

Cumberland Elementary School
Sunnyvale School District
School Site Council Bylaws
Revised September 9, 2019

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. If a member misses two consecutive meetings, he/she will no longer be a member.

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. If a parent is also a teacher, then that teacher can submit two votes: one as a teacher and one as a parent.

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. 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 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; or 5 members

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.