

**Sequoia Elementary School  
School Site Committee Establishment Meeting  
September 12, 2017  
5-6**

**Community Norms:**

- Start and End on Time
- Keep students at the center of the discussion
- Assume positive intent
- Be mindful of air time
- Tell the truth (without blame or judgment)
- Work toward solutions within our possibilities

**Time Keeper:**

**Notes:**

**Process Checker:**

**Overall Goals and Objectives:**

1. Create SSC for 2017-2018

<b>Topic</b>	<b>Outcome</b>	<b>Time</b>	<b>Facilitator</b>
<b>Agenda Overview, Roles, and Community Agreements</b>	Review agenda, goals, and norms Whip around introductions	5:00 5 min	Donald Bertolo
<b>Approve minutes</b>	None		
<b>Election of Members/Officers</b>	Election of Members Election of Officers	5:05-5:15 10 min	Amanda Bloch
<b>Approve Rules of Order and SSC By-Laws</b>	Review and Approve By-Laws	5:15-5:25 10 min	Amanda Bloch
<b>Reflections Closing</b>	Appreciations	5:25-5:30 5 min	Donald Bertolo

•Next SSC meeting: October 10<sup>th</sup>

## SSC Meeting September 12, 2017

In attendance:

Tracey Kelp, Amanda Bloch, Reka Lal, Donald Bertolo, Kristin Nelson, Karen Loeser, Joe Hayes, Hilary Bunlert, Mora Tulian, Lina Andersen

Amanda Bloch: Minutes to approve? None.

AB: Election of members/officers.

Donald Bertolo: First, discuss SSC's mandate: serve Title I students. That's federal money for children struggling with exceptionalities, including special education (SPED), foster youth, kids who have experienced trauma, anything that would make a kid feel left out of the general population of students. Not a lot of money – last year it was about \$24k, and will probably be similar this year.

Last year, we agreed to use the money to buy an extra day of our school psychologist. This year, we will try to evaluate that decision.

We also review and amend our Site Plan for Student Achievement (SPSA).

Amanda Bloch: Typically, we elect voting members and substitutes to fill in as necessary. But all can attend, participate. <See handout: Articles I-VII>

Donald Bertolo: We have to establish a membership by electing members, who must include:

3 Teachers: Karen Loeser, Tontra Love, Lisa Rasler – only one of whom is here today.

1 additional staff: Reka Lal

5 parents/community members...

Amanda Bloch: Staff will be able to participate as noted. Can we get some volunteers to self-nominate to fill the parent/community member roles?

Tracey, Kristin, Lina, Hilary, Amanda

Joe as an alternate and secretary

Amanda Bloch: All in favor of approving this membership?

**Membership approved unanimously.**

Officership:

Chair or co-chair:

Kristin and Amanda willing to continue to serve as co-chairs, but also willing to step aside to allow new blood.

Hilary: Motion to nominate Kristin and Amanda as co-chairs.

Lina: seconded

Approved: Kristin and Amanda are co-chairs.

Hilary: Motion to nominate Joe as secretary.

Tracey: Seconded.

Approved: Joe as secretary.

By-laws: <See handout: Articles I – VII that constitute the by-laws> We took some time to review the document. There were no questions, so we proceeded to accept the by-laws as stated, thereby establishing our SSC for the 2017-18 school year.

Kristin: move to approve the by-laws and establish our SSC for the 2017-18 school year.

Hilary: Seconded.

Appreciations:

Amanda Bloch: All the new people, for coming to the SSC meeting.

Donald Bertolo: We have kids with needs specified in the Title I guidelines, so I really appreciate parents dedicating themselves to providing those needs.

Kristin Nelson: The PBIS posters (provided pro-bono by Emily Songster and Mitch Tobias) are beautiful and effective.

Reka Lal: Joe

Amand Bloch: We're adjourning. It's 5:33.

Next SSC meeting: October 10<sup>th</sup>, 2017 5:00-6:00pm in the library

Article I  
Duties of the School Site Council

The school site council of Sequoia 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 10 members, selected by their peers, as follows:

- 3 Classroom teachers
- 1 Other school staff members
- 5 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 2 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 appointment of the school site council for the period of time until the next regular election.

### 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: OUSD State and Federal Compliance Office.
- 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 first 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 second Tuesday 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: school bulletin, parent newsletter and office.

All required notices shall be delivered to school site council and committee members no less than 72 hours, and no more than 5 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 3 days prior to the meeting at which the amendment is to be considered for adoption.