

BARROW COUNTY SCHOOLS SCHOOL GOVERNANCE TEAM BYLAWS

Article I

A School Governance Team has been established at _____ School of the Barrow County Schools District on _____, 2010. The name of this governing body will be the _____ School Governance Team, hereinafter referred to as the SGT, organized under the authority of Georgia law (O.C.G.A. § 20-2-2063.2, *et seq.* and the Charter entered into between the State Board of Education and the Barrow County Schools Board of Education with a commencement date of _____ (“Charter”).

Article II – School Purpose and Duties

Section A: Purpose of the School Governance Team

The purpose of the SGT is to make decisions that support the continuous improvement of the school in accordance with the provisions of the Charter. The members of the SGT are accountable to the constituents they serve and will perform those functions and duties and have those responsibilities of a school governance team as are set forth in the Charter. The SGT understands that the Charter governs the operations of Barrow County Schools. To the extent that there is any inconsistency between these bylaws and the Charter, the Charter will govern.

Section B: Duties of the School Governance Team

The SGT of _____ School will carry out the following duties:

- **School-community communication strategies** – The SGT will determine the methods of communication to be used by the school based on the needs and interests of the school community. These may include, but are not limited to, a telephone message system, handbooks, school newsletters, school web-sites, and parent informational meetings and workshops. Multilingual support is provided for all communication.
- **Methods of involving parents and the community** – The SGT will solicit parental input and encourage parental involvement in methods appropriate to the cultural background and interests of the school community. These may include, but are not limited to, Parent Teacher Association/Organizations, parent leadership focus groups, parent surveys, home visits, outreach to churches, parent workshops and parent-student special events.
- **School-based and community services** – The SGT will identify, develop and maintain community resources to support the physical, social, mental and academic needs of the learners. These may include, but are not limited to, Park and Recreation, YMCA, 4 –H, Boys and Girls Club, Safe Kids, mental health programs, Mentors, Family Academy and Boy and Girl Scouts.

- **Review formative and summative assessment data for the purpose of improving student achievement** – The SGT will review formative and summative assessments to make informed decisions which may include, but not limited to, allotment of time and allocation of resources.
- **Actively participate in the review of our district accreditation standards** – The SGT will be actively involved in the review of the district accreditation standards and will participate in goal and strategy development to address any recommendations.
- **Provide input on principal selection to the Superintendent** - The SGT will provide input to the superintendent.
- **Recommend school needs during the budget process** – The SGT will make recommendations for expenditure of funds based on school achievement data, parent-student community services and school-level data.

Article II - Members

Section A: Composition

The SGT will be composed of a minimum of 7 members and a maximum of 11 members. The principal will serve as the chair of the SGT for the first 2 years. The principal will also appoint the parents and business representatives the first 2 years. The staff will elect the teachers and student. The assistant principal will serve as an ex-officio member.

Composition:

#	Council Members	Elected By:
2	Parents (non-staff member)	Appointed by principal – 2 years and then voted on by parents
2	Parents (Business)/Community Representative	Appointed by principal – 2 years and then voted on by parents & Staff
2	Teachers	Staff
1	Principal of School	Chair – 2 years
1	Student	Staff
7	Total	

Elected parent representatives may be employees of the school district as long as they are not employed at this school.

No parent or teacher may serve on multiple School Governance Teams. If there are not enough parents or community representatives who wish to serve, then the principal may designate a representative to serve on the council in that place.

Section B: Election and Terms of Office:

For the 2011-2012 School Year only, the terms of the SGT members are elected for a nonspecific term. At the first gathering of the SGT, members will claim two or three year terms. At least one parent member must claim a two year term and one parent must claim a three year term. At least one parent (business)/community member must claim a two year term and one parent (business)/community member must claim a three year term. At least one teacher member must claim a two year term and one teacher must claim a three year term. The students will serve two year terms. The principal must serve on the SGT each year. For the school years beginning in 2013-2014 and beyond, all parents/business/community SGT members will be elected for two year terms and will serve until his or her successor is sworn into office. All teacher SGT members will be elected for five year terms and will serve until his or her successor is sworn into office. If members can not agree on term requirements, the principal will make the final decision on term lengths for each member.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school governing council. Absentee ballots are not typically permitted unless approved by chair. If a majority vote can not be obtained due to the absence of one member, then the Cluster Governance Team liaison (selected by the Superintendent) will be permitted to cast a tie breaking vote.

Section D: Termination of Membership

The SGT may, by an affirmative vote of the majority of all its members, suspend or expel a member for the following reasons:

- Member resigns by written letter to the SGT Chairperson.
- Parent-Member no longer has a child enrolled at the school.
- Member misses four SGT meetings.

Section E: Transfer of Membership

Membership on the SGT may not be assigned or transferred.

Section F: Vacancy

In the event of a vacancy on the SGT by death, resignation, removal, or any reason other than expiration of a member's term, the SGT Chair will fill such vacancy; and the person so appointed will serve until confirmed by the SGT and, upon confirmation, will serve for the unexpired term of office.

Article III - Officers

Section A: Officers

The officers of the SGT should be a chairperson, vice-chairperson, secretary.

The principal will serve as Chairperson the first two years.

The chairperson will:

- Preside at all meetings of the school governing council.
- Sign all letters, reports and other communications of the school governing council.
- Perform all duties incidental to the office of the chairperson.
- Have other such duties as are prescribed by the school governing council.
- Prepare agenda for all school governing council meetings in conjunction with the school principal.
- Serve on the Cluster Governance Team.
- Report to the SGT the news from the System-level and Cluster Governance Team meetings.

The vice-chairperson will:

- Substitute for the chairperson in his or her absence.
- Preside over special committees, as appointed.
 - Submit monthly updates on the special committees.
- Perform other duties as assigned by chairperson.
- Serve on the Cluster Governance Team.

The secretary will:

- Record minutes of all regular and special meetings of the SGT. See Article VI
- Transmit true and correct copies of the minutes of such meetings to members of the SGT.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the SGT.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the school governing council and others with whom the school governing council has regular dealings, as furnished by those persons.
- Perform other such duties as assigned by the chairperson or the school governing council.
- Keep accurate and updated copies of the school governing council by-laws.
- Post all meeting information electronically on eBOARD.

A System-level representative assigned to each Cluster Governance Team will:

- Be appointed by the Superintendent
- Attend all monthly meetings held by the System-level (or Cluster) Governance Team.

- Serve as a liaison for the SGT.

Section B: Election and Terms of Office

Each school year, members of the SGT will elect officers for the school year. Members currently serving as officer on the SGT may be re-elected.

Section C: Removal of Officers

Officers may be removed from office by a majority vote of the members.

Section D: Vacancy

A vacancy in any office will be filled within in 45 days by a special election of the school governing council, for the remaining portion of the term of office.

Article IV - Committees

Section A: Standing Committees, Subcommittees, and Special Committees

The SGT may establish and abolish standing committees, subcommittees and other special committees to perform duties as prescribed by the SGT. At least one SGT member representing teachers and one SGT member representing parents will make up the subcommittee. Sub-committees will serve as an advisory council to the governing issues of the SGT. **No subcommittee may exercise the authority of the school governance team.** Subcommittees may only act in an advisory capacity. SGT subcommittees will report on their activities to the full SGT. The Chairperson of SGT will name the Chairperson of any subcommittee at the time the subcommittee is formed.

Section B: Membership

Unless otherwise determined by the SGT, the SGT chairperson will appoint members of standing or special committees. Membership on special committees may be open to nominations at the direction of the SGT. A vacancy on a committee will be filled by appointment made by the chairperson.

Section C: Terms of Office

The SGT will determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the school governing council, or policies of the district governing board.

Article V - Meetings of the School Governance Team

Section A: Meetings

The SGT should meet once every month unless determined otherwise by the SGT. A quorum must be present in order to conduct official SGT business. A quorum is comprised of a majority of SGT members. Every question will be determined by a majority vote of members present. Each member of the SGT is authorized to exercise one vote. Proxy votes are not allowed unless approved by the SGT. Special meetings of the school governance team may be called by the chairperson or by a majority vote of the school governing council. All meetings of the SGT will be open to the public.

Section B: Place of Meetings

The SGT will hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SGT.

Section C: Notice of Meetings

Written public notice will be given of all meetings at least 48 hours in advance of the meeting. Notice by mail or email will be sent to SGT members at least seven days prior to a meeting and will include the date, time and location of the meeting. Changes in the established date, time or location will be given special notice. All meetings will be publicized in the following venues: front door of the school and on the school's website. Citizens must complete the "Request to Appear" form and submit to the SGT Chair five (5) school business days prior to the meeting. Citizens will have three (3) minutes to make a verbal presentation. Additional time may be considered if SGT Chair determines more time is needed for presentation of information.

Section D: Quorum

The act of a majority of the members present will be the act of the Notice by mail or email will be sent to SGT members at least seven days prior to a meeting and will include the date, time and location of the meeting., provided a quorum is in attendance, and no decision may otherwise be attributed to the school governing council. A majority of the members of the Notice by mail or email will be sent to SGT members at least seven days prior to a meeting and will include the date, time and location of the meeting. will constitute a quorum.

Section E: Conduct of Meetings

Meetings of the school governing council will be conducted in accordance with *Robert's Rules of Order* or an adaptation thereof approved by the school governing council.

Article VI - Minutes

SGTs are subject to the Open Records Act (O.C.G.A. § 50-18-70, *et seq.*), relating to the inspection of public records, in the same manner as local boards of education. Public records prepared or maintained by the SGT will constitute public records and will be subject to the Georgia Open Records Act. SGT members will maintain the confidentiality of records, including, but not limited to student education records, as may be required by federal and/or state law.

With regard to open meetings, a copy of the agenda and the members present at the meeting of the SGT will be made available to the public for inspection upon request at the school office within two business days of the meeting. Access to the minutes will be provided to the SGT members within 10 days following each SGT meeting. The official minutes will be open to public inspection once approved by the SGT immediately following the next regular meeting of the SGT.

Minutes at a minimum will include the names of the SGT members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll-call vote, the name of each SGT member voting for or against a proposal or abstaining will be recorded. In all other votes, it will be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

Article VII - Amendments

An amendment of these bylaws may be proposed at any regular meeting of the SGT and approved by a majority vote of the members present at the next official SGT meeting. The proposed changes will then be submitted to the superintendent for review and approval.