

WILL ROGERS LEARNING COMMUNITY SCHOOL SITE GOVERNANCE COUNCIL BYLAWS

ARTICLE I

NAME

The name of this School Site Council shall be the Will Rogers Learning Community School Site Governance Council (SSGC).

ARTICLE II

PURPOSE

The Will Rogers Learning Community School Site Governance Council develops the Single Plan for Student Achievement (SPSA) to ensure that all of the resources available to the school, the basic program and the supplemental resources, are coordinated and focused on providing a high-quality educational program and learning environment in which students of all ranges of ability and background can succeed.

FUNCTIONS

1. Develop the SPSA including an accompanying budget and submit the plan to the Board of Education for approval.
2. Have ongoing responsibility to review with the principal, teachers and other school personnel the implementation of the SPSA and to periodically assess the effectiveness of the SPSA.
3. Annually review the SPSA, establish a school improvement budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
4. Carry out all other duties and responsibilities assigned to it in both State and federal law.

ARTICLE III

MEMBERSHIP

Section 1 – Composition and Size

The needs and resources of the SPSA require that membership include broad representation of parents and school staff including all socioeconomic and ethnic groups represented in the school. The SSGC shall include representation from the following constituencies, elected by their peers:

1. Principal (required)
2. Teachers (elected by teachers employed at the school site)

3. Other school personnel (elected by other school personnel employed at the school site)
4. Parents/guardians of pupils attending the school and community members living within the attendance boundaries of the school (elected by parents/guardians of pupils attending Will Rogers Learning Community)

The Will Rogers Learning Community SSGC shall be comprised of a minimum of ten (10) members and a maximum of twenty (20) members.

The SSGC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents and/or community members elected by parents. Seats may not be reserved for special school interests.

Classroom teachers shall constitute the majority of those persons representing school staff.

To ensure broad representation of all students in attendance at Will Rogers Learning Community, at least two parent-members of the SSGC and at least one teacher-member of the SSGC shall represent the following grade level groups at Will Rogers Learning Community – Lower Grades (K, 1 and 2) and Upper Grades (3, 4 and 5). Community members shall reside within the attendance boundaries of Will Rogers Learning Community.

SSGC members representing parents and/or community members may be employees of the Santa Monica-Malibu Unified School District, but if they are employees at the Will Rogers school site, they may not serve as a parent or community representative on the SSGC.

Section 2 – Election Process

A. Election of Parent and Community Members

1. Elections will be held at the start of the school year for terms beginning that same year.
2. A sincere effort shall be made to inform school parents and community members of opportunities to serve on the SSGC throughout the year. Information on the SSGC will be made available in principal's newsletters, enrollment packets and other information packets.
3. Interested parents/community members shall submit a nomination statement to the school, no later than one week prior to elections.
4. The ballot will be made available digitally to all members of the school community each year.
5. Election results will be made available within one week of when the voting period has closed.

B. Election of Staff Members

1. The teachers of the school shall elect the teacher members on the SSGC.
2. Other school personnel shall elect their representatives on the SSGC.

3. The time, date and election procedures shall be announced to all staff at least one week prior to the election.

C. **Announcement of Election Results**

The SSGC chairperson shall report the results of the elections by posting the new membership list with the next SSGC agenda immediately following elections, submitting the information to the school newsletter, and informing all organized parent groups on campus.

Section 3 – Term of Office

- A. **Parent and Community Members** – Parent and community members will serve for a term of two years, ending in August of the second year. Parent and community members may be re-elected. Parent members shall have a child enrolled in Will Rogers Learning Community during their tenure as a member of the SSGC.
- B. **Principal** – Term of office does not apply to the Principal.
- C. **Teachers and Other School Staff** – Teachers and other school staff member will serve for a term of two years and may be re-elected. There is no limit to the total number of terms a staff member may serve. In the event no staff member stands for election, staff members shall serve until their successors are elected.
- D. The term of membership shall coincide with the school fiscal year.

Section 4 – Voting Rights

- A. Each member is entitled to one vote on matters that are placed before the SSGC.
- B. A proxy vote or absentee ballot is not permitted.

Section 5 – Termination of Membership

A member shall no longer hold membership should she or he cease to meet the membership requirements under which she or he was elected (e.g. a parent becomes employed by Will Rogers Learning Community, or a parent no longer has a child attending Will Rogers Learning Community).

When a member of the SSGC fails to attend three consecutive meetings without adequate excuse, or when a member is not fulfilling her/his responsibilities as prescribed in the bylaws, or engages in conduct which the SSGC determines to be injurious to the organization or its purposes, the SSGC may by a two-thirds (2/3) affirmative vote, take such action as it deems appropriate, including suspension and/or expulsion.

Section 6 – Transfer of Membership

Membership in the SSGC is not transferable or assignable.

Section 7 – Resignation

Any member may resign by filing a written resignation with the SSGC Chairperson or Principal.

Section 8 – Vacancy

Should a vacancy occur mid-term, the Chairperson shall fill the vacant position by appointment. The SSGC shall ratify the appointment at their next regularly scheduled meeting following the appointment. The length of term for the representative filling a vacancy shall be the remainder of the term of the original representative. If this term is greater than one year, it shall be considered a full term for purposes of re-election.

ARTICLE IV

OFFICERS

Section 1 – Composition

The officers of the Will Rogers Learning Community SSGC shall be a Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and such other officers as the SSGC may deem desirable.

Section 2 – Election and Term of Office

The officers of the SSGC shall be elected annually and shall serve for one year or until a successor has been elected.

- A. Officers shall be elected by majority vote of the SSGC.
- B. Election of officers shall be held at the regularly scheduled meeting immediately following member elections.
- C. All members of the SSGC are eligible for election to any office.

Section 3 – Removal

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

Section 4 – Vacancy of Office

A vacancy in any office because of death, resignation, removal (by 2/3 vote), disqualification, or otherwise, shall be filled by the SSGC Chairperson for the unexpired portion of the term. Such appointments shall be ratified at the next regularly scheduled SSGC meeting.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the SSGC and may sign all letters, reports and other communications of the SSGC. In addition, the chairperson shall perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the SSGC from time to time. The chairperson shall be responsible for preparation of meeting agendas, in consultation with the site principal and SSGC vice chairperson.

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 her or his absence. The vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the SSGC. The vice-chairperson shall assist the chairperson in preparation of meeting agendas.

Section 7 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the SSGC and shall provide copies to each of the members, to such other persons as the SSGC may deem appropriate, and to members of the public upon request; ensure that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the SSGC records and correspondence; maintain a register of contact information (e-mail address and telephone number) of each member of the SSGC which shall be furnished to the secretary by such members; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the SSGC.

Section 8 – Parliamentarian

The parliamentarian shall advise the chairperson and other officers, committees, and members on matters of parliamentary procedure, compliance with the Brown Act, as well as compliance with the bylaws of the Will Rogers Learning Community SSGC and such other duties as from time to time may be assigned to the office by the chairperson.

Section 9 – Principal

The principal is a permanent member of the SSGC. The principal provides information and leadership and administers the approved SPSA. The principal shall consult with the chairperson and vice-chairperson regarding preparation of the meeting agenda.

ARTICLE V

COMMITTEES

Section 1 – Standing and Special Committees

The Will Rogers Learning Community SSGC may from time to time establish or abolish such standing or special committees as it may deem necessary. No standing or special committees may exercise the authority of the SSGC.

Section 2 – Membership

Unless otherwise determined by the SSGC in its decision to establish a committee, the chairperson of the SSGC shall appoint members of the various committees. Committees shall be comprised of less than a quorum of the SSGC.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of her or his appointment until her or his successor is appointed, unless the committee is terminated or abolished, the work of the committee is completed, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the SSGC or with policies of the Governing Board (Board of Education).

Section 5 – Quorum

Unless otherwise provided in the decision of the SSGC designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 – Vacancy of Committee Membership

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

MEETINGS OF SCHOOL SITE GOVERNANCE COUNCIL

Section 1 – Regular Meetings

The SSGC shall meet regularly no fewer than six times per school year, scheduled at regular intervals. The meetings will be scheduled at the start of the school year and posted on the school calendar.

Section 2 – Special Meetings

Special meetings may be called by the Chairperson or by majority vote of the SSGC.

Section 3 – Place of Meetings

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

Section 4 – Notice of Meetings

Notice of a regularly scheduled meeting shall be posted at the school site in a publicly accessible location at least 72 hours in advance of the meeting. The notice shall specify the time, date and location of the meeting and shall include the meeting agenda which describes items to be discussed or acted on. Any change in the established date, time, or location must be given special notice. All meetings shall be publicized. Any required notice shall be in writing and shall be delivered either personally or by mail or by email to each member no less than 72 hours or more than two weeks prior to the date of such meeting.

Notice of a special meeting shall be posted at the school site in a publicly accessible location at least 48 hours in advance of the meeting. The notice shall specify the same information and shall be delivered in the same manner as the agenda for regularly scheduled meetings as described above.

Section 5 – Decisions of School Site Governance Council

All decisions of the SSGC shall be made only after a vote of a majority of its members in attendance, provided a quorum is present. The SSGC may not take any action on any item of business that did not appear on the agenda, unless by unanimous vote of committee members present, and then only if there is need for immediate action and that need became evident after the posting of the agenda.

If the SSGC violates the procedural requirements of the Brown Act, they must reconsider the item at their next meeting, upon demand of any person and after allowing public input on the item.

Section 6 – Quorum

The presence of one more than 50 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the SSGC. No decision of the SSGC shall be valid unless a majority of the members concur therein by their vote.

Section 7 – Conduct of Meetings

All regular and special meetings of the SSGC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the SSGC shall be open to the public.

The public shall be allowed to address the SSGC on any topic within the subject matter jurisdiction of the body. Public comments shall be an item on every SSGC agenda.

Any materials provided to the SSGC must be made available to the public upon request.

ARTICLE VII

AMENDMENTS TO BYLAWS

These bylaws may be amended by a two-thirds (2/3) affirmative vote at any meeting of the SSGC, provided notice has been given at the previous meeting OR thirty (30) days written notice has been given to each member of the SSGC and posted in the regular agenda posting location.

The bylaws shall be formally reviewed and approved every two years.

Adopted: January 10, 2007

Amended: June 6, 2012

Amended: February 11, 2015

Amended: September 13, 2017

Amended: October 23, 2019