

Hancock Elementary School SGT Bylaws

I. Goal

Purpose and Scope

The purpose of the Site Governance Team is to empower the staff, parents and students – to make long-range decisions and changes that will promote student academic, social and physical growth. This is accomplished through shared decision-making. Shared decision making allows for flexibility and assures accountability. It fosters positive communication, collaboration and positive consensus. The goal of shared decision-making is to improve the quality of the learning experience and the learning outcomes of students, to improve the quality of education, to enhance working conditions of employees and improve communications and involvement of the parents and community.

II. Definition of Shared Decision Making

Shared decision making is an inclusion process in which stakeholders work cooperatively to make decisions that positively affect student performance.

III. Outcomes

All stakeholders are valued and feel that their involvement/input has helped to improve student performance, social development of students, civic responsibility, the working life of employees, and the quality of life for children, parents and community.

IV. Requirements

Composition of the Team

The Site Governance Team shall represent the various stakeholder groups and shall be composed as follows:

- **50% Teachers** (including SDEA site representative)
- **35% Parents/Community** (including at least 3 parents)
- **15% Others** (classified)
- **Principal** (or designee) who is an ex officio member and not elected

This composition follows SDUSD guidelines, and at Hancock Elementary School results in 9 members, as follows: 4 teachers; 3 parents; 1 classified member; and the Principal.

Election of Members

On or about the first day of October of each year, new members will be elected to the Site Governance Team. The new members will take office as of the first meeting of the current school year. Members may be elected to consecutive terms of office. The SGT shall elect a

chairperson at the beginning of each term. The chairperson shall be a certificated SDEA unit member.

On or about the first day of September of each year, candidates will place their names on a ballot at a meeting of their constituents. Association representatives shall be selected under the rules of the association. For parents, a nomination form will be distributed and names on the ballots will reflect those on returned nomination forms.

Should a constituency group representative find it necessary to miss a scheduled meeting, he/she may send a designated alternate representative to carry forward the vote of the group at that meeting.

Should a vacancy occur, the alternate shall replace a SGT representative, except in the case of the Principal and Association Representative.

Terms of Membership

All membership terms are for two (2) years. All members may serve multiple terms at the discretion of their constituency groups.

In order to ensure both continuity and the renewal of leadership of SGT members, the terms are meant to be staggered so that roughly 50% of members are selected in even years and the remainder in odd years. In the case where all members are serving at the start of their two-year term, the team will determine by drawing of lot those members who will retire after the first year.

Resignation

If a selected member of the Governance Team resigns, an alternate, in order of selection by their constituency, will take their place. If no alternate is available, the remaining members of the SGT will appoint a replacement to finish the incomplete term.

Termination

Selected members will regularly attend meetings. Members missing two (2) consecutive meetings will be dropped from SGT as a representative of their constituency, and will be replaced by an alternate. If no alternate is available, the remaining members of the SGT will appoint a replacement to finish the incomplete term. This does not apply to the SDEA representative or the principal.

Role of Governance Team Members:

The role of governance team members is to support the goals of the school and school district by:

- Supporting the shared decision making process
- Seeking input and sharing outcomes with constituency groups
- Attending meetings regularly
- Becoming familiar with the governance document
- Sharing information, expertise, and documents necessary to make informed decisions
- Ensuring that decisions made do not violate contracts, laws, district policies and procedures

V. Scope of Authority: Scheduling/Assignments, Staffing and Budget

While it is recognized that the principal has the right to schedule/assign, staff and budget the school, Principals and Governance Teams should operate in accordance with the following specifications in the three areas of scheduling/assignments, staffing and budget:

Scope/ Tasks	Responsibilities/ Roles	
	Governance Team	Principal
Scheduling/ Assignments	<ul style="list-style-type: none"> In collaboration with Principal, develops direction, parameters and policies for scheduling/ assignments that focus on student performance; involves stakeholders; ensures equity; and uses the decision making process agreed to by the site.² Reviews assignments, plans and provides input/direction. 	<ul style="list-style-type: none"> In collaboration with Governance Team, sets direction, parameters and policies for scheduling/assignments that focus on student performance; involves stakeholders; ensures equity; and uses the decision making process agreed to by the site. Has responsibility for site implementation of Ed. Code; contract, policy, and procedural requirements, including scope of Board approved job descriptions. Provides information to Governance Team. Based on needs/data, determines schedules/assignments.
Staffing (Teachers & Classified Positions)	<ul style="list-style-type: none"> In collaboration with the Principal, develops direction, parameters and policies for staffing that focus on student performance; involves stakeholders; ensures equity; and uses the decision making process agreed to by the site.¹ Representation and/or provides input: <ul style="list-style-type: none"> - Posting - Setting Criteria - Interviewing - Selection 	<ul style="list-style-type: none"> In collaboration with Governance Team, sets direction, parameters and policies for staffing that focus on student performance; involves stakeholders in the interview process; ensures equity; and uses the decision making process agreed by the site. Has the responsibility for site implementation of Ed. Code; contract, policy, and procedural requirements, including scope of Board approved job descriptions. Provides information on enrollment, staffing needs, etc. In collaboration with Governance Team/Staff selects staff. Based on needs/data, reaches consensus with interview panel and selects staff. May deviate from collaborative staffing process for compelling reasons (e.g., late posting, ethnic/gender balance, language diversity).
Budget	<ul style="list-style-type: none"> In collaboration with Principal, develops direction, parameters and policies for the budget that focus on student performance involves stakeholders; ensures equity; and use the decision making process agreed to by the site. Provides input: Studies student performance data Develops criteria Develops direction Principal and governance team representatives determine and 	<ul style="list-style-type: none"> In collaboration with Governance Team, sets direction, parameters and policies for the budget that focus on student performance; involves stakeholders; ensures equity; and uses the decision making process agreed to by the site. Has the responsibility for site implementation of Ed. Code; contract, policy, and procedural requirements, including scope of Board approved job descriptions. Provides information to Governance Team on site budgets. Educates Governance Team about budget (how it works, etc.) Makes “day-to-day” decisions in concert with site; “budget directions.” Monitors implementation.

	approve overall budget directions	
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VI. Meetings/Operating Procedures

Roles and Responsibilities

1. Chair

One member will be elected as chair of the Governance Team by the members at the first meeting of the year. The term is for one year. The responsibilities of the chair are as follows:

- Prepare the agenda in collaboration with the Principal and/or agenda committee
- Plan and preside over meetings
- Ensure that the Governance Team abides by the bylaws, district guidelines, and observes ground roles at all times
- Notify team members and other interested parties of meetings
- Solicits input from all team members at meetings to ensure balanced representation.
- Responsible for keeping the team focused on agenda items and ensures that all team members and guests respect/observe the team ground roles.

2. Vice Chair

The SGT shall have a vice-chairperson to preside over the meetings and be responsible for the general conduct of the proceedings using rules of parliamentary procedure, when the regular chair is unable to carry out those duties. The term is for one year.

3. Secretary

The secretary shall be selected at the first meeting of the new school year. The secretary is responsible for taking and distributing the Governance Team minutes at both regularly scheduled and special meetings. The term is for one year.

4. Timekeeper

The timekeeper shall be selected at the first meeting of the new school year and is responsible for keeping the team within the time allotments on the agenda. If time limits cannot be kept, the timekeeper asks the team whether to continue or table the item for future agenda. The term is for one year.

Meeting Schedule

While school is in session, meetings may be held monthly with a minimum of seven meetings. Other meetings may occur as needed as determined by the Chair and Administrator. The first meeting of each new school year will occur no later than October 15th. Subsequent meetings for the year shall be scheduled during the first meeting.

Agenda

Agenda items must be referred in writing to the chairperson and principal one (1) week prior to the meeting. Items can be added to the agenda at the meeting with the consent of the body. Agendas will be distributed to all staff and committee members three (3) days prior to the meeting. The publication of the minutes of the meeting will take place no more than ten

(10) days after the meeting.

Quorum

A quorum, for the purpose of conducting the business of the Site Governance Team, shall be a simple majority (51%) of the designated/elected members of the committee.

VII. Decision Making Process

It is expected that a Governance Team should be operated by consensus, where lack of agreement is viewed as a signal that the best option has not yet been developed and put forward. Consensus, however, need not mean unanimity, nor should all decisions require endless discussion. Consensus means that all parties can live with the decision. Whether discussion on a given issue continues should depend on:

- a) the importance of the issue relative to others on the agenda, given available time,
- b) whether those with differing views feel satisfied that others have understood their views, whether or not they have reached agreement, and
- c) how strongly people feel about the issue. After thorough discussion and serious efforts to understand the reasoning behind opposing views, the Governance Team will initiate the agreed upon decision making process

Decision Making Process

The process for reaching decisions shall include the following steps:

Step 1: Decide by consensus.

Step 2: If consensus cannot be reached, a vote will be taken using the rules of parliamentary procedure. A 2/3 vote will be required.

Step 3: If a principal dissents from a majority decision of the Governance Team, the principal, the governance team chair(s), and the site SDEA representative shall meet to resolve the issue.

Step 4: If the issue is not resolved as indicated in Step 3, the principal, governance team chair(s), and the site SDEA representative shall meet with the school's assistant superintendent to resolve the issue.

Step 5: If the issue is not resolved as indicated in Step 4, the issue will be sent to the Shared Decision making Dispute Resolution Committee or SDDRC (members of the Contract Administration Committee or CAC, plus five parents appointed by the district and the association.) Decisions by this body to uphold or deny the principal's dissent, shall be made by consensus or majority vote. Issues should be resolved expeditiously.

Step 6: Consistent with state law, the final responsibility for dispute resolution and administration of district schools rests with the Board of Education.

VIII. Conflict Resolution

When disputes relating to the interpretation and/or application of this governance document and/or the district shared decision making document, the following applies:

1. Any constituency group or individual stakeholder may raise an issue regarding the interpretation/application of the document or procedures by submitting the dispute in writing to the Governance Team:
 - A primary responsibility of the Governance Team is to resolve the issue, using its decision making process.
 - Failing a resolution by the Governance Team, the constituency group of the individual stakeholder raising the issue may refer the dispute in writing to the Shared Decision Making Dispute Resolution Committee for resolution.
 - When an impasse is recognized, the Governance Chair initiates a meeting between the site SDEA Representative, Principal and Governance Chair to resolve the issue at the site level.
 - If the impasse cannot be resolved at the site level, the Governance Chair schedules a meeting with the school's Assistant Superintendent. The site SDEA Representative, Governance Team Chair and Principal meet with the Assistant Superintendent to resolve the issue.
 - If the issue cannot be resolved at the Assistant Superintendent level, the Governance Team Chair refers the issue to the Contract Administration Committee (CAC), along with appropriate documentation as to what steps had been taken already. The CAC will make the final decision as to how to resolve the dispute.

2. When other disputes arise, such as disagreements among members of the Governance Team, these procedures will apply:

The elected chair and the Principal are responsible for resolving conflicts within the Governance Team. Methods to resolve conflicts may include, but are not limited to:

- Calling a halt to discussion
- Calling a five (5) minute break
- Caucusing with individuals/groups
- Mediation
- Arbitration
- Forming of an Ad Hoc Committee to deal with conflicts and to make recommendations to the Governance Team

IX. Ratification of Governance Documents

The governance document must be submitted to each constituency group (certificated, including site administrators and certificated support staff, classified, parents) in a secret ballot ratification vote. Ratification requires a two-thirds vote of those voting within each constituent group.

X. Review and Amendment of Governance Documents

The site bylaws shall be reviewed every two to four years. Any changes to the bylaws require the

approval procedure as described in Section IX.

XI. Non-Discrimination

In the implementation of this procedure, no person(s) shall be discriminated against, based upon race, creed, religion, gender, ethnicity, age, marital status, sexual orientation, or disability.

XII. Application

This process shall apply to all programs within school services division and all other division as appropriate. This document in no way diminishes the legal authority of the School Site Council or any other group.