

# COLQUITT COUNTY CHARTER SCHOOL SYSTEM

LOCAL SCHOOL GOVERNANCE TEAM

BYLAWS

Effective July 1, 2015

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**Colquitt County School System  
Local School Governance Team  
Bylaws**

**Article I  
Name**

The name shall be the Local School Governance Team (or LSGT) organized as a governing team for the school, pursuant to the authority of the Board of Education of Colquitt County, the Charter Schools Act (O.C.G.A. § 20-2-2060 et seq.), applicable state and federal law, and the Charter System Petition of the Board of Education of Colquitt County approved on April 2, 2015, by the Georgia Board of Education. In keeping with the designation selected by the Board of Education of Colquitt County in its charter system petition, the organization created through these bylaws shall be known as “local school governance team” and shall be referred to variously as “LSGT” or “school governing team” hereinafter.

**Article II  
Purpose**

The purpose of the local school governance team is to be an integral part of the school system’s governance structure in pursuit of an equitable and excellent educational opportunity for every student. The establishment of the LSGT is intended to provide assistance to the Colquitt County Board of Education, the superintendent, and the school principal in developing and nurturing broad-based participation by the community and parents in the education of the children and youth who attend the school.

The LSGT will complement the board of education, superintendent, and principal in bringing the community and the school closer together in a spirit of cooperation. Support will be provided to the principal in addressing issues, improving student academic performance, providing support for teachers and students, and increasing parental engagement in their children’s education.

The board of education is constitutionally charged with the control and management of the school system and the principal is the school leader. Over time the LSGT will have opportunities to demonstrate its value to the school system and to the students served in the system, and its decision-making authority will likely increase to the extent that constitutional and statutory provisions will allow.

**Article III  
Commencement of Operation**

The local school governance team shall be operational effective July 1, 2015, replacing the current school council if one is in existence on that date. The LSGT shall become the governing body of the school under the authority of the Colquitt County Board of Education, with the guidance and direction of the school principal, and within the parameters established in the system charter.

The board of education shall provide a training program to assist schools in forming an LSGT and to assist members in the performance of their duties. The training program shall address:

1. Bylaws of the organization;
2. Roles, relationships, and responsibilities of the LSGT, the principal and school staff, superintendent and system staff, and board of education;
3. Conduct of LSGT meetings; and
4. Parent and community engagement strategies.

Additional training opportunities will be provided to the LSGT members annually.

#### **Article IV Membership**

The LSGT shall be composed of eight members, seven of whom shall be voting members. Additionally, secondary principals may appoint one student enrolled in their school. The membership shall include:

- School principal who shall serve as a non-voting member;
- Two parents/guardians of students enrolled in the school;
  - A parent/guardian is eligible to serve only when their child is enrolled in the school;
  - A parent/guardian who will have a child enrolled at the school for the following year will be eligible for election to serve on the LSGT beginning July 1 of the year the student will first be enrolled in the school;
  - An employee of the school system may serve as a parent representative in the school in which his or her child is enrolled if such employee does not work at that school;
  - A substitute teacher employed in the school may serve as a parent representative if the teacher has a child enrolled at the school;
  - School board members may not serve on the LSGT;
  - Parent/guardian may serve on more than one LSGT if otherwise qualified
- Two certificated classroom teachers who are employed full-time at the school;
  - Includes all classes of teachers assigned full-time to the school
- One certificated leadership or support staff member who is employed full-time at the school;
  - Includes assistant principal, counselor, media specialist, instructional coach, or other certificated leadership or support personnel
- One community member who resides in Colquitt County and who is not formally associated with the school either as a parent/guardian or as an employee of the school system in any capacity;

- Shall be at least 18 years of age at time of election
  - Shall be eligible to vote
- One member from the Colquitt business community who resides in Colquitt County and who is not formally associated with the school as an employee of the school system in any capacity;
  - Shall be at least 18 years of age at time of election
  - Shall be eligible to vote
- Secondary school principals shall have the prerogative to appoint one student enrolled in their school to serve a one-year term as a non-voting member of the LSGT.

LSGT members shall receive no remuneration to serve on the LSGT or any committees that may be established from time to time. Reimbursement for travel expenses is not permitted.

### **Article V Election of Members**

Elections for membership on the school governing team shall be held in the month of May each year (or at such other time as is deemed practical). The initial elections shall be conducted in May 2015. The principal shall provide public notice at least two (2) weeks prior to the meeting of each electing body.

There shall be two electing bodies as enumerated below and eligible voters must be present to cast a ballot.

The electing body for the parent/guardian members shall consist of all parents and guardians eligible to serve as a parent/guardian member of the LSGT.

The electing body for the certificated classroom teacher members shall consist of all certificated classroom teachers employed in the school who are eligible to serve as a member of the LSGT.

The two elections recited above shall be conducted in the month of May and shall be chaired by the school principal. Nominations for each of the positions shall be accepted by the principal from members within each electing body prior to the meetings in which the elections occur. Nominations from the floor shall not be recognized.

One vote shall be taken with elections being decided by plurality vote; however, in the event of a tie in the voting process, subsequent votes are required until the number of vacant positions is filled from the electing body. Members of each electing body must be present to vote. In the initial election, each qualified voter in each of the elections may vote for one candidate for the one year term and one candidate for the two year term. Subsequent to the initial election all elections will be for two year terms.

It shall be the responsibility of the Superintendent or his designee to provide generic ballot forms to the school principal to be used in the election of parent/guardian members and certificated classroom teacher members. Ballots shall be printed in English and other languages, if needed, to ensure that those voting clearly understand the ballot.

It shall be the responsibility of the principal to ensure that only those qualified to cast a ballot in any election are allowed to vote.

The principal shall select one certificated leadership or support staff member who is employed full-time at the school for membership on the LSGT. The principal shall also nominate one community member who resides in Colquitt County and who is not formally associated with the school either as a parent/guardian or as an employee of the school system in any capacity and one member from the Colquitt business community who resides in Colquitt County and who is not formally associated with the school as an employee of the school system in any capacity. The nominations shall be made at the first meeting of the LSGT in the 2015-16 school year and at subsequent meetings if nominees are rejected or when vacancies occur. The five LSGT members elected to membership shall accept or reject the principal's nominations. In the event of rejection of any nominee, the principal shall submit additional recommendations until the two positions are filled. Secondary school principals may appoint one student enrolled in their school to serve a one-year term as a non-voting member of the LSGT.

#### **Article VI Term of Office**

The term of office of all LSGT members shall begin on July 1 and end on June 30. Members shall serve a term of two years and terms shall be staggered to ensure greater continuity in the work of the school governing team. The principal shall serve as a non-voting member during the individual's entire tenure as principal. All elected members of the LSGT may be re-elected for subsequent terms with the exception of classroom teachers who may be elected for non-consecutive terms. Appointed members may be re-appointed for subsequent terms, if eligible.

At the initial elections to be conducted in May 2015, one parent/guardian and one certificated classroom teacher shall serve a term of one year. The certificated leadership or support staff member shall serve a two-year term; and the community member shall serve a one year term. Note: Business community member shall serve a two year term. See Table 8 of Charter application.

#### **Article VII Vacancy**

Vacancies on the LSGT occur at the end of the term of office of members, when members are no longer eligible to serve, when members resign, and when members are removed from office by the LSGT. In the event of a vacancy in an elected position, a special election shall be held within sixty (60) days of the date that the vacancy occurred unless there are ninety (90) days or less remaining in the term in which case the vacancy shall remain unfilled until a replacement is elected in the next regular election cycle. When vacancies in appointed positions occur, the principal shall recommend a replacement at the next regular meeting of the LSGT.

Members shall resign when they no longer meet the eligibility requirements specified in Article IV of the bylaws and may resign at any time they no longer wish to serve on the LSGT. Letters of resignation shall be submitted to the school principal or to the chair of the LSGT. Verbal notice of resignation may be given during a meeting of the LSGT. Such resignation shall be recorded in the official meeting minutes.

Any member may be removed from the school governing team when deemed to be inactive by a 2/3 vote of the voting members in a regular or called meeting. A member is deemed to be inactive if the member has three consecutive unexcused absences from meetings of the LSGT. Any member who has violated any provision of the Educator Code of Ethics established by the Georgia Professional Standards Commission may be removed by a 2/3 vote of the LSGT.

### **Article VIII Officers and Duties**

The officers of the LSGT shall be chairperson, vice chairperson, and secretary. These positions shall be filled through election by the voting members of the LSGT. The initial slate of officers shall be elected immediately following the governing team's approval of the principal's recommendation on community members. The principal shall serve temporarily as chair until officers have been elected. Officers of the LSGT shall hold office concurrently with their term of membership on the LSGT.

The chairperson shall have the following duties:

- Confirms the agenda for each meeting in coordination with the principal;
- Presides at all meetings of the LSGT ensuring they begin and end on time;
- Ensures that all meetings of the LSGT conform to the Open Meetings Act including affidavit required when executive sessions occur;
- Ensures that parliamentary procedure is followed in all actions of the LSGT; and
- Acts and speaks on behalf of the LSGT in meetings with the principal and system level staff.

The vice-chairperson shall have the following duties:

- Performs the duties and exercises the authority of the chairperson in the absence or disability of the chairperson.

The secretary shall have the following duties:

- Acts as clerk of the LSGT and is responsible for recording all votes and minutes of all proceedings in a book to be kept for that purpose. Minutes may be recorded electronically but shall be converted to hard copy within seven working days of any meeting of the LSGT. The secretary shall give or cause to be given notice of all meetings

of the LSGT and shall perform other duties as may be prescribed by the LSGT or the chairperson.

### **Article IX Meetings**

All meetings of the LSGT shall be held at the school and in a location determined by the principal with the exception of meetings in which LSGT training occurs. Those meetings may be held at any location designated by the superintendent or his designee.

The LSGT shall conduct a minimum of six regular meetings during the school year. Additional meetings may be called by the chairperson, the principal, or at the request of a majority of the members of the LSGT.

The secretary or principal shall be responsible for public notification through the school and system web-sites at least three days in advance of any and all meetings of the LSGT. Notice of meetings shall be sent by e-mail, fax, or mail to LSGT members at least seven days prior to a meeting of the LSGT. The superintendent may waive the seven day requirement. The LSGT is 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.

A regularly scheduled meeting which does not have a quorum of the members present does not have to be rescheduled.

The chairperson and the principal shall develop an agenda for each meeting of the LSGT after taking into consideration suggestions of LSGT members and the urgency of school matters. An item may be added to the agenda at the request of three or more LSGT members. The agenda shall be available to the public upon request, and the chairperson shall cause to be posted the agenda at the meeting site as far in advance of the meetings as reasonably possible.

A majority of the seven voting LSGT members shall be necessary to constitute a quorum for the transaction of any business.

At all meetings of the LSGT, every question shall be determined by a majority vote of members present, representing a quorum. Each member of the LSGT is authorized to exercise one vote. Members must be present to vote. There shall be no representation by proxy of any members of the LSGT at any meeting.

The secretary shall be responsible for recording all votes and minutes of all meetings. The minutes shall include the names of the members present and a description of each motion or proposal made. In recording votes, the minutes shall state the name of each person voting for or against a proposal if a roll-call vote is taken. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the person or persons voting against the proposal or abstaining. The secretary shall provide a copy of the minutes to each LSGT member at the next regularly scheduled LSGT meeting.



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 within seven working days after the meeting in which they were recorded.

A copy of the LSGT meeting minutes and a copy of any affidavit executed (executive session) shall be forwarded to the superintendent of his designee within seven working days.

All meetings of the LSGT shall be open to the public unless specifically exempt in the Open Meetings Act. If a meeting or portion thereof is closed to the public, all LSGT members present shall sign the affidavit required by the Act.

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

### **Article X Local School Governance Team Training**

The training program provided for the LSGT presupposes that the best decisions at all levels are informed decisions. The program includes components that provide the information needed by the LSGT to make sound decisions within its realm of autonomy and sound recommendations in areas in which it is an active participant. The initial training program includes nine modules that may be delivered in a variety of formats.

Modules one and two will be required of all local school governing team members in June 2015 and modules three and four will be required of all team members during the month of July 2015. In subsequent months during the first year of operation of LSGTs, each LSGT shall select and be trained on two additional training modules. In the second year of operation LSGTs shall receive training on the three remaining modules. Additional training modules shall be developed when requested by LSGTs or when deemed necessary by the school system. When new members are elected to LSGTs, these new members will receive training in keeping with the initial schedule.

#### **Training program components:**

<b>Module</b>	<b>Topics</b>
Module 1	<ul style="list-style-type: none"><li>• Bylaws for local school governance team</li><li>• Roles, relationships, and responsibilities of LSGT, principal and school staff, superintendent and system staff, Colquitt County Board of Education</li><li>• Conduct of LSGT meetings – agenda, minutes, meetings, parliamentary procedure, dissemination of LSGT actions, and other operational issues</li></ul>
Module 2	<ul style="list-style-type: none"><li>• Parent and community engagement strategies</li></ul>
Module 3	<ul style="list-style-type: none"><li>• School improvement plan and school system strategic plan</li><li>• Student performance data – history and CCRPI projections for term of the charter</li></ul>

Module 4	<ul style="list-style-type: none"> <li>• Educational programs – local, state, and federal</li> <li>• Colquitt County School System curriculum overview (Common Core and Pathways)</li> </ul>
Module 5	<ul style="list-style-type: none"> <li>• Education funding – Federal funding, QBE funding formula, and local property tax</li> <li>• Budget development and implementation</li> </ul>
Module 6	<ul style="list-style-type: none"> <li>• Personnel earnings, allocations, and processes for employment and termination</li> <li>• Professional learning program</li> </ul>
Module 7	<ul style="list-style-type: none"> <li>• Student assessment – College and Career Ready Performance Index</li> <li>• Colquitt County School System Student Assessment Program</li> </ul>
Module 8	<ul style="list-style-type: none"> <li>• School operations – daily management of the school – safety, conduct, support services – Value of the classified staff at the school</li> </ul>
Module 9	<ul style="list-style-type: none"> <li>• Education delivery options – use of technology in the classroom and beyond</li> </ul>

## **Article XI Responsibilities**

The local school governance team is entrusted with the responsibility of governing the actions of the LSGT, providing input and making recommendations to the principal, the superintendent, and the board of education. The LSGT is authorized to make decisions regarding various aspects of the school program as indicated below.

The responsibilities of the LSGT are enumerated under five broad headings:

### **Personnel Decisions**

- Selection of principal for the school – The LSGT participates in candidate interviews and in scoring a rubric relating to qualifications of candidates for principal of the school. The LSGT and system staff reach consensus on recommendation of candidate to the superintendent. When the position is filled through a transfer, the superintendent will notify the LSGT prior to recommendation to board of education
- Principal goals – School and principal goals are established annually as an integral part of the school improvement planning process by the LSGT with principal concurrence beginning in 2016-17
- Principal performance – LSGT meets annually to conduct self-evaluation. The principal's and school's performance in achieving previously established goals is evaluated by LSGT as part of evaluation process beginning in 2017-18
- Personnel qualifications and characteristics – LSGT shall be provided an opportunity each year to submit recommendations relating to qualifications and characteristics desired for all school staff beginning in 2016-17

- Personnel positions – The LSGT may recommend types of positions, roles, and proposed job descriptions beginning in 2016-17
- Allocation of staff – School staff allocations are developed at the system level. The LSGT, through the principal, may request reconsideration stating the reasons for the request.

### **Financial Decisions and Resource Allocation**

- School budgets – The principal and staff develop annual proposed budgets with participation of the LSGT. The LSGT reviews the final budget proposals and may recommend changes. LSGT participates in the development of all budgets which the school is charged with preparing
- Approval of school budgets and alignment of priorities – Beginning in 2016-17, the LSGT, with guidance of the school principal, shall review school budget proposals to ensure they are aligned with the school improvement plan and will approve school budget proposals
- Fundraisers – The LSGT may recommend fundraisers that are consistent with board of education policy and for designated purposes beginning in 2016-17

### **Curriculum and Instruction**

- Curriculum – The LSGT shall be represented on all curriculum review committees and on committees convened to recommend instructional materials. The LSGT shall have the prerogative to recommend enrichment programs and activities that complement the basic curriculum
- Course offerings – The LSGT is authorized to recommend enrichment courses in addition to the system-adopted curriculum
- Instructional delivery innovations – The LSGT shall be informed of innovative models to be implemented in the school, may recommend consideration of additional models, and shall be given opportunities to provide feedback
- Graduation requirements – The LSGT shall be represented on all system-wide committees established to review graduation requirements beginning in 2016-17

### **Establishing and Monitoring the Achievement of School Improvement Goals**

- School improvement plan – The LSGT shall participate in development of the school improvement plan and shall receive regular reports from the principal on implementation progress

- Membership on SIP team - The LSGT shall designate one or more members to serve on the school improvement planning team and shall approve at the school level innovations that would require waiver of state law beginning in 2016-17
- School improvement goals – The LSGT develops actions, strategies, and interventions in coordination with teachers and principal beginning in 2016-17

### **School Operations**

- Operational components – The LSGT, with guidance of the principal, shall identify school operational components in which the LSGT shall have involvement and decision making authority
- Partners in education and parental engagement – The LSGT shall participate actively in establishing and sustaining partners in education and parental engagement programs
- Parent, stakeholder, and student surveys – The LSGT shall participate actively in development and administration of surveys beginning in 2016-17
- Tutoring, mentoring, and volunteer programs – The LSGT shall assume the lead in establishing and maintaining active tutoring, mentoring, and volunteer programs in the school beginning in 2016-17
- Communications strategies and plans – The LSGT shall develop a school/parent communication plan which shall be approved by the school leadership team beginning in 2016-17

The LSGT does not have the authority to legally bind the school system or to contract or assume debts or obligations on behalf of the school or the school system. Additionally, the LSGT shall not incorporate or form any other business entity.

### **Article XII Accountability**

The members of the LSGT are accountable to the community, to the students, to the school, and to the school system. The members shall:

- Maintain a school-wide perspective on issues;
- Regularly participate in LSGT meetings;
- Participate in information and training programs provided by the school system;
- Act as a link between the school governing team and the community;
- Encourage the participation of parents and others within the school community; and
- Work to support continuous improvement in student achievement and performance.

To the extent allowed by law, the local school governance team shall have the same immunity as the Colquitt County Board of Education in all matters directly related to the functions of the LSGT.

### **Article XIII School System Support**

Organizationally, the LSGT's primary relationship is with the Colquitt County Board of Education through its chief executive officer, the superintendent. The chairperson of the LSGT and the principal shall meet on a regularly scheduled basis with representatives of all other LSGTs and with system staff and the superintendent to discuss issues of concern, solicit views of team members about the effectiveness of the governance structure, and to consider changes which may lead to greater effectiveness on the part of the LSGTs and the school system.

The superintendent is designated as the system contact person to provide support and assistance to the local school governance team. The superintendent is responsible for assisting the principal in the formation of the LSGT and response to inquiries from the LSGT to the board of education.

### **Article XIV Amendment of Bylaws**

These Bylaws may be amended by the Colquitt County Board of Education upon request of a local school governance team provided that the proposed amendment has been submitted in writing to the superintendents at least thirty days prior to the date of the board of education meeting at which the proposed amendment is to be considered. Proposed amendments shall not be inconsistent with applicable federal or state law, Colquitt County Board of Education policy, or the Colquitt County Schools System Charter. All proposed Bylaw amendments shall be communicated in writing to the chairs of all LSGTs at least fourteen days prior to the board of education meeting at which the amendment is to be considered for approval.