


**Easterby Elementary**

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Principal's Name: Pamela Taylor

Principal's Signature: 

The Fresno Unified School District Board of Education approved this plan on: May 23, 2018

Title I SWP

# **EASTERBY ELEMENTARY SCHOOL SCHOOL SITE COUNCIL BYLAWS**

## **Article I ~Name of Council~**

The name of this council shall be Easterby 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 SSC shall a minimum of one time per year review the implementation of the school improvement program and assess the effectiveness of the program with the principal, teachers and other school personnel using the district criteria in Board Policy 6191. The SSC shall annually review the SSC bylaws and the school site dress code and make modifications to the school improvement plan or budget 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.

## **Article III ~Members~**

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

The SSC shall be composed of 10 members. Alternates shall be elected for the parent and staff representatives. The needs and resources of the school improvement program require that membership include broad representation of parents 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, parents of pupils attending the school elected by such parents, and other school personnel elected by other school personnel of the school. Community members residing or working in the school community may be elected by parents of pupils attending the school to represent parents. The council shall be balanced with five members representing the school staff, teachers in the majority of the school staff representatives and five parent 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 will be sent via mail or sent home with the students to the parents and staff of the site to solicit any nominations including self nominations for available representative vacancies. Both oral and written announcements detailing the SSC election process, meeting dates, and site plan development will be distributed in a timely manner and no later than end of the first quarter in using a variety of ways to notify the entire school community of the final election ballot distribution. The Principal shall schedule a public meeting prior to the election to explain the role and the 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, staff, and one community member selected by the Principal from a list of volunteers solicited at a variety of school meetings. The ballot will be finalized no later than eight weeks after the beginning of the school year.

One ballot per child will be mailed or hand carried home for parent/community representative elections using the last known address of the family. Ballots 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. Teachers and staff will nominate candidate(s) to represent them on the School Site Council. Each staff member will receive one ballot to elect their representative(s). Ballots will be counted at a staff meeting by three teachers not on the ballot and results will be recorded and reported to the staff. Members shall be elected based on having 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 a SSC representative position, a run-off vote will be taken immediately. All staff members elected will begin their term at the next scheduled SSC meeting. The results of SSC elections will 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 of the council shall serve for a two-year term. However, in order 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 and 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

of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. Members wishing to serve an additional term must be re-elected following the election process.

#### *Section IV - Member Vacancies*

Any vacancy on the council shall be filled for the remaining term, by joint appointment of the Chairperson and the Principal. In the event that a vacancy occurs during the second year, the term of office would be extended for one additional year. Every attempt possible will be made to select a replacement based on the ranked election results from the previous SSC member election. In the event this is impossible, the Chairperson shall be provided a list of possible replacements that reflect the constituency of the departed member. If agreement on filling the vacancy is not reached, an election shall be held as soon as possible pursuant to the terms of this Article.

#### *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 he/she replaces. Absentee ballots or proxy ballots shall not be permitted. In the case of a member who is ill and cannot 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.

#### *Section VI - 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 a SSC meeting on the development of the site plan
- Conduct all SSC business in a courteous, professional manner
- Perform their legal duty to develop, monitor and implement the single plan for student achievement site plan. SSC members shall work cooperatively and speedily to resolve any conflict so as not to jeopardize completion of the site plan
- Work together to maximize student academic achievement of state content and performance standards

**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/she was selected (e.g. a parent becomes an employee of the school site, a classified staff member becomes a certificated teacher). Membership shall automatically terminate for any member who is absent without good cause from all regular meetings for a period of three consecutive meetings. 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 is not transferable or assignable.

**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.

**ARTICLE IV**

**~Officers~**

**Section I- Officers**

The Officers of the SSC shall be a Chairperson, Vice-Chairperson, Secretary, and other such officers as the council may deem desirable.

**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 sign the assurances in the site plan and other communications from the SSC. The Chairperson normally 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 manages the meeting 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 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, to perform duties as assigned by the Chairperson or the SSC and to substitute for the Chairperson during his/her absence.

#### *Section VI – Secretary*

The secretary shall with the assistance of the Principal keep accurate minutes of all SSC meetings and shall distribute the copies of the minutes to each of the SSC members at the subsequent meetings. 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 current list of all SSC members with his/her current role, name, address, phone number and term expiration. The Secretary shall keep all copies of information distributed at meetings attached to the meeting agenda and minutes and give them to the Principal for distribution, organization and storage. Upon expiration of term or resignation, the Secretary shall give all records in his/her possession to the school 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 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.

**Section II – Membership**

Unless otherwise specified by the SSC in its decision to establish committees, the Chairperson and the Principal shall appoint the members of the various subcommittees from a list of volunteers.

**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, state law, guidance or FUSD Board Policy regulating 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 decision, a simple majority of members present constitute a quorum to conduct the meeting of the subcommittee.

**Section VI – Vacancy**

A vacancy in the membership of any committee 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 1 – Meetings**

The SSC shall meet regularly at least four times a year. The schedule for the meetings will be sent to all parents and staff at the beginning of each semester to encourage full participation in the SSC. Special meetings may be called by the Chairperson, the Principal, or his/her representative in the case of an emergency or by a majority vote of the SSC members. To assure the requirement to consult on the needs of EL students, a standing agenda item for the SSC meetings will be a report regarding the English Learner Advisory Committee (ELAC). A report on the annual Title I Meeting will also be placed on the agenda one time per year. The SSC location will be readily accessible to all members of the public, including handicapped persons.

### *Section II – Time and Location of Meetings*

Because the SSC reflects our diverse community, it shall meet at a time and location that is most convenient for the entire school community to encourage open discussion by the public.

### *Section III – Notice of Meetings*

Written, translated agendas of all regular meetings shall be posted in the school office for view by the public and other readily visible locations at least 72 hours in advance of the meetings. The Principal and the Chairperson shall normally work together to adopt an agenda, and they may add agenda item/s provided the item/s is relevant to the role of the SSC.

### *Section IV – Quorum*

A quorum shall be 51% or 6 members of the SSC. 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 V – 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 the Leadership Team composed of teacher, other staff and parent representatives. If they decide to use the Leadership Team, they will develop with the guidance of the Principal ways 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 and 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 regularly provide the public an open discussion time. The members of the public shall submit their name, address and concern to the SSC for the written record and abide by a three-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.

- 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 I students in order 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 to approve 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 with which the school community can live.
- In the event of conflict that appears unsolvable 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.

**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 a special or standing 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. Bylaws revision shall be placed on a written agenda and requires a majority vote of the quorum present. These bylaws shall be annually presented to the Board of Education for approval as part of the site plan approval process.

**Section II – Accessibility of Bylaws**

Bylaws shall be translated for accessibility to the major language groups represented in Easterby School Community. They shall be available at every SSC meeting to members of the public and distributed to the ELAC, Title I parents and PTA upon request 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.

Easterby  
**Title I Parent Involvement Policy**

Easterby 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.

Easterby Elementary, 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**

- Easterby Elementary 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**

- 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
- Easterby 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, Teleparent and flyers. Information will be provided in a language and format parents can understand.
- 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**

- Easterby 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  
Easterby 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 parent training
- Support all elements of the Parent Involvement Policy adopted by the FUSD School Board
- Show respect to self and others at all times