

# **Conejo Valley Unified School District Sycamore Canyon School Site Council Bylaws**

## **Article I Role and Responsibilities**

### **Section 1 – Review Student Achievement Data**

The SSC shall progress toward District Standards demonstrated by improvement in the following areas: Student works test scores (local assessments, criterion referenced tests, API results), ELD progress, Title I progress, attendance and grades.

### **Section 2 – Develop the School Plan for Student Achievement**

In order to develop a comprehensive school plan, the SSC must involve the stakeholders, analyze student performance data, monitor/analyze current program effectiveness, analyze student needs, prioritize those needs, modify the program and develop a budget to comply with the program.

The SSC shall develop a comprehensive school plan that includes all of the following:

1. Curricula, instructional strategies and materials responsive to the individual needs and learning styles of each pupil.
2. Instructional and auxiliary services to meet the special needs of Non-English-speaking or limited English speaking pupils, including instruction in a language these pupils understand; educationally disadvantaged pupils; gifted and talented pupils; and pupils with exceptional needs.
3. A staff development program for teachers, other school personnel, paraprofessionals, and volunteers, including those participating in special programs.
4. Ongoing evaluation for the educational program of the school.
5. Other activities and objectives as established by the council.
6. A budget whose proposed expenditures of funds available to the school through the programs described in Section 52851 (refer to the CA Ed Code) shall include, but not be limited to, salaries and staff benefits for person providing services for those programs.

### **Section 3 – Evaluate Effectiveness of Plan**

In evaluating the effectiveness of the school plan, the SSC should take into account the following questions:

1. Are students making progress toward performance standards?
2. Is each subgroup achieving the plan objectives?
3. What are the areas of greatest need? (based on student achievement data)

### **Section 4 – Annual Revision of Plan**

The SSC shall annually review the school plan, establish a new budget, and if necessary, make other modifications in the plan to reflect changing needs and priorities. When reviewing the plan the SSC should monitor the following areas: costs, possible obstacles, timeliness, and effectiveness of the plan, and interim measures of improved student performance.

### **Section 5 – Recommend Plan to Local Governing CVUSD Board for Approval**

## **Article II Members**

### **Section I – Composition**

The needs and resources of the school improvement program attempt to have a membership that includes a broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the council shall be the **principal** and representatives of **teachers** selected by teachers at the school, **other school personnel** as selected by other school personnel at the school, **parents** of the pupils attending the school selected by such parents, and in secondary schools, pupils selected by pupils attending the school.

At the elementary level, SSC membership shall provide parity, 50% school employees (Reps from K-3, 4-5, Middle School, Students (ASB-2)) and 50% parents/community members.

At the secondary level, the SSC membership shall provide parity, 50% school employees and 50% parents and pupils.

At both elementary and secondary levels, classroom teachers shall comprise the majority of those persons representing school staff.

SSC members representing parents, other community members, or pupils shall not be employees of the school district.

### **Section 2 – Elections**

Each year in May a general notice shall go out to all concerned parties informing them of elections and soliciting parents to join the SSC. If more parents volunteer for the open positions than there are positions available, a general election will be held. Each family will be given the opportunity to vote and the parents with the greater number of votes will fill the positions available for that year. Any parent not receiving the winning number of votes may serve as an alternate. In order to maintain continuity, the terms of the membership shall be staggered as follows. On odd years there shall be 2 new parent members, and on even years there shall be 3 new parent members. In the event that a member is no longer able to attend, an existing member shall be assigned by the SSC to fill the open position until the next election cycle in order to maintain continuity.

### **Section 3 – Term of Office**

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

### **Section 4 – Voting Rights**

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

### **Section 5 – 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 they were selected (e.g. a parent becomes employed by the district).

Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

### **Section 6 – Resignation**

Any member may resign by filing a written resignation with the local school district governing board.

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## **Section 7 – Vacancy**

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the regular selection process shall fill the term for that year.

# **Article III Officers**

## **Section 1 – Officers**

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

## **Section 2 – Election and Term of Office**

The officers of the SSC shall be elected annually.

## **Section 3 – Removal**

Any officer may be removed by a two-thirds vote of all members sitting on the SSC whenever, in the judgment of the council, the best interests of the council would be served thereby.

## **Section 4 – Vacancy**

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

## **Section 5 – Chairperson**

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the SSC from time to time.

## **Section 6 – 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 or her absence. The vice-chairperson shall also perform other duties, from time to time, that may be assigned by the chairperson or by the SSC.

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## **Section 7 – Secretary**

The secretary shall keep the minutes of the meetings, both regular and special, and shall promptly transmit true and correct copies of those minutes to each of the members, to the school districts, and to such other persons the SSC may deem necessary. The secretary shall also see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the SSC records; keep a register of the address and telephone number of each member of the SSC, and perform all duties incident to the office of secretary.

## **Article IV Meetings of the School Site Council**

### **Section 1 – Regular Meetings**

SSC shall meet on the first or second Wednesday of the month. Regular meetings shall be held in a facility provided by the school and readily accessible by all members of the public, including handicapped persons. Meetings are open to the public.

### **Section 2 – Special Meetings**

Special meetings may be called by the chairperson or by majority vote of the SSC.

### **Section 3 – Notice of Meetings**

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized in the main lobby window, bulletin board in the lobby, and on the school website.

### **Section 4 – Decisions of the School Site Council**

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. Any item of business needing a vote of council must be presented for a first reading with action to be taken at the next meeting. This procedure may be waived by motion of the council in the event of emergency business.

### **Section 5 – Quorum**

The presence of 51% of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSC. No

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decision of the SSC shall be valid unless a majority of the members then holding office concur therein by their votes.

**Section 6 – Public Comments**

A guest that would like to speak during public comments must fill out a speaker's card prior to the beginning of the meeting and comments must be in regards to an item(s) on the current agenda. Each guest will have no less than 2 minutes but no more than 4 minutes to speak. No gifting of time may be given to any speaker.