

## **LOCAL SCHOOL GOVERNANCE TEAM BYLAWS**

### **Article I: Name**

This Local School Governance Team (“SGT”) has been organized as a governing council for the school, pursuant to the Charter Schools Act (O.C.G.A. § 20-2-2062 *et seq.*), the Charter agreement entered into between the Floyd County Board Education and the Georgia State Board of Education, and all other applicable state and federal law.

### **Article II: Mission and Purpose**

Floyd County Schools’ mission is to provide a quality education for a quality life. In order to meet the ever changing needs of educating students in the twenty-first century and to continue to be true to its mission, the Floyd County Schools decided to utilize the flexibility of a performance based contract called a charter. Pursuant to the flexibility granted to it under the charter, Floyd County Schools will be able to increase student achievement through academic and organizational innovation and will be able to customize its educational offerings and instructional delivery to meet the needs of an ever-changing community.

This SGT was organized as a result of Floyd County Schools’ recognition that greater support and involvement by parents and the community is essential to the success of our students and schools. It is the hope of Floyd County Schools that such support and involvement will promote innovative ideas and creative solutions among staff, parents, and the community as they work collaboratively to solve complex educational problems specific to our students and community needs. The purpose of the SGT therefore is to bring teachers, administrators, parents, and community members together to foster a better understanding of and mutual respect for each other’s concerns, and allow them an opportunity to share ideas for school improvement with an emphasis on academic improvement of students. Through the SGT, it is the desire of the Floyd County Schools Board of Education to bring parents and community members together with local teachers and administrators to respectively make school based decisions and perpetuate school improvement.

As required by the Constitution of the State of Georgia, the management and control of the Floyd County public schools is, and remains, the sole responsibility of the Floyd County School Board of Education (“FCBE”). Additionally, the school leader is, and will remain, the principal of the school. The SGT, however, serves to bring parents and community members together with the school administrators and teachers and shall provide advisory input upon matters concerning the local school.

### **Article III: Membership**

The initial SGT shall consist of a minimum of seven members, of whom a majority shall constitute a quorum. Membership on the SGT shall be determined as follows:

- One (1) principal, who shall serve as co-chair of the SGT and who shall be a perpetual member of the SGT;
- Two (2) parents/guardians of a student in the school who are elected by the parents/guardians of the school. The SGT may adopt procedures and regulations for the election of such parents/guardians, provided that each parent/guardian must have a student who is currently enrolled in the school and only one vote may be cast by each parent/guardian;
- Two (2) members of the community who live or work in the area or have a connection to Floyd County Schools and who are appointed by the principal and approved by the SGT;
- Two (2) members of the school staff who are elected by members of the school staff (one of whom must be a full-time certified staff member).

By majority vote of the SGT, the membership of the SGT can be expanded to as many as ten (10) members, provided the ratio between community members, parents, and staff members remains balanced. Additional members may be elected by a majority vote of the SGT.

All members of the SGT shall become familiar with and agree to abide by the FCBE Conflict of Interest Policy and Code of Ethics for Educators policies. Each SGT member shall sign an acknowledgement stating that they reviewed a copy of the policies and agree to abide by them.

#### **Article IV: Officers and Duties**

The officers of the SGT shall be two (2) co-chairs and a secretary. The Principal shall perpetually serve as one of the co-chairs. The remaining officers of the SGT shall be elected by the SGT at the first meeting of the SGT following the election of SGT members. The officers of the SGT shall hold office concurrently with their term of membership on the SGT.

##### **The Principal (Co-Chair)**

The school principal shall have the following duties pertaining to the SGT activities:

- (1) Set the initial agenda, meeting time, and location of all SGT meetings and informally notifying all SGT members of the same (it shall be the duty of the Secretary, as stated below, to give official legal notice);
- (2) Perform all of the duties required by law and the bylaws of the SGT;
- (3) Communicate all SGT requests for information and assistance to the Superintendent and inform the SGT of responses or actions of the Superintendent;
- (4) Develop the school improvement plan and school operation plan and submit the

- plans to the SGT for its review, comments, recommendations, and approval;
- (5) Aid in the development of the agenda for each meeting of the SGT after taking into consideration suggestions of SGT members and the urgency of school matters. An item may be added to the agenda at the request of one SGT member provided appropriate notice is given;
  - (6) Serve as the spokesperson of the SGT (or select a designee to serve as spokesperson).
  - (7) In addition to the principal's duties as co-chair of the SGT, the principal is ultimately responsible to the superintendent and the FCBE for the operational and academic progress of the school. While the principal serves on the SGT as co-chair and has voting rights, the principal may also veto any recommendation that is in conflict with the Code of Ethics of Educators, federal or state law, FCBE policy, or any recommendation which the principal, in their professional expertise and judgment, does not believe to be in the best interest of the students and the greater learning community.

### **The Co-Chair (Non-Principal)**

The non-principal co-chair shall be elected by the SGT at the first meeting of the SGT following the election of SGT members. The SGT chairperson shall have the following duties pertaining to SGT activities:

- (1) In the absence of the Principal, shall preside at SGT meetings;
- (2) Shall be responsible for signing the required affidavit on each occasion the SGT elects to close a meeting and enter into executive session. A copy of the affidavit shall be forwarded to the Assistant Superintendent for Operations (or other designee of the Superintendent) along with a copy of the meeting minutes.

The Co-Chair shall, in the absence or disability of the principal, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be required by the SGT.

### **The Secretary**

The secretary shall attend all meetings, act as clerk of the SGT, and be responsible for recording all votes and minutes of all proceedings in the books to be kept for that purpose. The secretary shall give official notice of all meetings (or cause another person to give notice of meetings) of the SGT, according to Article X. The Secretary shall perform such other duties as may be prescribed by the SGT.

## **Article V: Term of Office**

Unless removed as provided herein, the initial members of the SGT shall serve a term as follows: (1) One member of the school staff, one community member, and one parent/guardian shall serve an initial term of one year commencing on August 1, 2010 and ending July 31, 2011; (2) one member of the school staff, one community member, and one parent/guardian shall serve an initial term of two years commencing on August 1, 2010 and ending July 31, 2012; (3) the then-serving principal of the school shall be a perpetual member of the SGT. Thereafter, all SGT members other than the principal shall serve a term of two years.

## **Article VI: Elections**

Elections for Parent/Guardian members and school staff members shall take place in May each year (or at such other time as is deemed practical) for the purpose of selecting members of the SGT. The principal of each school shall cause notice of each upcoming election to be given to each electing body by no later than two weeks prior to the scheduled election date.

The electing body for the parent members shall consist of all parents and guardians eligible to serve as a parent member of the SGT (each parent/guardian may cast one vote in the election). The electing body for the staff members shall consist of all staff members of the school.

Election method/procedures: Nominations shall be accepted by the principal from members of the respective electing body prior to the actual election day. Nominations may be received by any manner authorized by the SGT. The plurality method of election shall be utilized with the candidate with the highest vote recipients being elected to serve on the SGT. The SGT shall establish procedures and rules for casting votes on an election day. Votes may be cast electronically, phonetically, or by written ballot.

## **Article VII: Vacancy**

The office of SGT member shall be automatically vacated if a) a member resigns, b) if the person holding the office is removed as a member by an action of the SGT or FCBE, or c) if a member no longer meets the qualifications specified in the bylaws.

In the event of a vacancy on the SGT, an election, if required, will be held within 30 school days to fill the vacant seat or a replacement will be appointed (as is required according to the position vacated) within 30 days to fill the remainder of the term of office in accordance with the procedures set forth herein, unless there are 90 calendar days or less remaining in the term, in which case the vacancy shall remain unfilled.

## **Article VIII: Committees, Study Groups and Task Forces**

The SGT may appoint ad hoc committees, study groups, or task forces for such purposes as it deems helpful and may utilize existing or new school advisory groups.

## **Article IX: Compensation**

Members of the SGT shall not receive compensation to serve on the SGT or its committees.

## **Article X: Meetings**

**Meeting Notice and Location:** All meetings of the SGT shall be held at the school in a location determined by the principal. The SGT shall meet at once a month during the academic school year. Specially called meetings may be called by either of the co-chairs, or at the request of a majority of the members of the SGT.

The co-chairs and the superintendent (or the superintendent's designee) will meet as needed during the year to monitor/evaluate progress toward established district charter goals and objectives.

At the beginning of each academic year, the SGT shall approve all dates, times, and locations of each regular normally scheduled meeting for that academic year. The secretary of the SGT shall notify Tim Hensley or Sherri Childs (or such other designated administrator) in writing of each such date, time, and location for all meetings to be held during that academic year. The designated administrator will then notify the *Rome News Tribune* of all meeting dates and times.

Notice of SGT meeting shall be sent (via email, fax, or mail) to SGT members at least three (3) days prior to a meeting of the SGT. The Superintendent may waive this 3-day notice requirement. SGTs shall be subject to O.C.G.A. § 50-14-1 *et seq.*, relating to open and public meetings, in the same manner as local boards of education. While no individual SGT member may cancel a meeting, the SGT may vote to cancel a regularly scheduled meeting if a quorum is present. The secretary of the SGT shall notify the *Rome News Tribune* of any cancellations or date, time, or location changes of regularly scheduled meetings.

The Principal may call a special called meeting of the SGT, in which case the SGT secretary shall be responsible for notifying, in writing, the *Rome News Tribune* and the superintendent (or superintendent's designee) of any and all meetings of the SGT at least twenty-four (24) hours in advance of the meeting and to post a notice on the door of the room where the meeting is to be held at least 24 hours prior to the meeting. It is the responsibility of the SGT secretary to maintain a written record of compliance with this notification requirement. Additionally, if feasible the SGT secretary shall provide advance notification, in writing, via email, or telephonically, to the school community of teachers and parents of any and all SGT meetings.

## **Article XI: Quorum and Voting Requirement**

Each member of the SGT is authorized to exercise one vote. Each voting member must be present in person to participate or vote. A quorum representing a majority of SGT members must be present in order to conduct official SGT business. At all meetings of the SGT, all official business shall be determined by a majority vote of members present, representing a quorum, unless there is an express law or rule to the contrary.

## **Article XII: Minutes; Open Records**

The minutes of the SGT shall be recorded by the secretary and shall include the date and time of each meeting, the names of the members present, a brief description of each motion or other proposal made, and a record of all votes. Each SGT member shall receive a copy of the minutes in advance of the next scheduled meeting, at which time the minutes shall be approved. Minutes shall be made available to the public at the school office. A draft version of the minutes shall be available at the school office as soon as possible after the meeting in which they were recorded. A copy of SGT meeting minutes and a copy of any affidavit executed shall be forwarded to Tim Hensley or Sherri Child (or other designee of the Superintendent) by no later than three working days after each SGT meeting. The SGT shall be subject to Article 4 of Chapter 18 of Title 50, relating to the inspection of public records, in the same manner as local boards of education.

## **Article XIII: Parliamentary Authority**

Roberts Rules of Order, Newly Revised shall be the governing parliamentary authority for the SGT in all cases applicable but not inconsistent with these bylaws.

## **Article XIV: SGT Responsibilities**

The members of the SGT are accountable to the constituents they serve and shall:

- (1) Maintain a school-wide perspective on issues; and
- (2) Regularly participate in SGT meetings; and
- (3) Participate in information and training programs; and
- (4) Act as a link between the SGT and the community; and
- (5) Encourage the participation of parents and others within the school community; and
- (6) Work to improve student achievement and performance; and
- (7) Abide by the terms of these bylaws, all FCBE policies, procedures, and regulations, and all applicable state and federal laws.

The general duties and responsibilities of the SGT shall include:

- Determine and uphold the school's mission and vision
- Support the executive/principal and review performance
- Ensure effective organizational planning

- Review and make recommendations regarding programming and personnel needs and selection
- Review and advise as to effective resource management and priorities
- Enhance the school's public image

The specific duties and responsibilities of the SGT may include the provision of advice and recommendations in the following areas:

Communication and Parent Involvement

- Develop school/community communications strategies
- Develop parent/community involvement plans
- Review school based and community services
- Assist in the development and maintenance of the school profile to include academic performance, academic progress, and awards

Budget

- Review and recommend school budget priorities
- Review and recommend school capital improvement plans

School Improvement

- Review and approve School Improvement Plan
- Review and approve school attendance policies

Facility and Policy Decisions

- Approve community use of facilities according to FCBE policy
- Provide input regarding FCBE policies under public review

Rewards and Recognitions

- Process and implementation at local school level
- Approve areas for recognition of students, faculty and staff

**Article XV: SGT Guidelines**

The SGT may adopt additional guidelines as it deems appropriate to conduct the business of the SGT. The adoption of guidelines requires a two-thirds' affirmative vote. The guidelines adopted by local SGTs shall not be inconsistent with the language or intent of these bylaws or any FCBE policies or regulations or any applicable state or federal law.

**Article XVI: Immunity**

To the extent allowed by law, the SGT shall have the same immunity as the local board of education in all matters directly related to the functions of the SGT.

**Article XVII: Role of the Board of Education**

As required by the Constitution of the State of Georgia, the management and control of the Floyd County public schools is, and remains, the sole responsibility of the Floyd County Schools Board of Education. Additionally, the school leader is, and will remain, the principal of the school. The SGT members serve at the discretion of the FCBE and may be removed by the FCBE. The SGT is subject to the directives, policies, regulations, and procedures established by the FCBE.

The FCBE shall provide instructional training to the SGT members and shall work with the SGT in accomplishing its goals. The FCBE shall provide all necessary local school information not specifically made confidential by law, to the SGT as reasonably requested to enable the SGT to perform its functions. The FCBE may also designate an employee of the school system to attend SGT meetings as requested by an SGT for the purpose of responding to questions the SGT may have concerning information provided to it by the FCBE or actions taken by the FCBE or as the FCBE deems necessary.

The FCBE shall receive and consider reports and recommendations of the SGT requiring FCBE action and SGT members shall be afforded an opportunity to present information in support of the SGT's report or recommendation. At times, the FCBE may solicit feedback, advise, opinions, and comments from the SGT with regard to its duties and the governance and operation of the local school. It is the aspiration of the FCBE that as the SGT evolves and the SGT members gain familiarity with the academic and operational goals of the school, the SGT may assume a larger role in the decisions and operational management of the local schools.

APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2010 by:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member