

**LOCAL SCHOOL GOVERNANCE TEAM  
BYLAWS  
(Draft Revised April 9, 2015)**

**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: “Destination Graduation for every child.” 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, Floyd County Schools, parents and the community determined 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 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 secretary 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. A parent/guardian must have a student who is currently enrolled in the school and retain a child enrolled during the term period of two years to be eligible to serve. Staff members employed at the school, who are also parents of children enrolled at the school, would not be eligible to hold a parent seat on the SGT.
- Two (2) members of the community who live or work in the area or have a connection or interest in the school. The community position cannot be held by an individual employed in the school system at any level or by an individual retired from the school system for less than five years. Selection of a community representative will be by a majority vote of the members of 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).

Student participation: The SGT groups are encouraged to include students in the process of local governance at the middle and high school levels. Schools may elect to have two students serve on the SGT **or** include regular discussions (at least twice each year) with a student group to include the student perspective in decision making. The type of student participation and the individuals or student groups included will be left to the discretion of the SGT.

**Other Requirements** – No more than four members of the minimum seven member SGT shall be employees of the school system. The same ratio of system employees will apply as additional members are added to the SGT.

By majority vote of the SGT, the membership of the SGT can be expanded to include additional members, provided the ratio between community members, parents, and staff members remains the same as required in the minimum and the additional members fit into the categories of members outlined in the minimum (parents, community members, or staff). Additional members in each category must be elected in the same manner and meet service requirements as outlined for each category previously listed in these by-laws.

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 a copy of the FCBE Conflict of Interest Policy and Code of Ethics for Educators has been reviewed and the member agrees to abide by those policies.

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

The officers of the SGT shall be a chair and a secretary. The Principal cannot serve as chair or co-chair but shall perpetually serve as secretary.

##### **Chair**

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

- (1) 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 superintendent or his designee with a copy of the meeting minutes.
- (3) The chair shall perform the duties and exercise the powers of the chair and shall perform such other duties as shall be required by the SGT.
- (4) Shall serve as a representative of the LSGT to the Local School Coordinating Council (or other designee as appointed by the SGT).

##### **Secretary (School principal)**

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

- (1) Work with the chair to set the initial agenda, meeting time, and location of all SGT meetings and notify all SGT members of the same;
- (2) Perform all of the duties of the secretary required by law and the bylaws of the SGT including, without limitations, attend all SGT 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 or the LSGT may designate another person to record votes and minutes. 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.

- (3) Communicate all SGT requests for information and assistance to the superintendent and inform the SGT members 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 the chair 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) In addition to the principal's duties as secretary of the SGT, the principal is ultimately responsible to the superintendent and the FCBE for the operational and academic progress of the school. The principal serves on the SGT as secretary and has voting rights. The principal may also recommend that the FCBE veto any recommendation that is in conflict with the Code of Ethics of Educators, federal or state law, FCBE policy, or any recommendation believed not to be in the best interest of the students and the greater learning community.
- (7) Shall serve as a representative of the LSGT to the Local School Coordinating Council.

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

Unless removed as provided herein, all members of the SGT, 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 before September of 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 of students in the school. 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 candidates with the highest number of votes 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 in the manner selected by the SGT and may be electronic, phonetic, 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 two or less scheduled meetings remaining in the term of the person vacating the position, 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 SGT. The SGT shall meet a minimum of ten times during the school system calendar year from July 1 to June 30. Specially called meetings may be called by the chair, secretary or at the request of a majority of the members of the SGT.

The chair, secretary 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 scheduled meeting for that academic year. The secretary of the SGT shall notify the communications office (or such other designated administrator) in writing of each such date, time, and location for all meetings to be held during the academic year. The designated administrator will then notify the Rome News Tribune of all meeting dates and times.

Notice of SGT meetings 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 chair may cancel a regularly scheduled meeting for good cause. 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 SGT may call a special called meeting, in which case the secretary shall be responsible for notifying, 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 (or designee) 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.

#### **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 and/or electronically on eBoard as soon as reasonably possible after each 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, except as otherwise provided in these by-laws.

## **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, governance and operation of the local school.

APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015 by:

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Member

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