

Longfellow K-8 Spanish Immersion SGT

Bylaws

I. Goal

Purpose and Scope

The purpose of the Site Governance Team (SGT) 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 following the SDUSD guidelines to the extent possible:

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

Election of Members

Election of members shall be instigated if seats on the SGT are contested. If seats are uncontested, membership shall be composed of volunteers. There will be a teacher representative for each grade span K-2, 3-5, and 6-8. Grade level representatives shall alternate between represented grades every other year.

On or about the first day of October of each year, new members will be elected to the SGT. 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, Vice Chair and Secretary at the beginning of each term.

At the beginning of October 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 an 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 a lot of those members who will retire after the first year.

Resignation

If a selected member of the SGT resigns, an alternate, in order of selection by their constituency, will take their place. If no alternative 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, without prior communication, will be dropped from SGT as a representative of their constituency, and will be replaced by an alternate. If no alternative is available, the remaining members of the SGT will appoint a replacement to finish the incomplete term.

Role of Governance Team Members:

- The role of SGT 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, the Principal and the SGT will work together to develop direction, parameters, and policies that focus on student performance, involves stakeholders, ensures equity, and uses the decision-making process agreed to by the site as it relates to the three aforementioned areas.

For each task, the Principal will be responsible for the site implementation of Education Code: contract, policy, and procedural requirements, including scope of Board approved job descriptions. The Principal is responsible for providing the SGT with information and data. Additional responsibilities are outlined as follows:

Scope/ Tasks	Responsibilities/ Roles	
	Governance Team	Principal
Scheduling/ Assignments	<ul style="list-style-type: none"> · Reviews assignments, plans and provides input/direction. 	<ul style="list-style-type: none"> · Based on needs/data, determines schedules/assignments.
Staffing (Teachers & Classified Positions)	<ul style="list-style-type: none"> · Provides representation and/or input: <ol style="list-style-type: none"> 1. Posting 2. Setting Criteria 3. Interviewing 	<ul style="list-style-type: none"> · Based on needs/data, reaches consensus with the interview panel and selects staff. · May deviate from collaborative staffing processes for compelling reasons (e.g., late posting,

	4. Selection	ethnic/gender balance, language diversity).
Budget	<ul style="list-style-type: none"> · Studies student performance data · Develops criteria · Develops direction · SGT representatives may recommend budget directions 	<ul style="list-style-type: none"> · Presents to SGT (how it works, etc.) · Makes “day-to-day” decisions in concert with site; “budget directions.” · Monitor implementation.

VI. Meetings/Operating Procedures

Roles and Responsibilities

All roles will be elected by the members at the first meeting of the year for a term of one year.

1. Chair

The Chairperson shall be a certificated SDEA unit member, unless no one wishes to take this position, in which case a school administrator shall assume the role. 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 SGT abides by the bylaws, district guidelines, 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 rules.

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.

3. **Secretary**

The secretary is responsible for taking and distributing the SGT minutes at both regularly scheduled and special meetings. The publication of the minutes of the meeting will take place no more than ten (10) days after the meeting

Meeting Schedule

While school is in session, meetings may be held monthly within a minimum of seven meetings. Other meetings may occur as needed. The first meeting of each new school year will take place in October. 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 by the Thursday 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 on Friday prior to the meeting. The items will be posted to view by the public in an electronic format.

Quorum

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

VII. Decision Making Process

It is expected that an SGT 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;
- c. how strongly people feel about the issue.

After thorough discussion and serious efforts to understand the reasoning behind opposing views, the SGT 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. Decisions will be made by a 2/3 majority vote.

Step 3: If a consensus or a 2/3 majority vote cannot be reached by the SGT, issue will be tabled and redirected to a focus group for further solutions.

Step 4: If the Principal dissents from a majority decision of the SGT; the Principal, the Chair(s), and the site SDEA representative shall meet to resolve the issue.

Step 5: If the issue is not resolved as indicated in Step 4; the Principal, the Chair(s), and the site SDEA representative shall meet with the school's assistant superintendent to resolve the issue.

Step 6: If the issue is not resolved as indicated in Step 5, 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 7: Consistent with state law, the final responsibility for dispute resolution and administration of district school 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 SGT:

- A primary responsibility of the SGT is to resolve the issue, using its decision-making process.
- Failing a resolution by the SGT, the individual stakeholder raising the issue may refer the dispute in writing 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. The elected Chair and the Principal are responsible for resolving conflicts within the SGT. When disputes arise amongst members of the SGT, 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 SGT

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 the school services division and all other divisions as appropriate. This document in no way diminishes the legal authority of the School Site Council or any other group.

Revision History

Date

Update

10/11/21 Reviewed and approved by SGT via consensus

1/12/2021 Reviewed and approved by SGT via consensus
