



REACH School Site Council Bylaws

A School Site Council (SSC) is a group of teachers, parents, administrators, and interested community members who work together to monitor a school's improvement plan and budgets aimed at improving the academic achievement of ALL students, primarily focusing on closing the achievement gap for particular groups of students (Economically Disadvantaged, English Learners, and Special Education). The SSC is a legally required decision-making body for any school receiving federal funds.

Our LCAP or Local Control and Accountability Plan at REACH also functions as our improvement plan. The REACH School Site Council (RSSC) is responsible for reviewing our LCAP, using verifiable state data and feedback from the community to determine if:

1. Goals are being met.
2. Goals are still relevant.
3. Whether any new priorities should be set regarding the allocation of funds.

At some schools, the SSC must develop and review the SPSA or School Plan for Student Achievement. Under Assembly Bill 716, single school districts and charter schools are allowed to utilize the LCAP to serve as the SPSA.

Required topics of an SSC include the following:

- LCAP Review
- Other Advisory Committee(s) Input-- ELAC, AAPAC, Special Education Advisory Committee (if applicable)
- SSC Training
- Draft or Review Bylaws (highly encouraged)
- School-Parent Compact
- Parent and Family Engagement Policy
- School Safety Plan
- Uniform Complaint Procedures (UCP)

Article I: Duties of the SSC

The SSC of REACH Leadership STEAM Academy, hereinafter referred to as the SSC, shall carry out the following duties:

- Provide ongoing review of the implementation of the Local Control and Accountability Plan (LCAP)¹ goals with the principal, teachers, and other school staff members.
- Recommend modifications to the LCAP goals whenever the need arises
- Review SBAC scores in the fall, and STAR and STEP data in the spring in order to evaluate the progress made toward school goals to raise the academic achievement of all students
- Survey all stakeholders in April regarding student academic achievement progress and LCAP goals. Present results of the survey at the June meeting.
- Attend every meeting of the SSC if possible
- Review meeting minutes from each previous meeting before attending the next meeting.
- If selected for an officer position, review and perform all assigned duties of that role.
- Carry out all other duties assigned to the SSC by the district governing board and by state law

Article II: Members

Section A: Composition

The SSC shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom teachers (Classroom teachers include teachers who are full time in the classroom for any grade levels TK-6th or special education teachers.)
- 2 Other school staff members

¹Assembly Bill 716, signed by the Governor on September 18, 2018, and codified in the California Education Code sections 64001–65001, streamlines and aligns state and federal planning processes. Effective January 1, 2019, this law renames the Single Plan for Student Achievement to the School Plan for Student Achievement (SPSA). Additionally, the law contains the following key provisions:

- Allows the SPSA to meet ESSA requirements for comprehensive or targeted support and improvement planning.
- Allows single school districts and charter schools to utilize the LCAP to serve as the SPSA, provided that the LCAP meets the ESSA school planning requirements and the stakeholder requirements established in subdivision (a) of Section 52062.

- 5 Parents or community members
- 1 School principal or admin designee

SSC 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

- The SSC Chair shall be one of the admin designees, who will be elected to serve a two-year term.
- The SSC Vice-Chair shall be a parent member, who will be elected to serve a two-year term.
- The SSC Secretary shall be a parent or school employee will be elected to serve a two year term.

In the case of election of new officers, we will allow a collaborative transitional period deemed necessary for an appropriate transition.

If deemed necessary by the board to offset elections to maintain board integrity, a special election can be held or postponed.

At the first regular meeting of the SSC, 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 SSC. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The SSC 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 SSC chairperson.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC 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: Officer Duties

Section A: Officers

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

The Chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The Vice-chairperson shall:

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

The Secretary shall:

- Take minutes directly on the agenda document during meetings for all regular and special meetings of the SSC.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: **Executive Director and Executive Assistant.**
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Perform other such duties as are assigned by the chairperson or the SSC

Section B: Election and Terms of Office

The officers shall be elected at the second meeting of the SSC and shall serve for two years, 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.

Grounds for removal:

- Missing two consecutive meetings
- Not following the rules of order
- Continuing to introduce topics not relevant to SSC business
- Discussing personal grievances

Section D: Vacancy

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

Article IV: Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly on Thursdays 3-4 times every school year, from 6 pm - 7 pm. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

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

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: Website and active social media.

All required notices shall be delivered to the SSC and committee members no less than 72 hours in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

Five members of the committee shall constitute a quorum unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.*

*At least one of the five members should be one of the parent members.

Section E: Conduct of Meetings

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

Section F: Meetings Open to the Public

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

Article V: Amendments

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 7 business days prior to the meeting at which the amendment is to be considered for adoption.