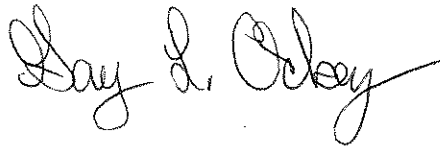


**Mayfair Elementary**

10621666006407

Principal's Name: Gay Ockey

Principal's Signature:

A handwritten signature in cursive script that reads "Gay L. Ockey". The signature is written in black ink and is positioned to the right of the printed text "Principal's Signature:".

The Fresno Unified School District Board of Education approved this plan on: May 29, 2019

## MAYFAIR SCHOOL SITE COUNCIL

### BYLAWS

#### ARTICLE I

The name of this council shall be the Mayfair School Site Council and referred to hereafter in these by-laws as the School Site Council (SSC).

#### ARTICLE II

##### PURPOSE

The purpose of the SSC will be to help provide and strengthen the educational program of children attending Mayfair School. They will work with the Mayfair School staff to:

1. Ensure that the children at Mayfair have a positive attitude toward education and their self image.
2. Increase the level of parent involvement in the school.
3. Establish parent as partners to the school staff in developing programs; coordinating community resources; help in overall planning, development, and implementation, evaluation and dissemination of information relative to the objectives of categorical educational programs.
4. Act as a hearing board of any individual or group that may want to bring a concern before the council.
5. Increase awareness and understanding of school personnel to the needs, values and cultures of the school community.
6. Annually review the school plan, establish a new budget, and if necessary, make other modifications in the plan to reflect changing needs and priorities.

#### ARTICLE III

##### MEMBERSHIP

###### SECTION 1 – COMPOSITION OF SCHOOL SITE COUNCIL

The School Site Council shall be composed of 5 parents of children attending Mayfair Elementary School who will serve as voting members, and representatives of Mayfair School staff which includes 3 teachers, 1 classified staff member, and the principal. The Council will be comprised of an equal number of parents and school staff. Parents employed by the district are considered staff.

###### SECTION 2 – 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 and staff of the site to solicit any nominations including self nominations for available representative vacancies. Oral 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 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 the 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 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 volunteer 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 time the ballots will be counted. Parents may request assistance from school personnel to complete the mechanics of voting without undue influence of the vote cast. In a similar manner, each staff member will receive one ballot to elect their representatives. Ballots shall be counted in the open public view at a scheduled SSC 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 3 – VOTING

- A. There shall be two (2) membership categories on the SSC known as Voting and Contributing.
- B. Each active member in good standing shall be entitled to one (1) vote and may cast that vote on each matter or issue submitted to vote of the SSC.
- C. Each contributing member shall be a non-voting member and may attend any meeting or bring any concern pertaining to school matters before the committee.
- D. Upon three (3) unexcused consecutive absences from SSC meetings, written or oral, the voting member in question will lose their membership to SSC and be replaced by a candidate from the current election ballot of the year in order of votes counted.
- E. Every third monthly meeting the Chairperson will submit to the committee the names of voting members who meet the conditions outlined in 3D and the voting members may then nominate a contributing parent to replace the voting member.
- F. Proxy voting and absentee ballots shall be permitted.
- G. Elementary schools must have a minimum of ten (10) members to form the SSC, unless otherwise dictated by special circumstance. Six (6) voting members form a quorum. A quorum is half the membership, five (5) plus one (1) yielding a total of 6 voting members. Six voting members must be present at the SSC meeting to conduct business.
- H. All duly elected members of the School Site Council shall serve a two year term. Each member's term is for two years from the date on which the voting ballots were counted and the election was certified by the SSC.

- I. In the event that the two -year election cycles result in more than 50% of the SSC members “termining out” during the same school year, the outgoing members will be given the option to complete the remainder of the school year and retain their office.

#### SECTION 4 – TRANSFER OF MEMBERSHIP

Membership in the SSC is not transferable or assignable.

#### ARTICLE IV

##### SECTION 1 – OFFICERS

- A. All officers shall be voting members of SSC.
- B. The officers of the SSC shall be a Chairperson, Vice-Chairperson, and Secretary.
- C. The Chairperson and Vice-Chairperson of the SSC shall be parents of Mayfair students.
- D. The Secretary may be a Mayfair staff member.

##### SECTION 2 – CHAIRPERSON

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports and other communications of the SSC.

##### SECTION 3 – VICE-CHAIRPERSON

The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson and such other duties as may be delegated to him/her by the Chairperson or the SSC.

##### SECTION 4 – ELECTION AND TERM OF OFFICE

- A. The SSC officers shall be elected for a term of one (1) year in the month of September and take office in October. They may serve no more than two (2) consecutive terms in the same position. SSC officers are limited to a two (2) year term of service.
- B. All duly elected members of the School Site Council shall serve a two year term. Each member’s term is for two years from the date on which the voting ballots were counted and the election was certified by the SSC.
- C. In the event that the two year election cycles result in more than 50% of the SSC members “termining out” at the same time in the same school year, then one year terms of incoming members or additional one year terms for current members will be assigned through a random selection or voluntary process.

##### SECTION 5 – VACANCIES

Upon vacancy of any officer’s position the SSC shall elect a voting member of the committee at the next regular noticed meeting to serve for the remaining unexpired time of the vacancy in question.

#### ARTICLE V

##### MEETINGS

## SECTION 1 – REGULAR MEETINGS

The SSC shall conduct meetings September through June at the times, dates and places agreed upon by a majority of the active membership.

## SECTION 2 – SPECIAL MEETINGS

Special meetings may be called by the Chairperson, Principal or by a majority vote of the SSC.

## ARTICLE VI

### AMENDMENT OF BY-LAWS

These by-laws shall be considered for amendment upon the submission of a written petition expressing such purpose and totaling a majority of the total active membership. Upon submission of the petition a mandatory vote for the amendment must be taken at the next regular written noticed meeting of the SSC. The amendment must be approved upon affirmative vote from a majority of the total active membership.

## ARTICLE VII

### RATIFICATION

The ratification of these by-laws shall become effective upon a majority vote of the voting members.

## ARTICLE VIII

### SUBCOMMITTEES

#### SECTION 1 – SCHOOL ADVISORY COMMITTEE

The Mayfair School Advisory Committee (SAC) delegates its duties and responsibilities to the SSC. Information as it pertains to Title I students will be disseminated through the SSC.

#### SECTION 2 – ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

If so determined by the Mayfair English Learner Advisory Committee, the SSC will have an English learner advisory subcommittee. Two representatives will be elected to represent Mayfair School at the District English Learner Advisory Committee. The delegates must be parents of an identified ELL student attending Mayfair. The SSC will be responsible to disseminate bilingual information as it pertains to the needs of the ELL students.

# Mayfair Elementary School

## **Title I Parent Involvement Policy**

Mayfair School Staff recognize 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.

Mayfair 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**

- Mayfair 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 (Meet the Teacher Night) 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
- Mayfair School Staff 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, surveys, weekly TeleParent messages, and flyers. Information will be provided in a language and format parents can understand.
- Mayfair will offer a flexible number of meetings to encourage parent participation.
- Examples of programs and activities at Mayfair that encourage parent participation in the education of their children, include the following:
  - ◆ *English Learner Advisory Committee*
  - ◆ *School Site Council*
  - ◆ *Mayfair Parent Volunteer Group*
  - ◆ *Parent Training— Parent University*
  - ◆ *Back to School Night*
  - ◆ *Open House*
  - ◆ *Monthly Parent/Staff Coffee Hour*
  - ◆ *Classroom Participation*

### **Accessibility**

- Mayfair School Staff 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  
**Mayfair 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

Signature \_\_\_\_\_

**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

Signature \_\_\_\_\_

**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 and local 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 \_\_\_\_\_

(Reviewed, revised, approved by Mayfair SSC on 3/30/16)