

**Abraham Lincoln High School
Site Governance Board Bylaws**

Philosophy and Purpose of SGT

The purpose of the **Abraham Lincoln High School Site Governance Team (SGT)** is to empower staff, parents, community and students in a shared decision-making process to make long-range changes that will positively promote student academic, social, and physical growth. The goal of the SGT 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 communication, engagement, and involvement of the parents and community.

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. Shared decision making allows for flexibility and assures accountability. It fosters positive communication, collaboration and positive consensus.

Composition of the SGT

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

- **50% Teachers** (including SDEA site representative) currently have 8
- **35% Parents/Community** (including at least 3 parents) currently have 5 seats
- **5% CSEA members** (including site representative) currently have 0
- **5% Student representative** (possibly an ASB Representative) currently have 1
- **Principal** (or designee) who is an ex officio member and not elected

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 and secretary at the beginning of each term.

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. Student member will be elected by ASB.

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.

Term of Membership

All membership terms are for two (2) years, except students, who serve for one (1) year. All members, including students, 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 of Membership

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 of Membership

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.

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

Written Governance Document

The governance document must be submitted to each constituency group's representative, including certified staff, site administrators, classified staff, parents/community, and students for a secret ballot ratification vote. Ratification requires two-thirds of those representatives.

Review and Amendment of the Governance Document

The governance document will be reviewed at least every two years. The SGT will determine a process and a time for the review of the document and the submission of amendments. Amendments resulting from such review shall be ratified in accordance with the preceding paragraph.

Meetings/Operating Procedures

Roles and Responsibilities

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, supported by the vice 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 rules 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 roles.

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 Vice Chair will support the Chair in the responsibilities of meeting planning as listed on the previous page under 'Roles and Responsibilities of the Chair.

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.

Parliamentarian/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.

Meeting Schedule

While school is in session, meetings may be held monthly with a minimum of eight meetings. Other meetings may occur as needed. The first meeting of each new school year will occur no later than September 30th. Subsequent meetings for the year shall be scheduled during the September 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 made available to staff and committee members at least 72 hours 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:

- importance of the issue relative to others on the agenda, given available time,
- whether those with differing views feel satisfied that others have understood their views, whether or not they have reached agreement, and
- 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

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:

- 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 Area Superintendent. The site SDEA Representative, Governance Team Chair and Principal meet with the Area Superintendent to resolve the issue.

- If the issue cannot be resolved at the Area Superintendent level, the Governance Team Chair refers the issue to proper SDUSD office.

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

XI. Accountability

The decisions of the Site Governance Team are to improve the quality of the learning experience and learning outcomes for students, as documented by the Single Plan for Student Achievement.

XII. 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.

XIII. Scope of Authority: Scheduling/Assignments/Staffing and Budget

Scheduling and Assignments will be a collaborative effort between the Principal and the Governance Team. The Principal will provide information to the Governance Team such as staffing needs, the Ed Code and District Policies and Procedures. The collective effort of the Principal and the Governance Team will include the use of the site decision making process to assign staff equitably with the purpose of improving student achievement.

Staffing of Teachers and Classified Staff is a collaborative effort between the Principal and the Governance Team to develop parameters for staffing which focuses on student achievement. The guidelines will help ensure equity and the involvement of stakeholders.

The Principal will provide needed information on enrollment and staffing needs as well as any restrictions set forth in the CA Education Code and/or district policies and procedures.

The guidelines and approval of the school budget will be a collaborative effort between the Governance Team and the Principal using the agreed upon decision making process to insure equity in assignments and progress toward student achievement.