

**Lincoln Elementary**  
***“Home of the Wildcats”***

**School Site Council Bylaws**  
**(Revised: 3/17/04)**

**Article I**

Name of Council

The name of this council shall be Lincoln School Site Council.

**Article II**

Role of the Council

The school improvement plan, including the budgets which support the plan, shall be developed and recommended by the School Site Council or SSC. The SSC following approval of the school improvement plan by the school district governing board, shall have the ongoing responsibility to review with the Principal, teachers, and other personnel, 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 any other duties and responsibilities assigned to it in the Education Code of the State of California and/or by the Fresno Unified Board of Education.

**Article III**

Members

**Section 1- Size and Composition**

The SSC shall be composed of 10 members. The need and resources of the school improvement program require that membership include 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, other school personnel elected by other school personnel of the school. Community members of 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 parents' student members in equal numbers. Parent representatives of the SSC may be district employed but shall not be employees at the site.

## **Role of Board of Education**

To the extent that these bylaws are silent on an issue, or to the extent these bylaws are ambiguous, the SSC delegates to the Fresno Unified School District Board of Education the authority to interpret the bylaws or adopt appropriate rules in the sole discretion of the Board of Education. To the extent that the SSC fails to perform its duties as set forth in these bylaws, the SSC delegates to the Fresno Unified 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 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 as a whole.
2. Boundary Crossing and Collaboration — We are willing to cross political, social outcomes. We will lead “beyond the walls” to create an inclusive, community through partnership and collaboration.
3. Commitment to outcomes — We are willing to take responsibility for task 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 the Fresno Region. 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 action plan 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 insights relative to the working at hand. We take responsibility for ensuring our “truth” is current, not historical. We all share the responsibility for maintaining the truth telling standard.
7. Power Parity — We respect all persons and recognize that 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 Resolving Conflict — Conflict is inevitable and is sometimes required in order 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 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 and otherwise.
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 site Single Plan for Student Achievement.
5. Shall conduct all SSC business in a courteous, professional manner.
6. Shall perform their legal duty to develop, monitor and implement the Single 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.

### **Section 11-Election Procedures**

Notices in the major languages represented at Lincoln School will be sent via mail or sent home with the student to the parents and staff of the site to solicit any nominations including self-nominations for available representative vacancies. Oral announcements as well as 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 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 no later than 8 weeks after the beginning of the school year.

One election ballot per parent or legal guardian or certified 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 will receive one ballot to elect their representatives. 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 111-Term of Office**

All members of the SSC shall serve for a two-year term. At the conclusion of the member's term at least one year shall elapse before such member may be selected to a new term.

### **Section 1V-Member Vacancies**

Any vacancy on the council shall be filled for the remainder of the school year by appointment by 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. 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.

### **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. 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.

### **Section V- 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 elected: i.e. a parent becomes an employee of the school site; a classified staff member becomes a certified teacher etc. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three 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, i.e., violations of the SSC member code of conduct.

### **Section V1-Transfer of Membership**

Membership in the SSC is not transferable or assignable.

### **Section V11 Resignation**

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

**Article1V**  
Officers

**Section 1-Officers**

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

**Section 11-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 111-Vacancy**

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

**Section 1V Chairperson**

The chairperson shall preside at all meetings and signs the assurances in the site plan and other communications from the SSC. The chairperson 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.

**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 V1 – Secretary**

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 appropriated by the SSC. The secretary shall also keep a list of all SSC members with current role, name, address, term expiration, and phone number 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 copies of information distributed at meetings attached to the 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.

**Article V**  
Committees

**Section 1-Standing and Special 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 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. This discussion shall be reflected in the minutes of the meeting as a matter of public record.

**Section 11-Membership**

Unless otherwise specified by the SSC in its decision to establish committees the chairperson shall appoint the members to the various subcommittees.

**Section III- Terms of Office**

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

**Section IV- Rules**

Each committee may adopt rules for its conduct consistent with these bylaws, state law, guidance and FUSD Board Policy regulating SSC. The SSC in its decision to establish such committee 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 IV**  
Meeting of the SSC

**Section I- Meetings**

The SSC shall meet regularly at least once per month. The schedule for the meeting will be sent to all parents and staff 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.

## **Section II- time and Location of Meetings**

Because the SSC reflects our diversity 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 Lincoln School the SSC will meet a minimum of two times per year during an overlapping time with the ELAC to assure the requirements to consult on the needs of EL students and one time per year with the Title I parents for the same purpose. The SSC location will be readily accessible to all members of the public, including handicapped persons.

## **Section III- Notice of Meetings**

Written, translated agendas of all SSC meetings shall be posted in the office for view by the public at least 72 hours in advance of the meetings.

## **Section IV- Quorum**

A quorum to meet 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 schedule meeting may only be for discussion and information exchange. Minutes of this session shall be kept and labeled as “information only” meeting.

## **Section V- Decision 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 composed of teachers, other staff, and parents. 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 timely and comprehensive ways for them to discharge their duty to develop the school site plan.
- 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 the 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.
- The SSC shall provide for an open discussion time for public comments regularly. The members of the public shall submit their name, address and concerns 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.

- 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 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 meeting unless noticed in the written agenda 72 hours in advance of the meetings. 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 any item that needs immediate attention and does not constitute a violation of existing law or policy.
- After timely consideration of the assessed need of all the students at the school and communicating the results of the needs assessment to the public, the SSC members shall vote for the site plan in accordance 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 irresolvable through regular meetings 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 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 Lincoln 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 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.



## **Section II- Accessibility of Bylaws**

Bylaws shall be translated for accessibility to major language groups represented in the Lincoln school community. They shall be available at every SSC meeting to members of the public. They shall be reviewed for new members and consulted in matters where state law, policy and guidance and local board policy are silent.

## **Section III- Terms of Office**

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

## **Section IV- Rules**

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

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## **Section VI- Vacancy**

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## **Article VI** **Meetings of the SSC**

### **Section II- time and Location of Meetings**

The SSC shall meet regularly at least once per month. The schedule for the meetings will be sent to all parents and staff to encourage full participation in the SSC. Special meeting may be called by the Chairperson, Principal, or his/her representative in the case of an emergency or 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 Lincoln 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. The SSC location will be readily accessible to all members of the public, including handicapped persons.

Lincoln Elementary  
**Title I Parent Involvement Policy**  
2017-2018

Lincoln 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.

Lincoln 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.

<b>Policy Involvement</b>
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- Lincoln 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

<b>Shared Responsibilities for High Student Academic Achievement</b>
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- 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
- Lincoln 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 Lincoln 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—Parent University*
  - ◆ *Back to School Night*
  - ◆ *Open House*
  - ◆ *Classroom Participation*

### **Accessibility**

- Lincoln 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  
**Lincoln Elementary**

**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 and do my personal best
- Show respect to self and others at all times

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date