

**Lewis Middle School
Site Governance Team
Bylaws**

I. Goal

Lewis Middle School’s mission is to prepare all students academically and socially for high school and beyond. We will do so by creating a setting that addresses the academic and social emotional needs of all students, maintains high standards, fosters a positive school climate, and provides a broad range of educational experiences. It is our goal to have:

- Students who gain the necessary skills to become responsible and independent critical thinkers and decision-makers;
- Staff members who challenge themselves and engage their students by collaborating with colleagues, pursuing professional growth opportunities, providing academic rigor and relevant curriculum in the classroom, and creating safe and healthy learning environments;
- Staff members who keep parents informed of their children’s progress in a timely manner;
- Parents and guardians who support their children and their children’s teachers through active involvement in, and knowledge of, their children’s academic and social activities;
- A strong and growing community of local businesses and organizations that partner with students and provide them with opportunities to become responsible and productive citizens outside of school.

The purpose of the Lewis Middle School Site Governance Team (SGT) is to provide a forum for the exchange of information among all members of the Lewis Middle School community and to facilitate shared decision-making on issues as enumerated in these bylaws with the expressed purpose of improving the achievement of all students through quality teaching and learning experiences.

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 academic performance, social development, and responsibility; the working life of employees; and the quality of life for children, parents, and community.

IV. Requirements

A. Membership: Composition of the Team

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

- 1/2 Teachers (4 teachers, 1 non-classroom certificated, and 1 SDEA site representative)
- 1/3 Parents/Guardian/Community (4 total, at least 3 are parents)
- Classified (1 person)
- Principal (or designee) who is an ex officio member and not elected

This composition follows SDUSD guidelines, and at Lewis Middle School results in 12 members.

B. Election of Members

The chairperson, in conjunction with the principal is responsible for holding elections of new members in September of each school year. SGT members shall be elected by their own constituency group. Association representatives shall be elected according to the rules of the association. Membership is not transferable

C. Terms of Membership

The term of office of each member will be two years. All members may serve multiple terms at the discretion of their constituency groups. To ensure continuity, one half of the members will be elected on alternate years.

D. Resignation

If a selected member of the SGT 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.

E. Termination

Selected members will regularly attend meetings. Members missing two (2) consecutive meetings may be removed from SGT as a representative of their constituency by a two-thirds vote, 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. Anyone terminated may not run to fill a vacancy again at the end of the termination year or the year thereafter.

F. Role of SGT 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;
- Contributing issues and concerns for the agenda;
- Attending meetings regularly;
- Becoming familiar with the governance document;

- Sharing information, expertise, and documents necessary to make informed decisions;
- Making recommendations and decisions by consensus;
- 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 should operate in accordance with the following specifications in the three areas of scheduling/assignments, staffing and budget:

Responsibilities/ Roles

Scope/ Tasks	SGT	Principal
Scheduling/ Assignments	<ul style="list-style-type: none"> • In collaboration with principal, develops direction, parameters and policies for scheduling and assignments that focus on student performance; involves stakeholders; ensures equity; and uses the decision making process agreed to by the site. • Reviews assignments, plans and provides input/direction. • Reviews workspace assignments and provides input. 	<ul style="list-style-type: none"> • In collaboration with SGT, 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 SGT. • Based on needs/data, determines schedules/assignments. • Based on needs, makes decisions regarding workspace.

Responsibilities/ Roles (Cont'd)

Scope/ Tasks	SGT	Principal
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; 	<ul style="list-style-type: none"> • In collaboration with SGT, sets direction, parameters and policies for staffing that focus on student performance; involves stakeholders in the interview process; ensures equity; and uses

	<p>and uses the decision making process agreed to by the site.</p> <ul style="list-style-type: none"> • Provides input into the posting, criteria, interviewing, and selection of candidates. 	<p>the decision-making process agreed upon by the site.</p> <ul style="list-style-type: none"> • 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 SGT/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).
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Responsibilities/ Roles (Cont'd)

Scope/ Tasks	SGT	Principal
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 approve overall budget directions 	<ul style="list-style-type: none"> • In collaboration with SGT, 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 SGT on site budgets. • Educates SGT about budget (how it works, etc.) • Makes “day-to-day” decisions in concert with site; “budget directions.” • Monitors implementation.

VI. Meetings/Operating Procedures

A. Roles and Responsibilities

Chair

The team will elect a member of the SDEA bargaining unit to serve as chair of the Governance Team at the second meeting of the year, once new members are seated. 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 using the rules of parliamentary procedure;
- Ensure that the Governance Team abides by the bylaws and district guidelines, and observes ground rules at all times;
- Notify team members and other interested parties of meetings;
- Solicit input from all team members at meetings to ensure balanced representation;
- Keep the team focused on agenda items and ensures that all team members and guests respect/observe the team ground rules.

Vice Chair

The vice chair shall be elected at the second meeting of the year. The vice-chairperson shall 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.

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.

Timekeeper

The timekeeper shall be selected at the second 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.

B. Meeting Schedule

While school is in session, meetings may be held monthly according to a schedule or agreement made at the second meeting of the school year. Additional meetings may be scheduled as needed. The first meeting of each new school year will occur within the first three weeks of the school year.

C. 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 posted on the Lewis SGT webpage and distributed to all staff and committee members at least 24 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.

D. Quorum

A membership quorum of 51% is necessary to conduct business.

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:

1. the importance of the issue relative to others on the agenda, given available time;
2. whether those with differing views feel satisfied that others have understood their views; whether or not they have reached agreement, and;
3. 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.

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.

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:

A. 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.

B. 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;
- Formation 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.

