

Cumberland Elementary School
Sunnyvale School District
School Site Council Bylaws

Article I – Name

The name of the committee shall be the School Site Council, hereafter known as the School Site Council or SSC. This committee was established September 1984.

Article II – Purpose

Ed Code requires that every school establish a School Site Council to:

- Develop, review, and approve the Single Plan for Student Achievement (SPSA)
- Align content of the plan with school goals for improving student achievement
- Align resources to improve academic performance
- Review proposed expenditures

Additionally, Cumberland's School Site Council:

- Reviews and communicates the School Safety Plan
- Establishes criteria for the Staff Development PTA grant application.

Article III – Membership

1. The council shall be composed of eight members: principal of school, two certificated staff members (teachers), one classified staff member, and four parent/community members.
2. 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 requirement under which members are selected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive meetings. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.
3. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.
4. If any position on the council becomes vacant, for any reason, a person will be appointed by the SSC to fill the position for the unexpired portion of the term. This includes SSC chairperson.

Article IV – Election of Members

1. Nominations for the parent/community SSC members shall be accepted in the spring of each school year followed by elections held by the end of the school year for serving the following year. Nominations for the teacher/staff SSC members shall be accepted and elections held in the fall of the term year.
2. The election shall be by secret ballot for a two-year term for members.
3. An effort will be made to have the council retain 50% of the members from any one school year to the next. If needed, one member may be elected to a one-year term in order to balance the number of 1st year and 2nd year members. This is at the discretion of the serving committee.
4. The parent community shall vote for the parent/community representatives. The certificated school staff shall vote for the certificated representatives. The non-certificated staff shall vote for the non-certificated representatives, with the exception of the principal who is appointed to serve.
5. For parent/community elections, each Cumberland parent will have one vote for the number of candidates specified on the ballot.
6. SSC members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Article V – Officers

1. There shall be a chairperson who will preside over the meeting. The chairperson shall be appointed to the SSC, from among its members, and shall serve for one year or until a successor has been appointed.
2. Should the chairperson be unavailable, a temporary chairperson shall be chosen by acclamation.

Article VI – Meetings

1. The SSC shall meet a minimum of six (6) times a year from September to June for every school year; additional meetings shall be called when necessary.
2. The agenda shall be determined in advance and made available to members and general school community with a best effort of 3 days minimum notice prior to meeting
3. Meetings shall be conducted and decisions shall be accomplished using consensus decision making as their basis. No decision should be made unless a quorum of members is in attendance –in person or by phone/video
4. All meetings and minutes of the SSC shall be publicized and open to the school community; any school community member may speak to the Council at a designated time on the Council's agenda.
5. All SSC activities will be communicated to the greater school community through newsletters, school website, reports and/or presentations.
6. A quorum consists of 50% of total number of members plus one (5 members)

7. As per the Brown Act requirements (effective April 1, 1994) the agenda of the School Site Council meetings must be posted at least 72 hours before the scheduled meeting. The posted agenda must include the date, time, and location of the meeting. Posting may be in the school office window.

Article VII – Revisions

1. These bylaws may be revised by the consensus of the SSC at any time as long as written notice is provided to all members at least one week before the meeting.