

**Clover Elementary School
Local School Leadership Council
9/28/2023 Meeting Agenda
Meeting held in Library at 2:50pm**

- **Call meeting** to order 2:52pm

- **Roll Call**

Present: Lauren Mulder, Tara Lowery, Patty Ricabal, Jackie Bonilla, Jill Fujioka, Amanda Sabel, Georgia Valmes, Diana Gazzo, Tracy Boulanger (alternate), Thasja Hoffman, Geny Zapata, Miranda White, Michael Youn (alternate), and Kristen Alaniz (alternate)
Tamika Butler - arrived by 3pm

All members present

- **Roles and Responsibilities of the Local School Leadership Council** (Mulder)

The purpose of the LSLC is a shared decision-making body including elected parents/community members, and school personnel. The LSLC creates local policy in five areas: 50% of staff professional development, student discipline (PBIS), schedule of events and activities, guidance for equipment use (i.e. copy machines), and the budget account for instructional materials.

Composition of Clover's LSLC

12 members: 6 teachers including UTLA Chapter Chair (2 alternates), the principal, 1 classified rep (1 alternate), 4 parents (2 alternates)

It is automatic that the principal and UTLA Chair are members and serve as co-chairs
In the event of any change in the size of the council the 50-50 ratio will be maintained.

Decisions

LSLC will consider the perspectives of various stakeholder groups. The primary goal is to reach consensus. If not reached, decisions will be made by a majority vote. Items must be on the agenda, vote will be the majority of the members present, procedure follows Robert's Rule of Order, administrator will communicate decisions to the staff and community. If the members feel action items on the agenda need more information/time/input, items can be tabled to the next meeting.

Agenda

Prepared by the principal and UTLA chapter chair, distribute at least 5 days prior to the meeting and posted in the display case in front of the school, agenda items and supporting documents may be submitted by any committee member at least 24 hours prior to the agenda preparation meeting

- **Robert's Rule of Order**

Basic rights of Robert's Rules of Order: right of majority to make decisions, right of minority to be heard, and rights of individual committee members to participate.

Individual Member Rights: receive meeting notifications and attend all meetings, to introduce and second motions, to speak on agenda items after seeking recognition of the chair, and then vote.

Right on Minority: to be heard and voice their dissent and have their dissent noted in the record. Once dissent is given and the vote is taken, it is the decision of the collective body.

Role of Chairperson

Recognizes speakers and controls the meeting, does not take sides, remarks of the speakers are to the chair, and appeal from the decision of the chair requires a second; vote is on whether the decision of the chair shall be sustained.

Quorum

The number of members that must be present to legally proceed with business. This is to ensure that the decisions are representative of the entire body.

Right to Make a Motion

Matters are considered one at a time, to be in order the motion must be directly related to the question being considered, and motions are considered out of order when they are frivolous, vague, or duplicate.

Right to Make Motions

Subsidiary motions, ie., motions to postpone, refer to committee, table etc, must directly relate to the main motion.

All motions need to be seconded, if no second, the no motion

After the first reading of the motion, the chair will ask, "Is there any discussion?" The maker of the motion has the first right to speak and to amend the motion.

Voting

The chair should announce minority votes, ie., "Hearing one nay and no others..." If the vote needs more than a majority (super majority), this should be stated before the vote.

Tie vote is a lost vote because the majority was not reached.

Duties of the Chair

Know and enforce bylaws, begin meeting on time, clarify ambiguity and reduce conflict, politely ask others to refrain from sidebars, clearly announce agenda items, before voting on a motion, restate the motion, so that it is clear, announce motion results, confine discussion to the motion and agenda item, and remain calm and impartial.

Vice-Chair

Steps in when Chair is absent, steps down, being censured, or is at issue with the motion

** Clover's LSLC has co-chairs - principal and UTLA rep

Secretary

Maintain documents, takes meeting minutes, sign the minutes, bring relevant documents

Parliamentarian

Assists in conducting the meetings in an orderly manner, has knowledge of procedures and Robert's Rule, and will resolve questions of procedure.

- **Norms of Collaboration**

Pausing, posing questions, presume positive intentions, put ideas on the table, provide data, paraphrase, pay attention to self and others

Every year is a new year, and a fresh start. The LCLS meetings are a safe space. We can agree to disagree, but need to do so respectfully.

- **Determine Recorder**

Since it is such an intense job, we would like to alternate the responsibility. A list went around for members to sign up

- **Future Discussion Items**

Can meetings be recorded?

- **Establish Public Comment Protocols and Time Limits**

Suggestion for public comment is to maintain the protocol of the Clover Council, limited to 10 minutes, with up to 10 public comments, 1 minute each. Public comments are to be emailed to Mrs. Mulder 30 minutes before the meeting.

M. Youn - that he has seen this differently at other schools and guidelines are up to 3 minutes.

L. Mulder - the concern is that the public comment section would become too long, and prevent moving onto the planned agenda.

Members suggest a compromise - maintain the 10 minute time limit, but the length of time is dependent on the numbers of individuals with public comments. If fewer than 5 public comments, then individuals may have up to 2 minutes, if more than 5 public comments then the 1 minute speaking time would remain.

T. Lowery suggests a vote.

The vote was questioned by M. Youn because it wasn't stated on the agenda.

T. Lowery responded that per her training that if the committee reaches a consensus, a vote can occur, and decisions can be made to keep business going. If we postpone the vote until the next meeting in October, then a protocol would not be in place.

The members decide to move forward with the vote.

T. Butler helped with Roberts Rules of Order to take the vote.

Motion by T. Lowery: Maintain the 10 minute time limit, but the length of time is dependent on the numbers of individuals with public comments. If fewer than 5 public comments, then individuals may have up to 2 minutes, if more than 5 public comments then the 1 minute speaking time would remain.

2nd by T. Butler

12 in favor, 0 opposed, motion passed

- **Request for introductions** - went around the room, everyone introduced themselves, and shared their role or connection to Clover

- **Adjourned 4:00pm**

By D. Gazzo, 2nd by G. Zapata

Zero opposed

Next meeting: Thursday, October 19, 2023

