

# Torrey Pines Elementary School

## Site Governance Team Bylaws Effective October 2020

### **ARTICLE I** - Responsibilities of the Site Governance Team

The school principal is ultimately responsible for setting the school schedule, hiring and assigning staff, 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:

**Section 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.

**Section 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

**Section C.** Issues recommended to SGT for review by another school committee, student organization or

### **ARTICLE II** - Members

**Section A:** Composition - The SGT shall be composed of 9 members as follows:

- The TPES principal
- 4 classroom teachers
- 1 member of classified staff
- 3 parents of students currently enrolled at TPES

## **Section B: Selection of members**

### 1. Teachers

The TPES 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 TPES Foundation board of directors. 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 C: 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 Board member will have a term of one year. All other members shall be elected in the spring 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. All terms begin at the end of the school year following the elections. 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 E: 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 TPE as a result of promotion to sixth 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 TPES.

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

## **Section F: Transfer of Membership**

Membership on the SGT may not be assigned or transferred; however, the TPES Foundation board 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 board are present only one of them shall have the right to vote.

## **Section G: 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 A: Officers**

The officers of the SGT shall be a chairperson, vice-chairperson, secretary, and other officers the SGT may 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.
  - Have other such duties as are prescribed by the SGT.
  
- The vice-president shall:
  - Represent the chairperson in assigned duties.
  - Substitute for the chairperson in his/her absence.
  
- 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 register of names, 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.
  - Perform other such duties as are assigned by the chairperson or the SGT.

### **Section B: Election and Terms of Office**

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

### **Section C: 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 A:** Meetings

The SGT shall meet regularly on the first Tuesday of the month, during the school year. Special meetings of the SGT may be called by the chairperson, principal, or by a majority vote of the SGT.

### **Section B:** Place of Meetings

The SGT shall hold its regular meetings at a facility provided by the school, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SGT.

### **Section C:** Notice of Meetings

Written public notice of all meetings shall be given at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: school marquee, school newsletter, and school calendar. All required notices shall be delivered to SGT and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, personally, or by mail or email

### **Section D:** 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.

### **Section E:** 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 F:** 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 F:** 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 C of this article.

## **ARTICLE V** - Committees

### **Section A:** 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 B:** 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 C:** Terms of Office

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

### **Section D:** 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 E:** 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. Written notice of the proposed amendment must be submitted to SGT members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.