

### **Section 1.1 – The Role of the School Site Council (SSC) at Monta Loma Elementary School**

The main role of the School Site Council (SSC) at Monta Loma Elementary School is to provide both guidance and oversight in how students, parents, teachers, administrators, district representatives, state representatives, and the local community work together to maximize the success of current educational goals.

In addition to fulfilling any responsibilities as prescribed by the current California Educational Code and the current policies of the Mountain View Whisman School District, the School Site Council may also take on additional tasks and responsibilities as recommended by the current principal of Monta Loma Elementary School.

In carrying out its objectives, the School Site Council will strive to promote open communication and transparency, and endeavor to make sure the wants and needs of all concerned parties are fairly represented.

### **Section 1.2 – The Composition of the School Site Council (SSC) at Monta Loma Elementary School**

In compliance with current California State Education Code, the School Site Council (SSC) at Monta Loma Elementary School will consist of the following ten voting members:

- The current principal of Monta Loma Elementary School.
- Three teachers currently working at Monta Loma Elementary School.
- One member of the Monta Loma Elementary School staff who is neither a teacher nor the principal.
- Five parents who currently have children attending Monta Loma Elementary School, and who are also not currently employed at Monta Loma Elementary School.

The School Site Council will also appoint two SSC members to serve in the following positions:

- Chairperson of the School Site Council.
- Secretary of the School Site Council.

## **Section 2.1 – The Selection of School Site Council (SSC) Members at Monta Loma Elementary School**

The current principal of Monta Loma Elementary School is always a permanent member of the School Site Council (SSC), as mandated by the California State Education Code.

The remaining members of the School Site Council consist of teachers, staff members, and parents who volunteer to serve on the SSC for a minimum of one school year.

Teacher, staff, and parent SSC members are normally selected during the month of May prior to the school year in which they will be serving on the School Site Council.

Any teacher, staff member, or parent who is interested in serving on the School Site Council must provide their name for consideration to the current principal by May 1<sup>st</sup> (prior to the school year in which they would be serving on the SSC).

Any teacher, staff member, or parent currently serving on the School Site Council and wishing to continue serving as a SSC member during the following year, must resubmit their name for consideration each year. Under normal circumstances, SSC members can only serve on the School Site Council for three consecutive school years before taking a mandatory one-year break from serving on the SSC.

If four or fewer parents submit their names by the May 1<sup>st</sup> deadline, then the principal must appoint those self-selected parent volunteers to serve on the SSC during the following school year.

If more than four parents submit their names by the May 1<sup>st</sup> deadline, then the principal must conduct a runoff election between May 1<sup>st</sup> and June 1<sup>st</sup> (prior to the school year in which the parent volunteers would be serving on the SSC). The principal must appoint the four top candidates selected by their peers, who receive the most votes in the runoff election. Any parent who has a student attending Monta Loma Elementary School is eligible to vote in this runoff election.

If three or fewer teachers submit their names by the May 1<sup>st</sup> deadline, then the principal must appoint those self-selected teacher volunteers to serve on the SSC during the following school year.

If more than three teachers submit their names by the May 1<sup>st</sup> deadline, then the principal must conduct a runoff election between May 1<sup>st</sup> and June 1<sup>st</sup> (prior to

the school year in which the teacher volunteers would be serving on the SSC). The principal must appoint the three top candidates selected by their peers, who receive the most votes in the runoff election. Any teacher working at Monta Loma Elementary School is eligible to vote in this runoff election.

If one staff member (who is neither a teacher nor the principal) submits their name by the May 1<sup>st</sup> deadline, then the principal must appoint the self-selected staff volunteer to serve on the SSC during the following school year.

If more than one staff member (who is neither a teacher nor the principal) submit their names by the May 1<sup>st</sup> deadline, then the principal must conduct a runoff election between May 1<sup>st</sup> and June 1<sup>st</sup> (prior to the school year in which the school staff volunteers would be serving on the SSC). The principal must appoint the top candidate selected by their peers, who receives the most votes in the runoff election. Any staff member working at Monta Loma Elementary School (who is neither a teacher nor the principal) is eligible to vote in this runoff election.

If at any time there are open positions on the School Site Council not filled by the normal SSC volunteer consideration process, the current principal can appoint self-selected teacher volunteers, self-selected staff volunteers, and self-selected parent volunteers to the School Site Council as required (even allowing volunteers to serve on the SSC for more than three consecutive school years if necessary).

The process for volunteering to serve on the School Site Council should be sufficiently publicized so that the significant majority of teachers, staff members, and parents understand the responsibilities the School Site Council, understand the responsibilities of the SSC members, and understand the process for serving on the SSC.

## **Section 2.2 – Expected Behavior of School Site Council (SSC) Members**

School Site Council (SSC) members are expected to attend all official School Site Council Meetings. SSC members are expected to arrive on time to meetings and to be present for the entire duration of SSC meetings.

If a SSC member is unable to attend any part of an SSC meeting, they should notify either the SSC chairperson or the current principal in advance of the scheduled SSC meeting.

SSC members should be sufficiently prepared in advance for SSC meetings by reviewing any provided materials and performing any assigned tasks.

While conducting School Site Council business, the behavior of SSC members should reflect the Monta Loma Elementary core values including: courage, respect, hard work, compassion, and responsibility.

### **Section 2.3 – Resignation of School Site Council (SSC) Members**

A School Site Council (SSC) member may resign at any time from School Site Council by officially notifying the current principal of Monta Loma Elementary School.

Any parent member of the SSC must resign from the School Site Council if their children stop attending Monta Loma Elementary School.

Any teacher member of the SSC must resign from the School Site Council if they stop teaching at Monta Loma Elementary School.

Any school staff member of the SSC must resign from the School Site Council if they stop working at Monta Loma Elementary School.

If any member of the School Site Council does not conduct SSC business as outlined in section 2.2 of the SSC bylaws, the current principal can issue the SSC member an official warning to correct their behavior based on a specific incident.

After issuing two warnings to a School Site Council member to correct their behavior, the current principal can remove the SSC member from the SSC council after a third incident where the SSC member does not conduct SSC business as outlined in section 2.2 of the SSC bylaws.

### **Section 3.1 – Appointment of School Site Council (SSC) Officers**

Each school year, the School Site Council will appoint two SSC members to serve in the following positions:

- Chairperson of the School Site Council
- Secretary of the School Site Council

Any of the current ten SSC members are eligible to serve as either chairperson or secretary.

Any member who is appointed to either the chairperson or secretary position is expected to serve the remainder of school year in which they were appointed.

At the first SSC meeting of the school year, both the chairperson position and secretary position are considered vacant.

If at any time there is a vacancy for an SSC officer position, the current principal can ask for members to nominate themselves to serve in the vacant position.

If only one person nominates himself or herself for the vacancy, then the principal must appoint that person to the vacant position.

If more than one person nominates himself or herself for a vacant position, then the principal must determine who will fill the vacant position by secret ballot. Each SSC member may vote for a single person to fill the vacant position. The principal must tally the votes and appoint to the vacant position the person who receives the most votes. In case of a tie vote, the principal chooses which of the SSC members will be appointed to the vacant position.

If at any time the position for either the chairperson or secretary remains unfilled, or if either the chairperson or secretary is unable to temporarily perform their duties, then the principal is required to fulfill all duties of the missing officer.

### **Section 3.2 – Duties of School Site Council (SSC) Officers**

The chairperson of the School Site Council (SSC) must perform the following duties:

- Assure that SSC goals and responsibilities are both well established and vigorously pursued for the current school year.
- Maintain and communicate the official agenda for each SSC meeting.
- Run each official SSC meeting and assure each agenda item is addressed both efficiently and properly.

- Assure that all SSC business is conducted in accordance with the Monta Loma Elementary SSC bylaws, CA state education codes, and other relevant laws.

The secretary of the School Site Council (SSC) must perform the following duties:

- Assure that time and location of any official SSC meeting is posted at least 72 hours before the SSC meeting takes place, in at least one venue available to the general public.
- Assure that the agenda of any official SSC meeting is posted at least 72 hours before the SSC meeting takes place, in at least one venue available to the general public.
- If a SSC meeting is canceled, assure that a notice stating that the meeting has been canceled is posted at the SSC meeting place where the public can view it.
- Record the official minutes of any scheduled SSC meeting, and include any relevant supporting documents or summaries.
- Amend the official minutes as necessary, and assure that official minutes approved by the SSC are posted in at least one venue available to the general public.
- Make any documents related to official SSC business available to the public on request in accordance to CA state education codes, and other relevant laws.

### **Section 3.3 – Resignation of School Site Council (SSC) Officers**

A School Site Council (SSC) member may resign at any time from the position of the chairperson or secretary by officially notifying the current principal of Monta Loma Elementary School.

Any member of the SSC must resign the position of the chairperson or secretary if they stop serving on the School Site Council for any reason.

### **Section 4.1 – Scheduling of School Site Council (SSC) Meetings**

The School Site Council (SSC) must meet at least five times during the school year.

The principal is in charge of scheduling School Site Council meetings as necessary to make sure all of the SSC responsibilities and goals can be adequately achieved during the school year.

The principal should notify SSC members at least one week before an official SSC meeting is scheduled to take place.

The principal should do their best to make sure SSC meetings are scheduled at time and date that is convenient for all SSC members to attend.

### **Section 4.2 – Canceling and Rescheduling of School Site Council (SSC) Meetings**

If both the principal and the SSC chairperson are unable to attend a scheduled SSC meeting, then the SSC meeting must be canceled and rescheduled.

If only four or fewer SSC members can attend an official SSC meeting, then the SSC meeting must be canceled and rescheduled.

All SSC members must be notified that an SSC meeting has been canceled, and a notice stating that the meeting has been canceled must be posted at the SSC meeting place where the public can view it.

### **Section 5.1 – Conducting School Site Council Business at School Site Council (SSC) Meetings**

The chairperson is in charge of running each School Site Council (SSC) meeting.

Each SSC meeting must be open to the public, and time must be made available during the meeting to give each member of the public an opportunity to address the SSC.

Any SSC member can make a proposal for official action to be taken by the SSC. The SSC members must vote on all proposals for SSC action. In order for a proposal for SSC action to pass, it must receive six confirming votes. Of the six confirming votes, at least two of the votes must be from parent members, and two of the votes must be from members employed by Monta Loma Elementary School.



**Section 6.1 – Precedence of CA State Education Code over the School Site Council Bylaws for Monta Loma Elementary School.**

In all cases, current CA State Education Code and any relevant laws regarding the responsibilities and operation of school site councils have precedence over the school site council bylaws as outlined in this document.

**Section 6.2 – Updating the School Site Council Bylaws for Monta Loma Elementary School.**

The Monta Loma School Site Council (SSC) Bylaws may be updated at any time, and then adopted by the SSC using the same approval process as a proposal for SSC action.