

**GOVERNANCE AGREEMENT FOR THE
CLOONAN SCHOOL GOVERNANCE COUNCIL
ADOPTED MARCH 6, 2023**

I. NAME AND GOVERNANCE

The name of this Organization is the Cloonan School Governance Council (“**Council**”) organized under the authority of the state reform law, Public Act 10–111, section 21(g) (“**Act**”). The Council shall be governed by this agreement (as updated or amended from time to time, “**Agreement**”).

II. PURPOSE

The Council shall work to support the educational efforts of the school to improve student achievement. The Council serves in an advisory capacity to assist the school principal and administration.

III. MEMBERSHIP

A. The Council shall consist of the following members (collectively, “**Members**”):

1. Seven members who shall be parents or legal guardians of students attending the school (“**Guardian Members**”);
2. Five members who shall be teachers at the school (“**Teacher Members**”);
3. Two members who shall be community leaders within the school district (“**Community Members**”; together with Guardian Members and Teacher Members, “**Voting Members**”);
4. One nonvoting member who is the principal of the school, or their designee (“**Principal Member**”); and
5. Up to two nonvoting student members (“**Student Members**”).

B. **Council Member Election**

1. At or around the beginning of the school year, the school administration will call for Council Member nominations on a date determined by the administration and Council. Nominations should be complete by mid-October.
2. After nominations are complete, the administration shall solicit votes from the relevant constituents outlined below, except for Community Members, which shall be selected by the Council. The voting deadline shall be determined by the administration and Council.
3. Nominees receiving the most votes will be elected to the Council.
4. Guardian Members shall be elected by the parents or guardians of students attending the school, provided, for purposes of the election, each household with a student attending the school shall have one vote.
5. Teacher Members shall be elected by the teachers of the school.
6. Community Members shall be selected by a majority vote of the Council.

7. Student Members may be selected by the student council or similar body (“**Student Council**”) representative of all students. Student Members are not required to be the same individuals for each meeting—the selections of Student Members attending each Council meeting is within the discretion of the Student Council.
8. Community Members will be elected to the Council by the sitting members of the Council, and are chosen to represent the community at large.

C. **Council Member Term**

1. Voting Members shall serve for a term of two years. No Voting Member shall serve more than two terms on the Council.
2. Student Members shall serve as selected by the Student Council.
3. The term of office shall begin on the date first elected.
4. **Resignation.** Any Council member may withdraw from the Council by delivering to the Principal, Facilitator, or Recorder a written resignation (which writing may be by email), or by giving verbal resignation during a meeting of the Council. Such notice shall be recorded in the official meeting minutes.
5. **Removal.** Any member of the Council, excluding the Principal, may be removed by an affirmative vote of a two-thirds majority of the Council’s voting members at a meeting of the Council. The Council shall determine the effective date of the removal.
6. **Compensation.** Council members shall not receive any remuneration to serve on the Council or its committees.
7. **Vacancy.** If a vacancy is caused because a member resigns, is removed by action of the Council pursuant to these Bylaws, or no longer meets the qualifications for membership specified by these Bylaws, such vacancy will be filled for the remainder of the unexpired term by the person who received the next most votes based on the most recent member election. In the event there are no eligible candidates, the Principal will appoint a person to serve for the remainder of the unexpired term.

IV. **ELECTION PROCESS FOR OFFICERS**

- A. The officers of the Council shall be Facilitator and Recorder (“**Officers**”). The Council may add additional officers, or choose multiple people to serve in any office as the Council determines by majority vote.
- B. Officers shall be elected by the Council at the first meeting of the school year, or as soon thereafter as the Council determines, and shall serve until the first meeting of the following school year.
- C. Only Voting Members are eligible to serve as Officers, unless the Council unanimously determines otherwise.

V. **OFFICER RESPONSIBILITIES**

- A. The Facilitator shall:

1. Prepare an agenda in conjunction with the Principal for each meeting in advance of each meeting of the School Governance Council.
 2. Preside at all meetings of the Council. In the event the Facilitator cannot attend a meeting, they will appoint a back-up person to serve in that capacity.
 3. Where appropriate, serve as chief spokesperson, responsible for speaking on behalf of the Council, including reporting on the progress of the Council to the Superintendent of Schools, the Board of Education, or the public as appropriate.
 4. Sign letters, reports, and other communications of the Council.
 5. Be custodian of the records of the Council.
 6. Have other such duties as determined by the Council.
- B. The Recorder shall:
1. Record meeting minutes including attendance.
 2. Provide notices as required by these Bylaws.
 3. Submit drafts of minutes to the Council for approval.
 4. Have other such duties as determined by the Council.

VI. DUTIES OF THE COUNCIL AND MEMBERS

A. **Members of the Council shall:**

1. All Members shall regularly attend and participate in council meetings.
2. Guardian Members shall solicit input from the school's guardian community with respect to issues of concern to the Council, and shall relay Council activities to the guardian community and to the Cloonan Parent Teach Organization.
3. Teacher Members shall solicit input from the faculty and support staff regarding issues of concern to the Council, and shall relay Council activities to the faculty and support staff.
4. The Principal Member shall keep the Council informed of all relevant school information, taking the lead role in promoting new programs at the school.
5. Student Members shall report to the Council on the activities and issues of concern of the students, and shall report back to the Student Council on the activities and issues of concern of the Council.

B. **The Council shall:**

1. Analyze school achievement data and school needs relative to any improvement plan for the school;
2. review the fiscal objectives of the draft budget for the school and provide advice to the principal before the school's budget is submitted to the superintendent of schools for the district;

3. participate in the hiring process of the principal or other administrators of the school by conducting interviews of candidates and reporting on such interviews to the superintendent of schools for the school district and the local and regional board of education;
4. assist the principal in making programmatic and operational changes for improving the school's achievement, including program changes, adjusting school hours and days of operation, and enrollment goals for the school;
5. work with the school administration to develop and approve a school compact for parents, legal guardians, and students that includes an outline of the criteria and responsibilities for enrollment and school membership consistent with the school's goals and academic focus, and the ways that parents and school personnel can build a partnership to improve student learning;
6. develop and approve a written parent/legal guardian involvement policy that outlines the role of parents and legal guardians in the school; and
7. utilize records relating to information about parents and guardians of students maintained by the local or regional board of education for the sole purpose of the election described in Section III.B of this Agreement. Such information shall be confidential and shall only be disclosed as provided in this Section VI.B.7, and shall not be further disclosed.

C. The Council may:

1. Work with the principal of the school to develop, conduct, and report the results of an annual survey of parents, legal guardians, and teachers on issues related to the school climate and conditions; and
2. provide advice on any other major policy matters affecting the school to the principal of the school, except on any matters relating to provisions of any collective bargaining agreement between the exclusive bargaining unit for teachers pursuant to C.G.S. § 10-153b and local or regional boards of education.

VII. MEETINGS

A. Meetings.

1. The Council shall meet on the first Monday of each month while school is in session, or such other time that the Council determines. The dates of regular meetings shall be posted on the school website. A schedule of regular meetings for the year may be established by the Council.
2. Meetings of the Council may be held in person at Cloonan Middle School, in a location determined by the Members, or via video or conference call.
3. The Council may open its meetings to the general public, and may establish procedures by which non-Members may add things to the meeting agenda and comment at such meetings.
4. Student Members may stay for the entire meeting, but are excused and free to leave after the Student Member report section of the agenda.

- B. **Quorum.** A majority of the currently sitting Members shall constitute a quorum for the transaction of Council business.
- C. **Conducting Business.** Meetings of the Council shall be conducted in a collegial manner, with unresolved disputes decided in accordance with the then current edition of *Robert's Rules of Order*.
- D. **Voting.** Decisions of the Council shall be determined by consensus. Where consensus is not achieved, a formal vote will be taken. Each Voting Member of the Council is entitled to one vote. Unless otherwise indicated in this Agreement, all votes shall be decided by majority vote. To the extent voting ends in a tie, the Principal Member may cast the deciding vote; or, should the Principal Member decline to vote, the tie vote shall stand and the vote will fail.

VIII. AMENDMENTS

Amendments to this Agreement may be proposed at any meeting of the Council, and may be adopted at the following meeting of the Council by at least two-thirds majority vote.

IX. CONFLICT OF INTEREST

No Member of the Council may receive any direct financial or other pecuniary benefit deriving from their position on the Council. For the avoidance of doubt, this Section IX does not apply to Members who are also employees of the school or school district with respect to compensation arising from their employment.
