

Webster School Site Council By-Laws

Overview:

The Webster School Site Council (SSC) is a group of school staff and volunteer parents that serves as the school community representative body (hereinafter referred to as SSC Members or Members) for determining the focus of the school's academic programs, student achievement, and all related categorical resources, in order to prepare a School Plan for Student Achievement (SPSA). The SPSA shall be informed by student needs and achievement, parent involvement, examination of materials and staffing, and funding resources. The legislative intent for the formation of the SSC is to give individuals who are most affected by the school operation a role in the decisions regarding how the school functions, by promoting discussion and voting on how funds should be used to enhance the Students' learning environment. Education should be a joint initiative of parents, teachers, administrators and other school staff, as they each share the common goal in the success of all students. The SSC's primary responsibilities include:

- A. Scope: The SSC is knowledgeable about the goals of the school community as a whole, as well as the goals and activities of the individual organizations and programs that make up the Webster School learning community. The SSC serves as a forum where issues involving any aspect of the school community can be raised and directed to the most appropriate place of action. It serves as a sounding board for ideas from the principal, staff, parents and community members.
- B. Policy Making: The SSC establishes policies for the communications, evaluation, planning and other functions of the Webster learning community.
- C. Communications: The SSC members report back to their respective constituencies on a regular basis and bring their concerns and thoughts to the attention of the SSC. Agendas will be posted before each SSC meeting, and minutes will be published and distributed to all constituents.
- D. Evaluation: The SSC requests reports, performs independent evaluations, or uses surveys, focus groups, or other data gathering efforts to assess the school's progress toward meeting the stated outcomes for student learning.
- E. Planning: The SSC contributes to the development of the school's annual plan, as well as participate in long-range planning. The SSC develops and approves those budgets that fall within its purview.
- F. Staff Hiring: The SSC shall be represented on Interview Panels for new staff members and involved in developing profiles of candidates being sought.

Constituents:

The SSC represents parents and guardians of Webster School students and Webster School staff members.

Membership:

- A. The SSC shall be comprised of a group of volunteers representing the various aspects of the Webster school community. Ten (10) elected and appointed Members from the Webster School community shall be from the following constituency groups:
1. Four (4) parent of pupil Members – elected at large by parents of Webster School students
 2. One (1) PTA Co-President or financial officer member – appointed by the PTA Board
 3. Two (2) teacher Members – elected at large by teachers
 4. Two (2) classified staff Members - elected at large by classified staff
 5. One (1) Principal from Webster School shall be a Member
- B. Characteristics of an efficient SSC Membership include, but are not limited to focus on improving student achievement for all students; maintaining a high degree of collaboration; providing opportunities for shared leadership; demonstrating good problem solving skills; encouraging the use of good listening skills and allow all Members and the public to freely express opinions and points of view; recognition of and respect for the individuality and creativity each Member brings to the team; preparation for meeting to include reviewing materials and sharing ideas; communicating with the larger school community about the SSC progress; seeking out information from the broader school community; and utilization of procedural guide to insure that meetings are properly managed.

Terms and Elections:

All elected Member shall serve two-year terms. Each constituency elects its own representative Member(s). Elections for all Members are held in the fall of each school year, as coordinated by the School Principal. In the event six or more parent volunteers seek to become Members of the SSC, a voting forum will be facilitated by the School Principal seeking votes for the parent constituency. The SSC shall ensure that the terms are staggered so that not all Members are elected at the same time. At the conclusion of their first term, Members may be re-elected for one additional consecutive term. In the event there are not sufficient interest in becoming Members, Members who have previously served two terms may serve another term on the SSC. There is no limit on the number of non-consecutive terms that may be served by an individual.

Meetings:

The SSC will meet monthly and shall provide notice of the meetings at the school site or other place accessible to the public, at least 72 hours in advance of the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC Members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda.

In addition, SSC Members may participate in standing and ad-hoc committee meetings as needed. These committees may include non-SSC members. Special meetings may be called by a majority of the SSC Members or by the Principal of Webster School. At least seven days notice must be given to the

Members of the SSC. In the event of an exigent circumstance, meetings may be called by a majority of the SSC Members or by the Principal of Webster School with 24 hours notice.

Attendance by SSC Members at meetings is necessary to ensure proper functioning of the SSC.

While meetings are open to any member of the Webster community and the public, only SSC Members may cast votes.

Voting:

Each of the elected SSC Members may cast one vote. SSC Members may vote to pass actions or resolutions only when there are enough Members to form a Quorum as defined herein. No voting by proxy is permitted. All actions of the SSC, except amending the By-laws, require a simple majority of those present and voting.

Quorum:

A quorum is reached when at least 7 SSC Members are in attendance, either in person or on the phone.

Officers:

At the first regular meeting in September of each school year, the SSC Members shall elect a Chairperson and Secretary. It is the responsibility of the Chairperson to prepare and post the meeting agenda and to preside over the meetings. It is the responsibility of the Secretary to record the minutes and attendance, and handle correspondence as necessary.

Officers shall serve a one-year term and there is no limit to the number of terms that may be served by an Officer.

The SSC will make a good-faith attempt to ensure a parent Member serves as Chairperson. The Principal and school staff Members are eligible to serve as Chairperson in the event a parent Member is not available or willing.

Amendments:

The SSC Members may amend these By-laws only by two-thirds vote of the total SSC Membership.

Records Retention:

The Webster SSC shall retain all SSC records, materials, and supporting documents for a period of three years. The only exceptions are if any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.