy and administrative regulations. 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. Bylaw revision shall be placed on a written agenda and requires a majority vote of the quorum present.

Section II – Accessibility of Bylaws

Bylaws shall be translated for accessibility to the major language groups (determined as 15% of a language population) in the Cooper Middle School community. They shall be available to every SSC meeting to members of the public and distributed to the ELAC and Title 1 parents and the student organization once per year. They shall be reviewed for new members and consulted in matters where state law, policy, and guidance and local board policy are silent.

Revised and approved by SSC 5/5/09

FRESNO UNIFIED SCHOOL DISTRICT  
Staff/Student/Parent Compact  
**Cooper Academy**  
**2016-2017**

**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
- Adhere to the school's homework, discipline, dress code, and attendance policies

**Parent/Guardian 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/guardian and 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