

**PHOEBE HEARST ELEMENTARY SCHOOL
SITE GOVERNANCE TEAM BYLAWS**

**ARTICLE I
NAME**

The name of this body shall be the Phoebe Hearst Elementary School Site Governance Team (GT).

**ARTICLE II
PURPOSE**

The purpose of the GT is to make decisions that use financial, physical and human resources to positively impact and improve the education experience for Hearst students. While it is recognized that the principal must schedule/assign, staff, and budget the school, the principal and the GT shall collaboratively set directions, parameters and policies for scheduling/assigning, staffing, and budgeting (except where SSC controls). The goal of such shared decision-making is to improve the achievement of all students through quality teaching and learning experiences.

Section One - Activities/Roles of the Governance Team as related to the above

- A. Make recommendations
- B. Gather, process, and disseminate data/information to staff, parents and community
- C. Review and implement site policy and goals
- D. Form committees/groups based on identified needs
- E. Delegate to committees such as:
 - 1. Staff Development Committee
 - 2. Discipline Committee
 - 3. Facilities/Safety/Security Committee
 - 4. Curriculum Committee
 - 5. Budget/Fundraising Committee(Committees may change and/or be consolidated as needs arise and change is appropriate.)
- F. Communicate with other groups such as the Parent-Teacher Association (PTA), Foundation, Student Council, etc.
- G. Review committee recommendations

ARTICLE III MEMBERS

Section 1 - Composition

The GT shall be composed of the Principal and the following twelve (12) other members:

1. Six (6) teachers (including the SDEA representative);
2. Three (3) parents of pupils attending the school,
3. One (1) P.T.A. Representative,
4. One (1) Foundation Representative, and
5. One (1) Classified (CSEA or CEA representative).

The parent members shall not be employees of the school district.

Section 2 - Term of Office

All members of the GT, except the Principal shall serve for two-year terms. To achieve staggered membership, two of the members representing parents and three of the members representing teachers shall initially serve for a one-year term. At the first regular meeting of the, GT, a chance method shall be used to determine which members shall serve one-year terms.

After the first year, the terms shall be for two years. (If, at any time after the first year, the staggered terms are confused, the whole GT shall determine how to return the membership to staggered terms in accordance with the intent of these bylaws.)

The term of office shall coincide with the school calendar. Members may be reelected.

Section 3 - Selection Process

The Principal shall be a member of the GT. The support staff member shall be self-nominated and elected by a ballot of the support staff. The teacher members shall be self-nominated and shall be elected by a ballot of the school's teachers. The parent members shall be self-nominated, shall submit a nomination form at the time of nomination, and shall be elected by a ballot of the parents with one vote per student. The P.T.A member shall be self-nominated and shall be elected by a ballot of the P.T.A. membership. The Foundation member shall be self-nominated and shall be elected by a ballot of the Foundation membership. The GT elections will be completed on or before June 1 each year. In each election, the candidates with the highest number of votes shall fill the available vacancies, without a runoff.

Section 4 - Termination of Membership

A member shall cease to be a member if she or he no longer meets the membership requirements under which they were selected (e.g., a parent becomes employed by the district).

Membership shall automatically terminate for any member who fails to attend three (3) consecutive regular meetings.

Section 5 - Transfer of Membership

Membership on the GT is not transferable or assignable.

Section 6- Resignation

Any member may resign by sending a written resignation to the chairperson of the GT.

Section 7- Vacancies

Any vacancy on the GT will be filled by following the procedures in Article III, Section 3, above, for each category.

**ARTICLE IV
LEADERSHIP**

Section 1 - Officers

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and such other officers as the GT may from time to time deem desirable. The chair and vice-chair shall be from different constituencies (e.g. if the chair is a parent, the vice chair must be either a teacher or support staff).

Section 2 - Election and Term of Office

The officers of the GT shall be elected at the first meeting in September, by the GT annually and shall serve for one year.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all GT members whenever, in the judgment of the GT, the best interests of the GT would be served thereby.

Section 4- Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by special election by the GT for the unexpired portion of the term.

Section 5 - Chairperson

The chairperson shall preside at GT meetings and may sign letters, reports, and other communications of the GT. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the GT from time to time.

Section 6 - Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as may be assigned from time to time by the chairperson or by the GT

Section 7 - Secretary

The secretary shall keep the minutes of the meetings, both regular and special, and shall promptly transmit to each of the members, to the school, and to such persons as the GT may direct, true and correct copies of the minutes of all meetings; see that all notices are duly given; be custodian of the GT records; keep a roster of the address and telephone number of each member of the GT, which shall be furnished to the secretary by each member; and, in general, perform all duties incident to the office of secretary and such duties as from time to time may be assigned to the office by the chairperson or by the GT .

ARTICLE V DECISION MAKING

Section 1 - Decision-Making and Dispute Resolution Process

The GT will make decisions by consensus. When consensus cannot be reached, the following steps will be taken: the dissenter(s) or each faction will develop an alternative plan to submit to the whole GT in an effort to reach consensus: if consensus still cannot be reached, a two-thirds vote will decide the issue.

(“Consensus” as used in these bylaws shall mean “general agreement or concord; harmony.” In effect, each member has the power to veto any decision by affirmatively refusing to consent, but silence shall be deemed consent.)

Section 2- Committees

The GT may from time to time establish, use, and abolish such standing or special committees and sub-committees as it may desire. No committee or sub-committee may exercise the authority of the GT.

ARTICLE VI MEETINGS

Section 1 - Regular Meetings

The GT shall meet a minimum of six times per year at a regularly scheduled time during the school year. The Chairperson shall determine the meeting dates and times with consensus from the GT.

Section 2- Special Meetings

Special meetings may be called by the chairperson or by request of any five (5) members.

Section 3 - Place of Meetings

The GT shall hold its regular monthly meetings and its special meetings at the school in a facility provided by the school and readily accessible by all members of the public.

Section 4 - Notice of Meetings

At least 72 hours before each regular meeting, the school principal or the chairperson shall cause notice of the meeting to be posted in a conspicuous public place. Any meeting held at any time other than the time for regular meetings set forth in Section 1 of this article, above, shall be considered a special meeting, and public notice of all special meetings shall be posted conspicuously and shall be delivered either personally, by e-mail, or by postal service to each member not less than 72 hours before the date of the meeting. Such notices shall state the day, date, time, and specific location (e.g., Room 10) of the meeting.

Section 5 - Quorum

The presence of at least fifty-one percent (51%) of the GT membership currently in San Diego County, shall be required to constitute a quorum necessary for the transaction of the business of the GT.

Section 6- Meetings Open to the Public.

All regular and special meetings of the GT and of its committees and sub--committees shall be open at all times to the public.

**ARTICLE VII
AMENDMENTS**

- A. Recommendations for amendment to the governance document will follow the same process as all other issues brought before the GT.
- B. Amendments must be ratified by two-thirds vote of the GT.

These revised bylaws are duly adopted by the GT at a regular/special meeting held at Phoebe Hearst Elementary School on _____

Chairperson _____