

Los Alisos Middle School

School Site Council

By-Laws

Statement of Purpose

The purpose of the Los Alisos Middle School Site Council (SSC) is to use expertise and support to increase student achievement by:

- Focusing decisions on student achievement
- Providing better services and programs for students
- Building capacity at the site level (developing expertise in, and leadership opportunities for, staff)
- Increasing staff morale

Scope Areas

The Los Alisos SSC will make decisions in the areas of:

- Personnel selection
- Budget (categorical, renewal)

The Council may also decide to make decisions in the areas of:

- Reform models (curriculum and assessment)
- Site staff development
- Scheduling within the school day
- Attendance and discipline must be reviewed at least once every two years
- Parent Engagement

Membership

Parents of students and employees of Los Alisos Middle School are eligible for membership on the SSC.

The council will have twelve (12) members with school staff comprising 50% of the team; and parents, students, and community members comprising the other 50%. More than half of the staff members will be classroom teachers.

The members shall include:

- One (1) Principal
- One (1) Other school staff
- Four (4) Teachers
- Three (3) Parents or community members
- Three (3) Students

All elected staff members and parents will serve a term of two years. Members will be elected to the SSC by November 1st. Terms will be staggered so that half of each member group will be elected on alternate years. Nominations for open SSC positions each year will be held during the last full week of September, and elections will be held during the first week of November. An SSC Election Committee shall be formed to hold nominations, hold elections, and count ballots. The election committee will consist of a three members of SSC, who are serving their current term and thus not running for election. Each member must be from a different stakeholder group. The committee will be formed during the first SSC meeting of the year.

Student members will be the elected ASB President, Vice President, Secretary and Treasurer.

Parents may also nominate and elect a community member (who is not an employee at the school site) but has an interest in the local school

process to fill one or more of the parent positions. All council members will be nominated by peers or self; nominations will be officially accepted or declined. All members of the SSC shall be elected by their peer group (parents by parents, certificated by certificated and classified by classified) through a secret ballot.

If any member of the SSC resigns or vacates a position, the SSC Election Committee will facilitate an election for the vacated position as soon as possible. A member will be considered resigned upon the council's receipt of his or her resignation letter. There will be three new teachers and one returning. A member may resign at any time. Members are expected to attend all meetings and may not be absent from more than two meetings during the course of the school year. A position may be declared vacated by quorum of SSC when a third meeting is not attended. Members who cannot attend a meeting must contact an SSC alternative representative from their stakeholder group to attend the meeting in their place. An alternate attending in a committee member's place shall be considered a decision making member. Alternates will be the first two runners up from the September/November elections.

Roles and Responsibilities

Chair/Facilitator

The SSC will select a Chair/Facilitator each September. The facilitator will be any member whose term is continuing into the next year will not be required to be Chair/Facilitator. In September the Chair/Facilitator will work with the council to calendar all meetings for the year. No committee member can hold two positions.

Prior to each meeting the Chair/Facilitator will be responsible for:

- Creating an agenda

- Posting the agenda in the office and on the outside parent information board 72 hours before the meeting. Meeting agendas may also be posted on the school website.
- Notifying all concerned parties
- Providing all necessary materials

Secretary

In September, a secretary will be appointed by the SSC to take notes during the meetings and reproduce the minutes. These minutes will be shared with stakeholders and copies sent to the Area Administrator, appropriate District Administrator, Team Facilitators and the person responsible for the site weekly bulletin.

Members at Large

All members will be responsible for gathering input from their peer group of stakeholders, reporting back to these stakeholders, and representing them on the council.

At their first meeting members may be asked to assume additional responsibilities as needed or appropriate (i.e. a member may assume the role of School Plan Parliamentarian. This person would refer to the plan as needed to ensure all decisions support the goals of the school plan.)

Ed Code Responsibilities

The Education Code responsibilities for School Site Council (SSC) must be addressed by the SSC. They are:

- a) Develop the School Plan/budget and recommend to local governing board
- b) B) Review implementation of plan and periodically assess effectiveness

- c) Annually review plan, establish budget, and make modifications to the plan

Organizational Matters/Meetings

The Los Alisos SSC will meet 7 times per year or more frequently as school business requires. During the first meeting in September of each year, a calendar of future meetings for the year will be established.

All meeting agendas will be provided to SSC members and posted 72 hours prior to the meeting in the school office. All decisions of the SSC will address student achievement and relate to one or more of the scope areas.

All agendas will include:

- Introduction of any visitors and/or new members
- Acceptance of the agenda
- Review of previous meeting's minutes and action items
- Reports on each of the major scope areas: Personnel, Budget, and School Plan, will be made each month. Other scope areas, including Reform Programs/Initiatives, Staff Development, Scheduling, Attendance & Discipline, and Parent Engagement will be included as necessary.
- Reports from sub-committees organized around the scope areas will be provided when necessary
- New business/other
- School News Announcements and ASB Report
- Reminder of the next meeting date

Questions, comments, suggestions, and/or concerns from stakeholders may be shared with a council member in writing or placed in the SSC

suggestion boxes located in the staff lounge, front office and ASB materials notebook.

The Chair/Facilitator will begin each meeting on time with an introduction of visitors. The Secretary will then ask for an approval of the agenda and a review of the last meeting's minutes. The action items will follow. The Chair/Facilitator will ask for a report in each scope area. Following stated business, members may share other items within the scope areas that have been submitted for discussion.

Decisions

Decisions shall be made by consensus. Consensus shall be defined as: "When participants whose support is needed to implement a decision have input into making the decision, agree with/to the decision, and express a commitment to support its implementation." Consensus is a process that requires informed dialogue, decisions, actions, and evaluation. The consensus process allows decision making to be made based on trust and belief in the strength of shared responsibility.

The SSC shall seek to obtain pure (100% agreement) consensus, and shall require a minimum of sufficient (75% or greater agreement) consensus to form a decision. For there to be "sufficient consensus," appropriate participation must have occurred from members of all stakeholder groups engaging in an honest exchange.

All decisions will be made in accordance with the dictates of legal agreements made with the school district and any state laws governing the area of discussion.

All members of the SSC have an equal say in the decision making process. Guests may give information but not participate in the decision making process.

A quorum (51%, and thus at least 8 members), must be present to make decisions. Without a quorum present, the SSC can discuss business, but no action can be taken.

All information concerning decisions of the SSC will be available to all stakeholders. Copies of the minutes will be posted in the staff lounge, main office, ASB folder, and on the parent information boards at the school entrance, and will also be distributed to all SSC members and to team facilitators.

Amendments to the By-laws

Once the by-laws for the Los Alisos SSC have been approved and enacted by the present Shared Decision Making Council and the District, these by-laws will stand as is, but may be amended according to the following:

1. Once a change in the by-laws has been proposed, it must be shared in writing to all members of the Los Alisos School Site Council prior to the next general meeting.
2. A proposed by-law may be adopted by consensus of the SSC.
3. The SSC may by consensus agree to change the order in which agenda items will be discussed during a meeting, without change to the bylaws.

SDMC Sub-Committees

Subcommittees will be formed on an ad hoc/or as needed basis, to address scope areas and School Plan/budget. The SSC may request that a committee:

- Gather data for review by stakeholders and/or SSC.

- Present a proposal to stakeholders for input and/or consensus.
- Under special circumstances the Los Alisos SSC may charge a committee with making a recommendation (i.e. hiring of personnel).

The Council will develop the charge(s) for a subcommittee to address and will provide timelines for reporting back to the council. The subcommittee will submit a written report/update prior to the SSC meeting when the item they committee has responsibility for will be discussed.

Emergency Situations

An emergency SSC meeting may be called, when necessary, by agreement of a minimum of five members.

Meetings of the Los Alisos SSC may be cancelled due to an emergency or a lack of a quorum.