

Lincoln High School
SITE GOVERNANCE TEAM
Constitution and Bylaws

Definition and Philosophy

Shared decision making is an inclusion process in which stake holders, as defined in this document, work cooperatively to make decisions that positively affect student achievement through quality teaching and learning experiences. However, other school-wide areas such as communication, parent involvement and campus life benefit from the shared decision making process. Lincoln High School is committed to active shared decision making, which includes representatives of all the member groups of the four Centers (Arts, Public Safety, Science and Engineering and Social Justice).

Lincoln High School Centers

The Centers of Lincoln High School consist of the school staff, the parents, the students and community members residing in the extended attendance area of Lincoln High School. Each member group possesses the following responsibilities and obligations:

- To support the shared decision making process
- To select members for the Site Governance Team (SGT) in accordance with the policies of this document
- To build a consensus among its members in order to bring consolidated information to the SGT
- To remove representative SGT members through agreed upon procedures incorporated into this document
- To select the best option that will improve student achievement from a number of generated options
- To ensure that decisions made do not violate contracts, laws, district policy or procedure

Written Governance Document

The governance document must be submitted to each constituency group's representative, including certificated staff, site administrators, classified staff, parents/community and students in a secret ballot ratification vote. Ratification requires two-thirds of those representatives.

Review and Amendment of Governance Documents

The governance document will be reviewed at least every two years. The SGT will determine a process and a time line for the review of the documents and the submission of amendments. Amendments resulting from such review shall be ratified in accordance with the preceding paragraph.

SGT Membership

The composition of the Site Governance Team shall represent the various stakeholder groups (teachers, parents, administrators, classified staff, and students.) Lincoln High School's SGT shall make a concerted effort to achieve diversity among its membership. Our SGT must be composed as follows:

- 50% SDEA unit members (including one site representative)
- 35% Parent/community members (including at least three parents)
- 5% CSEA members (including one site representative)
- 5% Principal or designee
- 5% Student representative

Members of the SGT shall be elected democratically by their representative groups as follows:

- Unit members (8) Two certificated staff member elected from each Center to include SDEA site representative(s)
- Parent/ Community (5) Members elected by their constituents
- Classified Members (1) One classified member elected from their constituents, must be a CSEA site representative
- Student Members (1) One student (elected through ASB representatives)
- Principal or designee (1) The principal or an administrator designated by the principal

Each member of the SGT is responsible for sending an alternate if he/she is unable to attend a meeting.

Terms of Membership

All membership terms are for two years, except students, who may serve one year, and are renewable each spring. Members may serve multiple terms at the discretion of their representative groups. Election of officers will be conducted by secret ballot with a majority vote needed.

SGT Officers

Chairperson: The SGT shall operate under a co-chair system. The Chairperson is responsible for facilitating meetings, and ensuring that email reminders of meeting dates are sent.

Co-Chairperson: Responsible for developing and posting the agenda. When the Chairperson is unable to perform his or her duties the Co-chair will assume Chairperson responsibilities.

Recorder/Secretary: The SGT Recorder shall be an elected member from the SGT. Minutes will be written and submitted to the Main Office for publication. Official minutes will be published and distributed no later than one week after the scheduled meeting. Minutes will be reviewed by the board members before they are published and distributed.

A copy of the minutes will be posted on the website and will be available in hard copy in the Main Office for the community. The community will be made aware of this procedure through the website and other site publications. The official records of the SGT shall be kept by the Site Operations Specialist in a notebook in the Main Office and shall be available to all members of the Centers.

Committees

The SGT recognizes the following standing school committees and may appoint additional committees as needed:

School-wide Committees:

- WASC Focus Groups
- Budget Committee: A minimum of 4 SGT Members-one from each Center, Principal, and one individual from central administration
- School Environment/Classroom Management
- Code of Conduct/Campus-wide Expectations Committee

Access

Items to be considered by the SGT should meet all of the following criteria:

- Have a school-wide impact
- Be predominantly instructional in nature
- Be directly linked to improving student achievement
- Fall within the defined scope of authority

If there is disagreement on whether an item is to be considered by the SGT, then the item must be brought to the SGT for

consensus or in the absence of consensus, then a vote must be taken with a majority voting in favor of consideration for it to be placed on the agenda.

Any member of the learning community may submit an item for SGT consideration by:

- Submitting the written item to any member for placement on the agenda by the due date
- Submitting the written item directly to Center Administrator by the due date
- Submitting the written item directly to either co-chair of the SGT by the due date

Every item must have the name of the person submitting the item and that person, or his/her designee, must be willing to appear at the SGT meeting and speak to the item. Agenda items and supporting documents are due to the SGT Recorder no later than six (6) school days prior to the meeting date. Agendas and any supporting documents will be published to staff and SGT members no later than three (3) school days before the scheduled meeting. However, if the SGT is expected to make a decision on an item, with only one reading, the item and supporting documents must be published five (5) school days in advance of the scheduled meeting so SGT members have time to discuss it with their representative groups. Items not published on the agenda will not be considered during a meeting and will be calendared for a subsequent meeting of the SGT, provided they meet the above stated agenda criteria. However, items of an urgent nature, and supporting documents, may be added to the agenda by a vote of 55% of the SGT members present.

Meetings

Meetings are scheduled on a monthly basis from September to May. SGT members may authorize additional meetings during the course of a year. SGT members will establish the meeting calendar for the next school year at the final meeting of the previous school year. SGT meetings are open to all members of the Centers for visitation and participation. Only MEMBERS of the SGT may participate in decision making or vote if a vote becomes necessary.

Decision making

SGT members' votes should reflect input from constituency groups. It is expected that the SGT will operate by consensus in which lack of agreement is viewed as a signal that the best option has not yet been developed and put forward. Consensus however, does not mean unanimity nor should all decisions require endless discussion. Consensus means that all parties can agree with the decision. Whether discussion on a given issue continues depends on a) the importance of the issue relative to others on the agenda, given available time; b) whether those with differing views feel satisfied that others have understood their views, whether or not they have reached agreement; and c) how strongly people feel about the issue. After thorough discussion and serious efforts to understand the reasoning behind opposing views, the SGT will initiate the agreed upon decision making process.

Quorum

A quorum will consist of 50% plus one of the official Site Governance Team representatives at a meeting. If a quorum is not present when a vote is taken, the items will be postponed until the next meeting.

Scope of Authority

The following areas form the scope of authority of the SGT:

- **Accountability:** Interpret, implement, monitor and provide for reporting the District's Accountability Process.
- **Curriculum:** Coordinates course offerings and school programs. Develops, implements, monitors, and evaluates school programs and reports to member groups and the community.
- **Discipline/Security:** Reviews and revises the site security and discipline plans.
- **Staff Development:** May establish a site committee to develop, implement, and monitor a professional development plan.

Scope and Tasks	Site Governance Team	Principal
Scheduling and Assignments and Staffing of Teachers and Classified Positions	<p>In collaboration with the Principal will:</p> <ul style="list-style-type: none"> • Develop direction, parameters and policies for scheduling/assignments and staffing that focus on student achievement¹ • Involve stakeholders¹ • Ensure equity¹ • Use agreed upon decision making process¹ • Review assignments, plans and provide input/direction¹ • Provide representation and input for <ul style="list-style-type: none"> ▪ Posting ▪ Setting criteria ▪ Interviewing ▪ Selection 	<p>In collaboration with the SGT will:</p> <ul style="list-style-type: none"> • Set direction, parameters, and policies for scheduling/assignments and staffing that focus on student achievement • Involve stakeholders in the interview process • Ensure equity • Use agreed upon decision-making process • Implement Education Code, contract, policy and procedural requirements, including scope of Board approved job descriptions • Provide information on enrollment, staffing needs, etc. • Select staff in collaboration with SGT and staff • Based on needs and data, reach consensus with interview panel and select staff • Provide information on enrollment, staffing needs, and available resources. • May deviate from the collaborative staffing processes for compelling reasons (i.e. late posting, ethnic/gender balance, language diversity)
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Responsibilities and Roles (continued)		
Scope and Tasks	Site Governance Team	Principal
Budget	<p>In collaboration with the Principal will:</p> <ul style="list-style-type: none"> • Develop direction, parameters and policies for budgeting expenditures that focus on student achievement • Involve stakeholders • Ensure equity in assignments • Use agreed-upon decision making • Provide input after studying student achievement data • Develops criteria • Develops direction • Determine and approve the overall “budget directions” with Principal 	<p>In collaboration with the SGT will:</p> <ul style="list-style-type: none"> • Set direction, parameters, and policies for budgeting expenditures that focus on student achievement • Involve stakeholders • Ensure equity • Use agreed-upon decision making processes • Implement Education Code, contract, policy and procedural requirements, including scope of Board approved job descriptions • Provide information to the SGT on site budgets • Educate the SGT about budget (how it works, etc.) • Based on needs and data, collaborate with the SGT to set budget priorities on achievement data/needs • Make “day-to-day” decisions in concert with agreed upon budget directions • May deviate from collaborative budget process for compelling reasons • Monitor implementation

¹ Excluding confidential personnel information

Practice and Procedures

The SGT operates in the following manner and within the listed guidelines:

- Gathers information and data from school and community sources
- Formulates proposals for solutions to problems that are brought to the SGT
- Prioritizes issues for consideration and may form committees
- Identifies issues that are in the domain of the school administration
- Makes consensus decisions from a multitude of options designed to resolve the issue
- Operates for the benefit of the school as a whole – not for department, team, program, or self
- Makes decisions based upon options developed and discussed – not on personal preference.

Dispute Resolution

Any constituency group or individual stakeholder may raise an issue regarding the interpretation/application of this document or procedures by submitting the dispute in writing to the SGT. A primary responsibility of the governance team is to resolve the issue, using its decision making process. Failing a resolution by the SGT, the SGT may refer the issue to the CAC (Contract Administration Committee).

If the Site Governance Team makes a decision and the principal vetoes it, the SGT may vote to uphold the dissent by consensus, or if the SGT chooses not to uphold the principal's veto, the issue will be sent to the CAC for resolution.

Non-Discrimination

In the implementation of this procedure, no person(s) shall be discriminated against based on race, creed, religion, gender, ethnicity, age, marital status, sexual orientation or disability.

Application

This process shall apply to all programs within school services division and all other divisions as appropriate. This document in no way diminishes the legal authority of the School Site SGT or any other group.