

LOMA PORTAL ELEMENTARY SCHOOL  
SCHOOLSITE COUNCIL BYLAWS

Revised: September 9, 2019

ARTICLE I  
NAME OF COUNCIL

The name of this council shall be the Loma Portal Elementary School Site Council (SSC).

ARTICLE II  
ROLE OF THE COUNCIL

The SSC shall be involved in the development of The School Plan for Student Achievement (SPSA) and make appropriate budget approvals by consensus<sup>1</sup> (Title 1 and/or funds that are mandated to get SSC approval). The SSC, following approval of the school plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the SPSA and annually to assess the effectiveness of such program. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it through the Education Code of the State of California.

ARTICLE III  
MEMBERS

Section 1 – Composition

The SSC shall be composed of ten (10) members:

1. The Principal
2. One (1) support staff

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<sup>1</sup> “Consensus” as used in these Bylaws shall mean “general agreement or concord” harmony.” In effect, each member has the power to veto any decision by affirmatively refusing to consent, but silence shall be deemed consent.

3. Three (3) classroom teachers
4. Five (5) parents<sup>2</sup> of pupils attending the school and/or community members
5. One (1) alternate member for each group (i.e., parent, other staff or classroom teacher)

#### Section 2 – Term of Office

All members of the SSC, except the Principal, shall serve for two-year terms. To achieve staggered membership, three of the members representing parents and one of the members representing teachers shall initially serve for a one-year term. At the first regular meeting of the SSC, a chance method shall be used to determine which members shall serve one-year terms. After the first year, the terms shall be for two years. (If, at any time after the first year, the staggered terms are confused, the whole SSC shall determine how to return the membership to staggered terms in accordance with the intent of these Bylaws.) Members may be reelected.

#### Section 3 – Selection Process

The Principal shall be a member of the SSC. The support staff member shall be self-nominated, elected by a ballot of the support staff (if there are multiple candidates). The teacher members shall be self-nominated and shall be elected by a ballot of the school's teachers (if there are multiple candidates). The parent members shall be self-nominated, shall submit a biography at the time of nomination, and shall be elected by a ballot of the parents (with one vote per family). The SSC elections will be completed on or before October 31 each year. In each election, the candidates with the highest number of votes shall fill the available vacancies, without a runoff.

#### Section 4 – SSC Voting

Each member of the SSC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. A member must be present at the SSC 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 ballots or proxies are not permitted.

#### Section 5 – Termination of Membership

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<sup>2</sup> The parent members shall not be employees at the school.

A member shall cease to be a member if she or he no longer meets the membership requirements under which they were selected. Membership shall automatically terminate for any member who fails to attend three (3) consecutive regular meetings.

Section 6 – Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 7 – Resignation

Any member may resign by sending a written resignation to the chairperson of the SSC.

Section 8 – Vacancies

Any vacancy of the SSC will be filled by following the procedures in Article III, Section 3, above, for each category.

ARTICLE IV

LEADERSHIP

Section 1 – Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and such other officers as the SSC may from time to time deem desirable. The chair and vice-chair shall be from different constituencies (e.g., if the chair is a parent, the vice-chair must be either a teacher or support staff).

Section 2 – Election and Term of Office

The officers of the SSC shall be elected by the SSC annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-thirds vote of all SSC members whenever, in the judgment of the SSC, the best interests of the SSC would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by special election by the SSC for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at SSC meeting and may sign letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the

office of chairperson and such other duties as may be prescribed by the SSC from time to time. The chairperson will maintain the site SSC binder. The binder will contain:

- a. Current rosters
- b. Sign in sheets for all meetings
- c. Minutes from all meetings
- d. Agendas from all meetings and copies of items shared (i.e., budget, etc.)

The chairperson is responsible to:

- Keep binder up to date and leave at the front office for public viewing as requested
- Contact secretary for copy of minutes
- Create meeting agendas with the site principal (at least 72 hours before meeting)
- E-mail upcoming agenda and minutes of the last meeting to all members at least 72 hours before the meeting
- Chair the meetings
- Verify there is a quorum to proceed with voting (6 out of 10)

#### Section 6 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as may be assigned from time to time by the chairperson or by the SSC.

#### Section 7 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, and shall promptly transmit to each of the members, to the school district, and to such persons, as the SSC may direct, true and correct copies of the minutes of all meetings; see that all notices are duly given; be custodian of the SSC records; keep a roster of the address and telephone number of each member of the SSC, which shall be furnished to the secretary by each member; and, in general, perform all duties incident to the office of secretary and such duties as from time to time may be assigned to the office by the chairperson or by the SSC.

ARTICLE V  
DECISION MAKING

Section 1 – Decision-Making and Dispute Resolution Process

The SSC will make decisions by consensus. When consensus cannot be reached, the following steps will be taken: the dissenter(s) or each faction will develop an alternative plan to submit to the whole SSC in an effort to reach consensus with one revisit per agenda item allowed. If consensus still cannot be reached, after ten (10) minutes of serious debate and a deadline is imminent, decision-making will revert to a two-thirds (2/3) majority vote.

Section 2 – Committees

The SSC may from time to time establish, use, and abolish such standing or special committees and sub-committees as it may desire. No committee or sub-committee may exercise the authority of the SSC.

ARTICLE VI  
MEETINGS

Section 1 – Regular Meetings

The SSC shall meet regularly as needed during the school year (recommendation- 8 times per year).

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by request of any five (5) members.

Section 3 – Place of Meetings

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

Section 4 – 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 meeting 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 5 – Quorum

The presence of at least fifty-one percent (51%) or 6 out of 10 of the SSC membership shall be required to constitute a quorum necessary for the transaction of the business of the SSC. 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 6 – Meeting Open to the Public

All regular and special meetings of the SSC and of its committees and sub-committees shall be open at all times to the public.

These revised Bylaws were duly adopted by the SSC at a regular meeting held at Loma Portal Elementary School on September 9, 2019.



Mark Morici

Principal