

**LOOMIS BASIN CHARTER SCHOOL
SCHOOL SITE ALLIANCE
BY-LAWS**

ARTICLE I. NAME

The name of this Council shall be the **Loomis Basin Charter School Site Alliance.**

ARTICLE II. PURPOSE

The primary objectives of the School Site Alliance (SSA) shall be to help identify needs and offer advice to administration. Through a school-wide commitment, the team will foster a positive learning environment, which sets high expectations and meets the needs of the student body.

The School Site Alliance shall be a link between the school and the local community and will serve as a means for participatory guidance through which the various stakeholders in the school community may assist the school and the school may assist the community. The stakeholders are parents, students, other community representatives, professional educators, and other school staff. The School Site Alliance shall be a resource to the school and school director.

Functions shall include:

- A. To facilitate the development of the School Action Plan (SAP)
- B. Provide advice on curriculum
- C. Offer input on program and school logistics
- D. Help identify needs and opportunities
- E. Make program suggestions
- F. Assist in the coordination of special events
- G. Parental/school involvement projects
- H. Public relations
- I. Needs assessments

All SSA meetings will be held in compliance with the provisions of the Brown Act.

ARTICLE III. MEMBERSHIP

The School Site Alliance Committee shall be composed of equal members of parents, community members, students (upper grades) and staff elected by their peers. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

- School Director
- Teachers
- Staff
- Parents
- Students from upper grades to be invited when appropriate

SSA members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, staff by staff, etc.) Vacancies will be filled by special elections as needed in the same general manner. Changes in the SSA composition during the school year must be approved by the Director or Superintendent.

(If the elected team is not representative of the school community, as determined by the Director and/or Superintendent, the SSA must devise and implement a process which insures proper representation. For example, the director may appoint community members to the SSA).

All stakeholders are invited to attend SSA meetings as non-voting participants without regard to membership on the SSA.

- Section 1. Voting: Alliance recommendations will be by majority vote and implementation will be subject to the Charter School Director's approval. All votes must be conducted orally. All members of the Committee shall have one vote each. A voting member must be present to vote.
- Section 2. Term of Membership: Members of the SSA should attend SSA meetings on a regular basis. A SSA member will be removed from membership after two (2) unexcused consecutive absences from properly noticed SSA meetings. Vacancies will be filled as described above.
- Section 3. Length of Term: Members of the original (2008-2009) School Site Alliance Committee shall be elected for a two-year term. To enable a 50% annual refresh of SSA membership, half of the original (2008-2009) SSA will be asked to serve a third year in 2010-2011.

The original SSA members serving for a third year will be determined by a random drawing and confirmed by the School Director. Beginning with the 2010-2011 school year, newly elected SSA members will serve a two year term. Future elections will support the goal of refreshing 50% of the SSA membership annually.

- Section 4. Announcement of an election must be made to the various peer groups at least one month in advance. Announcements will be distributed in a manner that ensures the widest dissemination possible within the peer group.
- Section 5. Election of the faculty representatives will take place at a scheduled general faculty meeting.
- Section 6. After the completion of the first two years, Election of the parent representatives will take place at a scheduled general meeting of parents.

ARTICLE IV. OFFICERS

- Section 1. Officers of this committee will consist of a chair, vice-chair and secretary.
- Section 2. The officers shall be elected annually at the May meeting.
- Section 3: Installation of new officers will be held at the first meeting of the school year.
- Section 4: If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.
- Section 5. Nominating Committee:
 - A. There shall be a nominating committee composed of three members who shall be elected by the School Site Alliance at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.
 - B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.

ARTICLE V: DUTIES OF THE OFFICERS

- A. The Chair shall preside at all meetings of the Alliance and will be an ex-officio member(s) of all committees except the nominating committee. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it. The Chair will act as the liaison between the PTC and Site Alliance, or they may appoint someone to take their place. This would include attending the PTC meetings and reporting back to the SSA members.
- B. The duties of the Vice-Chair shall be to represent the Chair in his/her assigned duties, and to substitute for the Chair during his/her absence, and to perform such other duties as may be assigned to him/her by the Chair or the School Site Alliance.
- C. The Secretary shall be responsible for all correspondence and notices of meetings. The Secretary shall keep the minutes of all meetings and assure that copies of the minutes are distributed in a timely manner to Council members. Minutes will be made available to any stakeholder who requests them. The Secretary will keep an accurate record of attendance at all meetings as well as a current roster of all stakeholders.

ARTICLE VI. MEETINGS

The School Site Alliance shall meet regularly and the schedule of meetings for the year will be determined and published in September for the current school year. Notification of all regular meeting places will be included in the minutes.

- Section 1. Guests: All meetings are open to the public under the Brown Act; however, nonmembers / guests may not vote on School Site Alliance recommendations.
- Section 2. Attendance of SSA members will be kept for all meetings. The Secretary or a designee will take attendance.
- Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be kept on file at the school and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted.

Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any recommendations made.

- Section 4. Special meetings may be called by the Chair or by notice of any three (3) members in writing to the Chair.
- Section 5. All scheduled meetings, meeting times, and places will be announced at least one week in advance. Any matter that is scheduled to come before the council for a vote requires at least 3 days advance written notice to all SSA members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.
- Section 6. SSA meetings will be scheduled at times and locations convenient for all stakeholders (parents, students, teachers, staff and members of the community).
- Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. **To establish a quorum, a majority of the membership of the council (50% plus 1) must be present at the meeting.**
- Section 8. SSA meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SSA meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SSA meeting, the PTC, or the principal.
- Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay." If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Official votes will become part of the minutes.

ARTICLE VII. COMMITTEES

- A. The Chair shall create such committees as may be required to promote the objectives of the School Site Alliance.
- B. Committees may include other stakeholders not belonging to the SSA.

- C. The SSA Chair is an ex-officio member of all committees except the nominating committee.
- D. All committees shall bring recommendations to the School Site Alliance at the monthly SSA meeting.

ARTICLE VIII. SSA TRAINING AND ACTIVITIES

- A. SSA members will have opportunities to engage in training activities and workshops to build the team, orient new members, develop skills, and gain a better understanding as to their roles in the school improvement process.
- B. School-based accountability funds may be used to support appropriate training.
- C. All members of the SSA will take an active role in developing, implementing, and evaluating the School Action Plan (SAP). Members will participate in monitoring the progress of the SAP and will assist in completing a needs assessment each year to determine how best to revise the current SAP.
- D. The SSA will have access to the necessary data to successfully complete the SAP, including budgets, staffing levels, instructional materials, and test data. School personnel, as directed by the principal, may assist the SSA in gathering and interpreting data.
- E. The SSA and its officers will follow all District policies, state rules, and state statutes in conducting its business.

ARTICLE IX. AMENDMENTS

- A. Bylaws must conform to the Brown Act statutes and the policies of the School Board of Loomis Union School District.
- B. Amendments to the bylaws will be approved by a majority of the SSA members. Bylaws will be reviewed annually.

ARTICLE X. PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Loomis Basin Charter School Site Alliance.

Date Ratified 11-13-13

Director *Emily Spore*

President (Chair) *James J. Ruel*