

Landers Elementary School Site-Based Management Bylaws

I – Philosophy

The Site-Based Management team shall guide the principal and staff to implement the vision and mission of Landers Elementary School. This shall be accomplished through the cooperative efforts of school personnel, parents, and community members.

II - School Vision

The vision of Landers Elementary School is to develop a partnership with parents, students, and community to provide an exceptional educational environment in which all students are fully engaged daily in an appropriate standards-driven curriculum. With support from home and community, our school promotes rigorous academic standards while responding to individual student and family needs and strengths. Staff encourages students to be self-disciplined and promotes classroom communities where team members are respectful and supportive of one another, further encouraging a love for learning.

III - School Mission

Landers Elementary School is to provide a quality education for all students. We provide a strong foundation in basic skills. We share important values and beliefs, especially respect for self and others. We prepare students for responsible citizenship and a productive work life. We instill a lifelong love of learning. We believe our goals can only be achieved through the shared efforts of the community, parents and school

IV - Goal

The goal of the Site-Based Management Team is to improve student achievement and create an environment for shared decision-making at the site level, which is conducive to creation of an effective learning environment.

V - Council Membership

- A. The Site-Based Management team shall be composed of the principal, representatives of teachers selected by teachers at the school, other school personnel selected by peers at the school, parents of students attending the school selected by such parents, and /or community members.
- B. Membership of the Site-Based Management team will include representatives from the following constituencies (hereby referred to as “the constituencies” throughout the remainder of this document. There will remain a parity between the school staff (Certificated and Classified) and parent members, including the principal. Those members will include:
 - 1. Principal
 - 2. 2 Certificated Staff with one of the staff being the MTA representative (or designated as an MTA representative).
 - 3. Up to 5 parents. (The number of parents will be equal to the number of school staff (including the principal).
 - 4. 2 CSEA Site-Based Management representatives.
- C. Meetings will be held every month during the school year unless otherwise scheduled by the Site-Based Management Team.

D. Selecting Site-Based Management Members

1. The means of selecting SBM members is not specific in law, except that members must be chosen by peers. No additional membership qualifications may be required.
2. Each group shall select its representatives through a ballot process and shall submit the names of its respective representatives to the principal for appointment to the Site-Based Team.
3. Selection of representatives and the chairperson should be completed in May for the next year. The chairperson will be selected by the membership of the Site-Based Management Team.
4. Length of terms should not exceed two years. The Site-Based Management Team may fill vacancies that occur during the year by appointment.
5. If there are no new nominations at the end of a current member's two-year term, that said member can be placed on the ballot for a new two-year term. Voting will then take place as usual.

E. Attendance at Site-Based Management Meetings

1. Non-Member Attendance
Non-voting members may attend any Site-Based Management meeting and express concerns as recognized by the Facilitator.
2. Member Attendance
Regular attendance or notification of absence is required. Non-attendance for three consecutive meetings may imply an inability to serve. A representative of the Site-Based Management team shall approach said member to determine his/her intent to serve.
3. Standing and Ad Hoc Committee Chair Attendance
Committee Chairs or their designated representatives will attend at their own discretion or at the request of the Site-Based Management team.

VI – Responsibilities

The Site-Based Management team of Landers Elementary School shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed SPSA from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the Site-Based Management team by the district governing board and state law

VII – Decision Making

- A. Consensus occurs when the group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support. If consensus is met, an issue passes. If consensus is not met, an individual may choose to step aside and allow the issue to go forward.
- B. Should action be required on a particular issue and there is no consensus, majority vote will be taken and objections noted with the vote total.
- C. At all meetings of the Site-Based Management Team, each member of the team, including the facilitator, shall have one vote.

- D. A quorum shall consist of 51% of the voting members being present for the purpose of conducting business and taking any matters before the council for a vote.
- E. Unless a resolution is reached, a tie vote will be tabled to the next scheduled meeting.

VIII – Committees

- A. None of the committees (standing or other) shall be created until such time as the Site-Based Management team deems an individual committee is necessary.
- B. One member of each standing committee shall be a council member designated as a liaison between the council and the committee.
- C. Ad Hoc committees will be decided by the Site-Based Management team.
- D. The Method of selecting standing and ad hoc committee members will be determined by the Site-Based Management team through any of the following procedures:
 - Recruitment
 - Volunteer
 - Election

IX – Constitution: Procedures for Action

- A. Ratification
 - 1. Final draft of bylaws, along with the meeting date, will be published and posted for review by the constituencies at least 10 days prior to the meeting for ratification vote.
 - 2. To take effect, this document must be ratified by the constituencies. Ratification of the Site-Based Management bylaws shall be effective upon a 2/3 vote of the constituencies present.
- B. Amendments
 - 1. The bylaws of the Site-Based Management shall be subject to amendment. Amendments must be approved by a two-thirds (2/3) vote of the constituencies present.
 - 2. Final draft of the proposed amendment, along with the meeting date, shall be published and posted for review by the constituencies at least 10 days prior to the meeting for amendment vote.
 - 3. Any member of the constituencies may propose an amendment, which shall be submitted in writing to the Site-Based Management team.
- C. Agendas
 - 1. Agendas and minutes of the previous meeting shall be posted 48 hours prior to the scheduled meeting date.

X – Permanent Site-Based Management Records **Landers Elementary School will maintain all official records.**

The Site shall direct, compile and maintain the following records:

- A. Annual master calendar of events and meeting agendas.
- B. Minutes of all official action on each agenda, including the voting record of each council member, and attendance at Site-Based Management meetings.
- C. Other records as required by subsequent action of the Site-Based Management team.

XI – Relationship with the School Site Administrator

The Principal shall be a member of the Site-Based Management team. The decisions and recommendations of the Site-Based Management team will be implemented by the Principal.

XII - Enforcement of the Site-Based Management Decisions

The Site-Based Management team shall make policy for Landers Elementary School, but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the Site-Based Management team shall retain such supervisory powers to insure that its policies, resolutions, and decisions are implemented.

XIII – Relationship with Existing School Organizations

- A. The Site-Based Management team will be independent of other site and community organizations, and will act in accordance with federal laws, state statutes, and Morongo Unified School District board policies.
- B. The Site-Based Management team will cooperate with other site organizations and/or committees (examples would include, but are not limited to the Student Government/Coyote Council, MTA, CSEA, MUSD administration) to promote the welfare of the school and community.

These bylaws were approved on October 3, 2017, with the following members present:

John Lowe	Principal
Cheryl Morcilio	Teacher – MTA Rep.
Sharon Stanberry	Teacher
Jeannine Brandrup	Classified – CSEA Rep.
Taylor Allan	Classified
Kendall Howard	Parent/Guardian
Bonnie Trezona	Community Member
Jennifer Pinnecker	Parent/Guardian
Tony McIntyre	Parent/Guardian
Craig Liechti	Community Member

John Lowe	_____	_____
Principal	Signature of Principal	Date

_____	_____	_____
SBM Chairperson	Signature of SBM Chairperson	Date