

# **Loma Portal Elementary School Site Governance Team Bylaws**

**Effective September 2019**

## **ARTICLE I**

### **Responsibilities of the Site Governance Team**

The school principal is ultimately responsible for setting the school schedule, hiring and assigning staff, and developing and administering the site budget; and is therefore accountable to the district for managing the academic performance, finances, and staff of the school. The mission of the Site Governance Team (SGT) is to be a forum for discussion, debate, and recommendations for major policy decisions, student achievement, and school management. The scope of responsibility of the SGT may be modified from time to time as deemed appropriate by the SGT.

Responsibilities of the SGT include:

- A. Major policy decisions affecting the entire school, such as:
  - Strategic planning
  - Budgeting non-allocated funds
  - Selection of staff
  - Facility issues
  - Parent/community involvement
  - Technology
  - Instructional calendar and bell schedule.
  
- B. Student achievement and implementation of the Single Plan for Student Achievement, including:
  - Student assessment and accountability
  - Curriculum and program development
  - Instruction and staffing
  - Technology
  
- C. Issues recommended to the SGT for review by another school committee, student organization, or outside body.

## **ARTICLE II**

### **Members**

#### **Section 1: Composition**

The SGT shall be composed of 9 members as follows:

- The Principal;

- Four (4) classroom teachers;
- One (1) member of classified staff;
- Three (3) parents of students currently attending the school and/or community members.
- One (1) alternate member for each group (i.e., classroom teacher, classified staff, and parent/community)

**The parent members shall not employees of the school.**

### Section 2: Term of Office

The Principal is a permanent member of the SGT. The SDEA representative will serve on the SGT for the duration of that teacher's tenure as SDEA representative. The Foundation member will have a term of one year. All other members shall be elected for a term of 2 years. Half of the members of each representative group, to the nearest approximation practical, will be elected during odd years and the remaining number of elected members during even years. The SGT elections will be completed on or before October 31 each year. At the first regular meeting of the SGT, each member's current term of office shall be recorded in the minutes of the meeting.

There is no limit to the number of terms SGT members may serve.

SGT members may also serve concurrently on the School Site Council (SSC).

### Section 3: Selection of Members

#### 1. Teachers

The LPE SDEA representative is automatically elected to the SGT for the duration of his/her term as SDEA representative. The other three at large teacher representatives will be elected by the teaching staff in a manner to be determined by the staff. Secret ballots, an open vote at a faculty meeting, or voting by email are examples of acceptable methods of election. Teachers may nominate either themselves or their peers; however, anyone nominated must agree to serve before the election takes place.

#### 2. Parents

One parent position must be filled by a member of the Loma Portal Foundation. The TPES Foundation board may select their SGT member in a manner to be determined by the board. Secret ballots, an open vote at a board meeting, or voting by email are examples of acceptable methods of election.

The two remaining at large parent representatives will be elected via email or online voting following nominations. Parents may nominate either themselves or their peers; however, anyone nominated must agree to serve before the election takes place.

### 3. Classified Staff

The classified staff representative shall be elected by all members of the classified staff in a manner to be determined by the staff. Secret ballots, an open vote at a staff meeting, or voting by email are examples of acceptable methods of election. Staff may nominate either themselves or their peers; however, anyone nominated must agree to serve before the election takes place.

#### Section 4: Voting Rights

Each member of the SGT is entitled to one vote and may cast that vote on any matter submitted to a vote of the SGT. A member must be present at the SGT meeting to vote. A member may be present through electronic means (e.g. telephonically or by computer) and can vote, provided the member has heard, and has been able to participate in the whole debate. Absentee and proxy ballots shall not be permitted.

#### Section 5: Termination of Membership

Any elected member may terminate his or her membership by submitting a written letter of resignation to the SGT chairperson.

Any member whose children no longer attend LPE as a result of promotion to fifth grade or transferring to another school will be deemed to have resigned as of the first SGT meeting after the transfer of their children out of LPE.

Membership shall automatically terminate for any member who fails to attend three (3) consecutive regular meetings.

The SGT may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

#### Section 6: Transfer of Membership

Membership on the SGT may not be assigned or transferred; however, the Loma Portal Foundation may split the responsibility for membership between two people provided only one such member is in attendance at an SGT meeting. If both members of the foundation are present only one of them shall have the right to vote.

#### Section F: Vacancies

Any vacancy on the SGT occurring during the term of a duly elected member shall be filled as soon as possible by electing a new representative from the appropriate group. If this is not practical, the SGT may appoint a new member for the period of time until the next regular election.

### ARTICLE III **Officers**

## Section 1: Officers

The officers of the SGT shall be a chairperson, vice-chairperson, secretary, and other officers the SGT may from time to time deem desirable.

The chairperson shall:

- Preside at all meetings of the SGT.
- Sign all letters, reports, and other communications of the SGT.
- Perform all duties incident to the office of the chairperson.
- Other such duties as may be prescribed by the SGT from time to time.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson during his or her absence.
- Other such duties as may be prescribed by the chairperson or SGT from time to time.

The secretary shall:

- Keep minutes of all regular and special meetings of the SGT.
- Transmit true and correct copies of the minutes of such meetings to members of the SGT and to other individuals as deemed.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the SGT.
- Keep a roster of name, address, and telephone numbers of each member of the SGT, the chairpersons of school advisory committees, and others with whom the SGT has regular dealings, as furnished by those persons.
- Other such duties as may be prescribed by the chairperson or SGT from time to time.

## Section 2: Election and Terms of Office

The officers shall be elected annually. This will occur after the election for new SGT members. Each officer shall serve for one year, or until each successor has been elected.

## Section 3: Removal of Officers

Any officer may be removed from office by a two-thirds vote of all members.

## Section D: Vacancy

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

## ARTICLE IV

## **Meetings of the SGT**

### Section 1: Meetings

The SGT shall meet regularly as needed during the school year (recommendation – 8 times per school year). Special meetings of the SGT may be called by the chairperson, principal, or by a majority vote of the SGT.

### Section 2: Place of Meetings

The SGT shall hold its regular meetings and its special meeting at the school in a facility provided by the school that is readily accessible by all members of the public.

### Section 3: Notice of Meetings

At least 72 hours before each regular meeting, the school principal or the chairperson shall cause notice of the meeting to be posted in a conspicuous public place. Any meeting held at any time other than the time for regular meetings set forth in Section 1 of this article, above, shall be considered a special meeting, and public notice of all special meetings shall be posted conspicuously and shall be delivered either personally, by e-mail, or by postal service to each member not less than 72 hours before the date of the meeting. Such notices shall state the day, date, time and specific location of the meeting.

### Section 4: Quorum

The act of the majority of the members present shall be the act of the SGT, provided a quorum is in attendance, and no decision may otherwise be attributed to the SGT. A majority of the members of the SGT (51% or greater) shall constitute a quorum. No official business can take place in the absence of a quorum. A member may be present through electronic means (e.g. telephonically or by computer) and can vote, provided the member has heard, and has been able to participate in the whole debate.

### Section 5: Conduct of Meetings

Meetings of the SGT shall be conducted in accordance with the rules of order established by California Education Code Section 35147(c) and with Robert's Rules of Order or an adaptation thereof approved by the SGT.

### Section 6: Voting

The SGT will strive to reach consensus on matters being voted upon; however, an affirmative vote by a majority of members present is sufficient to approve a motion. Any changes to the SGT bylaws will require a 2/3 vote for approval.

## Section 7: Meetings Open to the Public

All meetings of the SGT, and of committees established by the SGT, shall be open to the public. Notice of such meetings shall be provided in accordance with Section 3 of this article.

## **ARTICLE V Committees**

### Section 1: Sub-committees

The SGT may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the SGT. At least one member representing teachers and one member representing parents shall make up the sub-committee. No Sub-committee may exercise the authority of the SGT.

### Section 2: Other Standing and Special Committees

The SGT may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the SGT. No such committee may exercise the authority of the SGT.

### Section 3: Terms of Office

The SGT shall determine the terms of office for members of a committee.

### Section 4: Rules

Each committee may adopt for its own government not inconsistent with these bylaws or rules adopted by the SGT, or policies of the district governing board.

### Section 5: Quorum

A majority (at least 51%) of the members of the committee shall constitute a quorum, unless otherwise determined by the SGT. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

## **ARTICLE VI Amendments**

An amendment of these bylaws may be made at any regular meeting of the SGT by a vote of two-thirds of the members present.