



**2018-2019**

**GUIDE TO  
SCHOOL  
SITE COUNCILS  
(SSC)**

# INTRODUCTION

This brief guide includes the federal and state requirements pertinent to the School Site Council (SSC). The *Guide for School Site Councils* was developed to assist schools through the process. Included in this guide are easy-to-follow steps for establishing the council, sample documents and templates, and other essential information. The suggestions and tools provided will assist schools in establishing and maintaining compliant committees.

Schools that receive federal and state categorical funding must establish a School Site Council (SSC), *EC Section 52852*. The SSC is a decision-making committee that oversees the *Single Plan for Student Achievement* and corresponding Title I budget.

## **Technical Assistance and Support**

District personnel are available to provide technical assistance and support with any matters pertaining to school committees. The goal is to ensure ongoing compliance with state, federal and local laws and regulations by providing the necessary resources and support. If you would like additional information or individualized assistance, do not hesitate to contact us.

*For support with all matters related to School Site Council (SSC) contact:*

- Janet Yarbrough, 933-7472 ext. 2221
- Cheryl Wolf, 933-7470 ext. 2229
- Tiffany Ashworth, 933-7105, ext. 2203
- Maylyn Paculba, 933-7130, ext. 2622

*For support with all matters related to English Learner Advisory Committee (ELAC) contact:*

- Adrienne Machado, 933-7075 ext. 2436
- Araceli Vargas (Language Development Office) 933-7075 ext. 2441

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# **PART I**

# **PROTOCOLS FOR COMPLIANCE**



**Meetings shall be conducted in accordance with the following rules of order:**

1. Meetings must be open to the public.
2. The public must be given the opportunity to address the committee on topics under the jurisdiction of the committee.
3. Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the time set for the meeting.
4. The notice must specify the meeting date, time, location, and an agenda describing each item of business to be discussed or acted upon.
5. The committee may not take action on any item of business unless that item appeared on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent the posting of the agenda.
6. Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda.
7. If these procedures are violated, upon demand of any person, the committee must reconsider the item at its next meeting, after allowing for public input on the item.

***Emergency Meetings***

Emergency meetings must adhere to the requirements of the Greene Act. Voting may occur only if the committee unanimously determines that the unlisted (emergency) item:

- requires immediate attention
- the item surfaced that wouldn't allow the 72 hours prior notice for a regular meeting

# ELECTION PROCEDURES

The following suggested process may be implemented when electing people for the SSC.

## General procedures for electing Parents and Community Members

- Publicize committee elections to all eligible constituents. Review committee eligibility criteria.
- Distribute an election notice with nomination information. Include:
  - Brief description of the committee
  - Nomination form to be returned to the school
  - Description of the election process and timeline
- Confirm eligibility of nominees.
- Create ballots and distribute them to eligible constituents.
  - Explain the process and timeline
- Count ballots returned and maintain for documentation.
- Confirm compliant composition of committee.
- Publicize and record the election results.
- Schedule the first meeting for each committee.



- ✓ Individual committee membership requirements
- ✓ Committee members are elected by peers
- ✓ Parents must be parents at the school
- ✓ An employee of the school cannot serve as “parent” or “community member” on a committee\*
- ✓ Provide information in languages other than English
- ✓ Elections may be held individually for each committee or they may be combined

## General procedures for electing Teachers and Other Staff

- Teacher members must be classroom teachers with a class roster assigned to them.
- Other staff includes any other school personnel that are not a classroom teacher (instructional specialist, coach, counselor, paraprofessional, custodian, campus monitor, etc.)
- Nominations and elections for teachers and other staff may be held during a regularly scheduled staff meeting or by ballot.
- People may volunteer to serve if there are no nominations.
- Election process requires voting/ballots for both volunteers and nominees, even if there are the same number of candidates as there are vacancies.

\* Parents employed (as teachers, noon duty, or other staff) at the school site cannot be elected as a Parent member, but can be elected as a teacher or other staff member.

## RECORDKEEPING

**The school is required to maintain the following documentation for five (5) years:**

- ❖ Election notifications
- ❖ Election ballots/tally and final results
- ❖ Bylaws
- ❖ Flyers/notifications of meetings
- ❖ Meeting agendas
- ❖ Attendance records (sign-in sheets)
- ❖ Minutes of meetings (recording attendance, discussions, recommendations, and actions)
  - **Clarifying Support:** Minutes must be detailed enough to provide a person who did not attend the meeting basic information and understanding on the discussions and actions that took place.
- ❖ Evidence of input from other school committees (if required)
- ❖ Documentation of training provided
- ❖ Official correspondence
- ❖ Prior year Single Plans for Student Achievement and budgets

**Did You Know:**

If it is not written,  
it does not exist.



**Federal and state laws require the safekeeping of public records.** Records should be filed in a secure place and must be made available upon request.

Recordkeeping is required for Federal Program Monitoring (FPM) and for other internal and external program reviews.

# CHARACTERISTICS OF EFFECTIVE MEETINGS

## Effective Meetings Have:

1. An agenda which details the discussions and actions to be presented.
2. Minutes which detail the discussions and actions agreed upon.
3. Meeting norms and parliamentary procedures allow for business to be completed effectively and efficiently.

## Agenda

The following details must be included in all agendas:

- Committee name
- Meeting date, time and location
- Every item of business to be considered in the order to be presented
- Opportunity for public input
- Future agenda items

## Minutes

Remember, if it is not written, it does not exist. Minutes must include:

- Committee name
- Meeting date, time and location (specify beginning and ending time)
- Attendance record (sign in sheet)
- Detailed record of what was discussed, questions posed, and voted on
  - Principal/Chair recommends or provides information on an action item
  - Motions must be made and seconded by SSC members and recorded for all action items
  - Minutes must reflect that the motion was approved, including recording of official actions.
- Avoidance of blanket descriptions of activity or action.
- Copies of information (handouts) provided
- Must be reviewed for accuracy and approved at following meeting

## Tips for Running an Effective Meeting<sup>1</sup>

- Call the meeting to order on the designated date and at the appointed time.
- Announce business to be covered in its proper order.
- Enforce the committee's policies relating to the conduct of meetings and help ensure compliance with the Bylaws.
- Recognize people who desire to speak, and protect the speaker who has the floor from disturbance and interference.
- Explain what the effect of a motion would be if it is not clear to every member.
- Restrict discussion to the question when a motion is before the committee.
- Rule on issues of parliamentary procedures.
- Put motions to a vote, and state clearly the results of the vote.
- Be responsible for the orderly conduct of all committee meetings.
- Be aware of the dynamics of the committee, audience and staff.

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<sup>1</sup> Adapted from Los Angeles Unified School District

# **PART II**

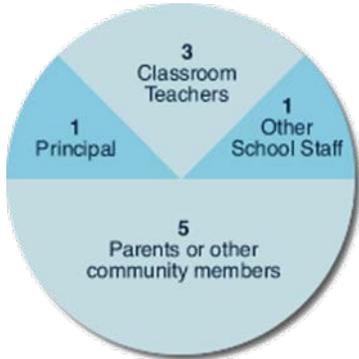
# **COMPOSITION, ROLES AND RESPONSIBILITIES**

# SSC COMPOSITION

## School Site Council (SSC)

### ***Elementary School Model – Minimum of 10 members***

At the **elementary level**, the SSC shall be constituted to ensure parity between the principal, classroom teachers, and other school personnel; and parents or other community members selected by parents. *Regardless of size of school membership cannot be less than 10 members.*



**50% School Staff**

**50% Parents/Community Members**

**1 Principal**

**3 Classroom Teachers\***

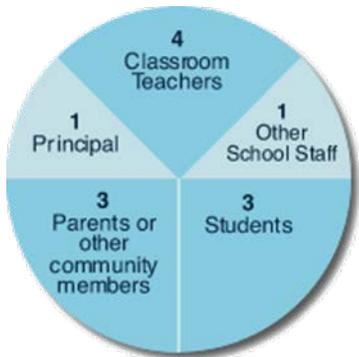
**1 Other Staff**

**5 Parents\*\* / Community Members**

### ***High School Model – Minimum of 12 members***

At the **high school level**, the SSC shall be constitute to ensure parity between the principal, classroom teachers, and other school personnel; and equal number of parents or other community members selected by parents, and students. *Regardless of size of school membership cannot be less than 12 members.*

**Note: students on SSC must be elected through a general election rather than appointed from ASB or Student Government.**



**50% School Staff**

**25% Parents /Community Members**

**25% Students**

**1 Principal**

**4 Classroom Teachers\***

**1 Other Staff**

**3 Parents\*\*/Community Members**

**3 students**

## Reminder:

***Teachers elect teachers, other staff elect other staff, parents elect parents, and students elect students.***

*\* Classroom teachers (with an assigned roster) must be the majority*

*\*\* Parents employed (as teachers, noon duty, or other staff) at the school site cannot be elected as a Parent member, but can be elected as a teacher or other staff member.*

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## SSC MEMBERSHIP

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### Officers

To conduct meetings effectively, committees need to have officers with stated duties and authority, including:

<u>Officers</u>	<u>Duties</u>
Chair	Organizes, convenes, and leads meetings.
Vice-Chair	Serves in the absence of the Chair.
Secretary	Records actions taken at meetings and keeps records.
Parliamentarian	Resolves questions of procedure, uses Bylaws and <i>Robert's Rules of Order</i>
Other Officers	Identified as necessary to perform stated duties. Principal Votes as a member; may not veto council decisions; ensures council is fulfilling state and federal policies and regulations; administers the school-level activities of the school plan; may not make changes to the plan without council approval.

### Terms of Office

Generally, members are selected for a two-year term. Elections for half of the members are held in even years and half in odd years. This ensures that the council will not be composed entirely of new members each year.

### Responsibilities of Members

- Regularly attend SSC meetings.
- Arrive on time and prepared.
- Focus on improving student achievement.
- Review council bylaws and meeting procedures.
- Actively participate in SSC duties, including serving on special committees.
- Serve the full term of elected period.
- Communicate knowledge and concerns to the SSC, School, District, and community.
- Become and advocate for improved public education.
- Be familiar with categorical program requirements and budgets.
- Be familiar with the core instructional program.

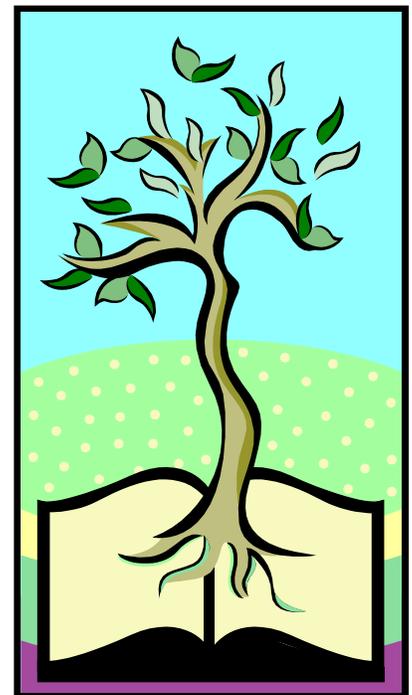
# SSC RESPONSIBILITIES

## Duties of the School Site Council

- Develop, implement, monitor, and review the *Single Plan for Student Achievement (SPSA)*.
- Recommend the plan to the Board for approval.
- Identify resources to support the school plan.
- Review student performance data.
- Annually, review and update the Title I Parent Involvement Policy and School-Parent Compact.
- Collaborate with other school advisory committees.
- Distribute information received at DELAC meetings
- Disseminate information from Parent Advisory Committee (PAC).
- Conduct an annual needs assessment.
- Annually review bylaws.
- Establish an annual meeting calendar.
- Schedule training for members to learn about their role and responsibilities.

## Essential information for the SSC:

- Input from other school committees
- School allocations reported in the Consolidated Application
- Board Policies
- State and Federal requirements
- Student performance data
- Core curriculum and supplemental programs
- Parent involvement opportunities
- Uniform Complaint Procedures



# SSC MEETINGS

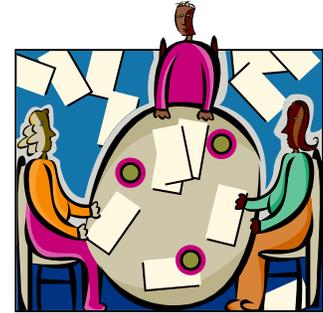
## Meetings

The SSC should meet **monthly** to discuss school improvement activities.

## Suggested Meeting Topics (by category)

### Council

- Role and responsibilities
- Robert's Rules of Order training
- Review Bylaws
- Uniform Complaint Procedures



### Title I Program Compliance

- Program requirements and compliance procedures
- Title I Schoolwide Program (SWP)
- Budgets and expenditures
- Title I Parent Involvement Policy and School-Parent Compact

### Single Plan for Student Achievement

- Review goals, program information, develop/revise action plan, align budget and expenditures
- Review ELAC recommendation regarding programs for EL students
- Propose changes to include in updated plan

### Academic Program and Student Performance

- Review state and district assessments and other student data
- Core curriculum, interventions and instructional activities
- Reporting of student progress
- Importance of school attendance

### Parent Involvement

- Strategies and activities for increased participation
- Opportunities at school and district
- Meetings, events and activities

### Other Topics

- Presented by parents or by the needs assessment

# **PART III**

# **PARLIAMENTARY PROCEDURES**

# BYLAWS

It is necessary to have Bylaws for all active committees to guide all actions beyond the rules of order provided by the law or board policy. Bylaws serve to define composition of the committee and the manner in which it will conduct business. Copies of the bylaws should be made available to all committee members annually. Bylaws should be reviewed annually and updated periodically.

## **Bylaw articles define the following matters of the committee:**

- Duties and Role
- Members
  - Composition
  - Terms of office
  - Voting rights
  - Termination of membership
  - Vacancy
- Officers
  - Election procedures
  - Terms of office
  - Removal of officers
  - Vacancy
- Committees
  - Subcommittees or other standing committees
  - Membership requirements
  - Rules
- Meetings
  - Meeting schedules – time, place and location
  - Conduct of meetings
  - Attendance procedures
  - Quorum requirements (simple majority – 50%, plus 1)
    - Elementary – at minimum is 6 members, if based on a 10 member SSC
    - Secondary – at minimum is 7 members, if based on a 12 member SSC
- Amendment process for bylaws
- A policy of non-discrimination





## Cheat Sheet: Robert's Rules <sup>2</sup>

Using Robert's Rules makes your meetings run smoothly and helps make sure that you address all the necessary topics. The rules aren't that complicated, but it does help to know the basic standard order of business, and how to make and handle motions according to the Rules.

### ***Standard Order of Business according to Robert's Rules***

This quick reference list to Robert's Rules' standard order of business makes it easy to set up a basic agenda for the meeting.

1. Reading and Approval of minutes.
2. Reports of officers, boards and standing committees
3. Reports of special committees
4. Special orders
5. Unfinished business and general orders
6. New business

### ***Making and Handling Motions according to Robert's Rules***

Following are the eight steps required from start to finish to make a motion and get the group to decide whether it agrees. Each step is a required part of the process.

#### Steps

1. The member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes a motion.
4. Another member seconds the motion.
5. The Chair states the motion.
6. The members debate the motion.
7. The chair puts the question and the members to vote.
8. The chair announces the result of the vote.

#### What to Say

- "Madam Chairman....."  
"The chair recognizes....."  
"I move to....."  
"Second."  
"It is moved and seconded to....."  
"The chair recognizes the need to speak to the motion....."  
"All those in favor of..... will say 'aye', those opposed will say 'no'.  
"The 'ayes' have it and the motion carries, and .....(restate what will happen)"

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<sup>2</sup> Adapted from Robert's Rules for Dummies by C. Alan Jennings, PRP

# **PART IV**

# **SAMPLE TEMPLATES**

**SAMPLE NOTICE OF ELECTIONS<sup>3</sup>**

*(This letter may be modified to include one or all committees. Modify to suit site needs.)*

**Copy and Paste on School Letterhead**

**[DATE]**

**GENERAL INFORMATION**

School Site Councils (SSC) are required by state and federal regulations. You are invited to become a candidate for membership on the School Site Council.

The **School Site Council (SSC)** represents parents, students, community members and school staff in school governance. SSC meetings are usually held monthly. The SSC is responsible for:

- Develop, implement, monitor, review and approval of the *Single Plan for Student Achievement (SPSA)*.
- Identify resources to support SPSA initiatives.
- Review student performance data to determine needs.
- Review and update the Title I Parent Involvement Policy and School-Parent Compact.

The **English Learner Advisory Committee (ELAC)** makes recommendations to the SSC on the programs and services for English Learners and supports Parent Outreach activities at the school which are identified within the Single Plan for Student Achievement. You are invited to become a member of the ELAC committee, please contact the principal for more information.

**HOW OFTEN WILL YOU BE EXPECTED TO BE INVOLVED?**

The school and district are responsible for providing you with the information and training annually on how to be an effective member. Generally, committees meet once a month for one – two hours.

**NEED FOR PARENTS/COMMUNITY MEMBERS NOMINATIONS FOR THE 2018-2019 SCHOOL YEAR**

This is a two-year term. If you are interested in participating, please fill out the bottom portion of this letter/form and return it to the School Office. If you are nominating someone else, please make sure the person is in acceptance of your nomination, and ask him/her to fill out the bottom portion of this letter/form as well.

**Nomination forms are due at the School Office no later than [DATE]**

**CONTACT PERSON** School Principal (Insert Principal Contact information)

Cut and return to school

Please return this form by [DATE] to have your name placed on the election ballot.

The person named below hereby declares himself/herself a candidate for election to the School Site Council (SSC).

School Site Council (SSC)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher

\_\_\_\_\_

**SAMPLE ELECTION BALLOT**

*(This ballot may be modified to include one or all committees. Modify to suit site needs.)*

**Copy and Paste on School Letterhead**

[DATE]

Dear Parents,

Please help us fill the existing vacancies on our School Site Council by voting for the following nominees.

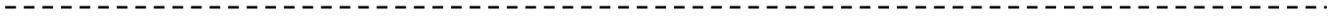
Please have your son/daughter return this ballot to his/her teacher no later than [DATE].

The election results will be made available to the school community [INCLUDE DATE AND HOW RESULTS WILL BE AVAILABLE].

For additional information, contact [NAME] at [PHONE NUMBER].

Your participation is appreciated. Thank you.

Cut and return to school



<b>School Site Council Vote for [# of people]</b>	<b>School Site Council Vote for [# of people]</b>
Parent Name	Parent Name
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Write-in candidate for:  SSC

\_\_\_\_\_   
 Print Name

\_\_\_\_\_   
 Phone Number

**MEMBERSHIP LIST - ELEMENTARY**

(Insert on School Letterhead)

**ELEMENTARY SCHOOL  
SCHOOL SITE COUNCIL  
MEMBERSHIP LIST  
DATE:**

*Please Indicate Officers with an \*.*

<b>School Name:</b>					
<b>STAFF</b>	<b>Month/Year Elected</b>	<b>Term Year Ends</b>	<b>PARENTS/ COMMUNITY MEMBERS</b>	<b>Month/Year Elected</b>	<b>Term Year Ends</b>
<b>Principal</b>			<b>Parent / Community Member</b>		
<b>Classroom Teacher</b>			<b>Parent / Community Member</b>		
<b>Classroom Teacher</b>			<b>Parent / Community Member</b>		
<b>Classroom Teacher</b>			<b>Parent / Community Member</b>		
<b>Other Staff</b>			<b>Parent / Community Member</b>		

Minimum number of members on elementary school council: 10

- 5 in the staff column
- 5 in the parent/community member column
- Parents employed (as teachers, noon duty, or other staff) at the school site cannot be elected as a Parent member, but can be elected as a teacher or other staff member.

At both the elementary and secondary levels, classroom teachers shall compromise the majority of persons represented under the staff category.

California Education Code 52852 – At the elementary level, the council shall be constituted to ensure parity between (a) principal, classroom teachers and other school personnel; and (b) parents or other community members selected by parents.

SSC Chairperson Name: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

**MEMBERSHIP LIST – HIGH SCHOOL**

(Insert on School Letterhead)

**HIGH SCHOOL  
SCHOOL SITE COUNCIL  
MEMBERSHIP LIST**

**DATE:**

*Please Indicate Officers with an \*.*

<b>School Name:</b>					
<b>STAFF</b>	<b>Month/Year Elected</b>	<b>Term Year Ends</b>	<b>PARENTS/ COMMUNITY MEMBERS</b>	<b>Month/Year Elected</b>	<b>Term Year Ends</b>
<b>Principal</b>			<b>Parent / Community Member</b>		
<b>Classroom Teacher</b>			<b>Parent / Community Member</b>		
<b>Classroom Teacher</b>			<b>Parent / Community Member</b>		
<b>Classroom Teacher</b>			<b>Student</b>		
<b>Classroom Teacher</b>			<b>Student</b>		
<b>Other Staff</b>			<b>Student</b>		

Minimum number of members on high school council: 12

- 6 in the staff column
- 6 in the parent/community member/student column
  - 3 parents/community members
  - 3 students
- Parents employed (as teachers, noon duty, or other staff) at the school site cannot be elected as a Parent member, but can be elected as a teacher or other staff member.

At both the elementary and secondary levels, classroom teachers shall compromise the majority of persons represented under the staff category.

California Education Code 52852 – At the secondary level, the council shall be constituted to ensure parity between (a) principal, classroom teachers and other school personnel; and (b) equal number of parents or other community members selected by parents, and students.

SSC Chairperson Name: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

## **MEETING NOTICE AND AGENDA TEMPLATE**

(Insert on School Letterhead)

### **SCHOOL SITE COUNCIL**

[MEETING DATE], [MEETING TIME]

[MEETING LOCATION]

#### **AGENDA**

##### Agenda Items

- 1.0 Call to Order
- 2.0 Roll Call
  - \* (Does not replace sign-in sheet)
- 3.0 Changes to Agenda
- 4.0 Reading and Approval of Minutes
- 5.0 Public Comments
- 6.0 Old Business
  - 6.1 Item Title – brief description
- 7.0 New business
  - 7.1 Item Title – brief description
- 8.0 Reports
  - 8.1 DELAC (including ELAC Recommendations)
  - 8.2 Committee reports
  - 8.3 Other reports
- 9.0 Announcements
  - 9.1 Upcoming events
  - 9.2 Other
- 10.0 Adjournment

Notice Posted On: [DATE and TIME]

**MINUTES TEMPLATE**

(Insert on School Letterhead)

**SCHOOL SITE COUNCIL**

**[DATE]**

**MINUTES**

**1.0 Call to Order**

**Meeting called to order by (insert name) at (Insert Time).**

**2.0 Roll Call**

**The following members and officers were present: \_\_\_\_\_.  
A quorum is met...**

**3.0 Changes to Agenda**

**Detail changes made.**

**4.0 Reading and Approval of Minutes**

**The minutes from the \_\_\_\_\_ meeting were read and approved. \_\_\_\_\_ moved to approve the minutes and \_\_\_\_\_ seconded the motion. Motion carried.**

**5.0 Public Comments**

**Summary of all comments and discussions.**

**6.0 Old Business**

**6.1 Topic Title**

**Describe action taken and summarize discussions. (Insert name) moved to (Insert brief summary or title of official action/motion) and (Insert name) seconded the motion. Motion carried (Insert Yes) – (Insert Noes) – (Insert Abstain).**

**7.0 New business**

**7.1 Topic Title**

**Describe action taken and summarize discussions. (Insert name) moved to (Insert brief summary or title of official action/motion) and (Insert name) seconded the motion. Motion carried (Insert Yes) – (Insert Noes) – (Insert Abstain).**

**8.0 Reports**

**Summarize the information presented.**

**9.0 Announcements**

- Insert summary of announcement**
- Date and time of next SSC Meeting (Insert Date and Time of Next Meeting).**

**10.0 Adjournment – time and motion**

**The meeting adjourned at \_\_\_\_\_. The motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.**

Respectfully submitted,

\_\_\_\_\_  
SSC Secretary

\_\_\_\_\_  
SSC Chair

**OFFICIAL ACTION TEMPLATE**

School: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Location of Meeting: \_\_\_\_\_

**Regular Meeting**  
 Quorum\*:  Yes  No  
 **Special Meeting**  
 Quorum\*:  Yes  No

Signature of Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

<b>Attendance:</b>	
SSC Members Present –	
SSC Member Absent –	
Others/Guests Present –	

Action Item: _____	Motion: _____
	Made by: _____ Seconded by: _____
	Ayes**: _____ SSC Member Initials: _____
	Noes**: _____ SSC Member Initials: _____

Action Item: _____	Motion: _____
	Made by: _____ Seconded by: _____
	Ayes**: _____ SSC Member Initials: _____
	Noes**: _____ SSC Member Initials: _____

Action Item: _____	Motion: _____
	Made by: _____ Seconded by: _____
	Ayes**: _____ SSC Member Initials: _____
	Noes**: _____ SSC Member Initials: _____

\* Quorum is determined as 50% of members, plus 1 additional member regardless of parent or school employee.  
 \*\* Please provide the number of votes.

# SCHOOL SITE COUNCIL

## Meeting Sign-In

**Date:** \_\_\_\_\_

<b>Member Name</b>	<b>Principal</b>	<b>Teacher</b>	<b>Other Staff</b>	<b>Parent</b>	<b>Community Member</b>	<b>Student</b>

<b>Guests</b>	<b>Principal</b>	<b>Teacher</b>	<b>Other Staff</b>	<b>Parent</b>	<b>Community Member</b>	<b>Student</b>



# SCHOOL SITE COUNCIL BYLAWS

(Insert on School Letterhead)

*The following outline is provided by the CDE as a sample to assist the school site council in developing its own bylaws.*

## **Article I Duties of the School Site Council**

The school site council of \_\_\_\_\_ School, hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

## **Article II Members**

### Section A: Composition

The school site council shall be composed of \_\_\_ members, selected by their peers, as follows:

- \_\_\_ Classroom teachers
- \_\_\_ Other school staff members
- \_\_\_ Parents or community members
- The school principal shall be an ex officio member of the school site council.

School site council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

### Section B: Term of Office

School site council members shall be elected for \_\_\_ year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

### Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

**Section D: Termination of Membership**

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

**Section E: Transfer of Membership**

Membership on the school site council may not be assigned or transferred.

**Section F: Vacancy**

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by

\_\_\_\_\_.

*(Examples: regular elections; appointment of the school site council for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat)*

**Article III  
Officers**

**Section A: Officers**

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and other officers the school site council may deem desirable.

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council and to the following other persons: \_\_\_\_\_.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.

**Section B: Election and Terms of Office**

The officers shall be elected annually, at the \_\_\_\_\_ meeting of the school site council and shall serve for one year, or until each successor has been elected.

**Section C: Removal of Officers**

Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the school site council, for the remaining portion of the term of office.

**Article IV  
Committees**

Section A: Subcommittees

The school site council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the school site council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the school site council.

Section B: Other Standing and Special Committees

The school site council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the school site council. No such committee may exercise the authority of the school site council.

Section B: Membership

Unless otherwise determined by the school site council, the school site council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section C: Terms of Office

The school site council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school site council, or policies of the district governing board.

Section E: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the school site council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

**Article V  
Meetings of the School site council**

Section A: Meetings

The school site council shall meet regularly on the \_\_\_ school day of each month. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

Section B: Place of Meetings

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the school site council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than \_\_\_ days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the school site council.

Section F: Meetings Open to the Public

All meetings of the school site council, and of committees established by the school site council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

**Article VII  
Amendments**

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least \_\_\_ days prior to the meeting at which the amendment is to be considered for adoption.