



SCHOOL GOVERNANCE TEAM BYLAWS

Article I

A School Governance Team has been established at _____ School of the Barrow County Schools District. The name of this governing body will be the _____ School Governance Team, hereinafter referred to as the SGT, organized under the authority of Georgia law O.C.G.A. § 20-2-2063.2, *et seq.* and the Charter entered into between the State Board of Education and the Barrow County Schools Board of Education.

Article II –Purpose and Scope of Work

Section A: Purpose

The purpose of the SGT is to make decisions and provide input that supports the continuous improvement of the school in accordance with the provisions of the Charter. The members of the SGT are accountable to the constituents they serve and will perform those functions and duties and have those responsibilities of a SGT as are set forth in the Charter. To the extent that there is any inconsistency between these bylaws and the Charter, the Charter will govern.

Section B: Scope of Work

The scope of work for the SGT should remain focused and consider matters that:

- Align with the school improvement plan
- Align with budget and resource allocation priorities
- Focus on and positively affect the overall student population, the staff, and the school
- Consider matters that promote a positive school climate, strong communication, and involvement of all stakeholders
- Take time to recognize and celebrate success
- Provide input on principal selection to the superintendent, as needed

Article III – Membership Determination

Section A: Composition and Membership

#	Council Members	Elected By:	Term of Service:	Qualifiers:	Voting Rights:
2	Parents (non-staff member)	Parents	3 yrs preferred	Must have child(ren) currently enrolled in this school. May be employee of the school system, but not this school.	Yes
2	Business/Community Representatives	Principal appointment	3 yrs preferred	May not be employed at this school. It is preferred that they not be a parent of child(ren) at the school. If they are, they must remember that they represent the community voice.	Yes
2	Teachers	Teachers	3 yrs preferred	Must currently teach at this school.	Yes
1	Principal of School			May not serve as chairperson.	No, except when in need of tie breaker
2	Students (optional at middle and elementary)	Serves on Superintendent’s Advisory Committee	Matches length of term on Superintendent’s Advisory Committee	Must be currently enrolled in this school.	Yes (optional at middle and elementary)
1	Assistant Principal of School			Ex officio	No

Section B: Other Important Notes for Membership

Other important notes for membership include the following:

- The SGT will be composed of a minimum of 7 members and a maximum of 11 members, always ensuring an odd number of voting members.
- The make-up of the SGT should reflect the diversity of the school whenever possible.
- All SGT members must receive annual training.
- All SGT members must sign and adhere to the *Appropriate Conduct and Confidentiality Agreement* to be kept on file at the school.

- Overall membership on the SGT should not result in any one type of member (teacher, parent, business/community, student) making up the majority.
- If a parent or teacher member must be replaced prior to the end of their 3 year term, the SGT may direct the Principal to appoint a replacement to fulfill the remainder of the calendar year. Elections for a new 3 year term will be held in May or August.
- No parent, teacher or student may serve on multiple SGTs.
- Multiple family members may not serve on the same SGT.
- Board of Education members may not serve on any SGT.

Section C: Termination of Membership

The SGT may, by majority vote of members present, take action on removal of a member when:

- The member resigns by written letter to the SGT chairperson.
- The Parent member no longer has a child enrolled at the school.
- The member is no longer in the role for which he or she was elected or appointed.
- There is a lack of attendance which is defined as missing 3 meetings in a school year.
- There is a conflict of interest where a member demonstrates favor to self or others.
- There is evidence of interference with the management of the school. Management is the job of the school principal.
- There is violation of the *Appropriate Conduct and Confidentiality Agreement*.

Article III - Officers

Section A: Officers

The officers of the SGT should be a chairperson and vice-chairperson.

Section B: Other Important Notes for Officers:

Other important notes for officers include the following:

- The Principal shall not serve as chair and shall not vote, except in the event of a tie.

- The chair and vice-chair of the School Governance Team are elected each year at the August meeting. Members currently serving as an officer on the SGT may be re-elected.
- In the event the chair and/or vice-chair lose membership on the SGT, the membership will elect to fill the office(s) at the next available meeting.
- The chair and vice-chair represent their school on the Cluster Governance Team. If the chair or vice-chair cannot attend the CGT, the principal shall attend to ensure the school's representation on the CGT.
- There will be no secretary on the SGT, but the principal may utilize a recorder to take minutes during the meeting. This person is not considered a member of the SGT, but is required to attend training on the Meetings Module in eBOARD.

The chairperson will:

- Work with the principal to set the agenda for SGT meetings.
- Preside at all meetings of the SGT.
- Sign all letters, reports and other communications of the SGT along with the principal of the school.
- Serve on the Cluster Governance Team.
- Report to the SGT the news from the Cluster Governance Team meetings.

The vice-chairperson will:

- Substitute for the chair in his or her absence.
- Preside over special committees, as appointed.
 - Submit monthly updates on the special committees.
- Perform other duties as assigned by chair.
- Serve on the Cluster Governance Team.

The appointed recorder will:

- Attend annual eBOARD meetings module training.
- Record minutes of all regular and special meetings of the SGT.
- Provide meeting notices in accordance with Open Meetings/Open Records. (Posted on website and on front door of the school at least 48 hours prior to a regularly scheduled meeting. The location of the meeting will be included in the meeting posting.)
- Keep a register of the names, e-mail addresses, and telephone numbers of each member of the SGT, as furnished by those persons.
- Post all meeting information electronically on eBOARD.

Section C: Removal of Officers

Officers may be removed from office by a majority vote of the members.

Article IV - Committees

Section A: Standing Committees, Subcommittees, and Special Committees

The SGT may establish and abolish standing committees, subcommittees and other special committees to perform duties as prescribed by the SGT. At least one SGT member representing teachers and one SGT member representing parents will make up the subcommittee. Sub-committees will serve as an advisory council to the governing issues of the SGT. **No subcommittee may exercise the authority of the SGT.** Subcommittees may only act in an advisory capacity. SGT subcommittees will report on their activities to the full SGT. The Chairperson of SGT will name the Chairperson of any subcommittee at the time the subcommittee is formed.

Section B: Terms of Office

The SGT will determine the terms of office for members of a committee.

Article V - Meetings of the SGT

Section A: Meetings

The SGT should meet once per month, except for the months of June and July. A November/December meeting may be combined. A majority of the members of the SGT constitutes a quorum. A quorum must be present in order to conduct official SGT business. Every action item will be determined by a majority vote of members present. Special meetings of the SGT may be called by the chairperson or by a majority vote of the SGT. All meetings of the SGT will be open to the public.

Section B: Place of Meetings

The SGT will hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. The location of the meeting will be included in the meeting postings.

Section C: Notice of Meetings

Written public notice will be given of all regularly scheduled meetings at least 48 hours in advance of the meeting. Special called meetings should give at least 24 hours public notice. Notice by email will be sent to SGT members at least 48 hours prior to a meeting and will include the date, time and location of the meeting and a link to the agenda and supporting documents in eBOARD. (SGT members will be given a BCSS email address for the purpose of conducting official SGT business. It is the principal's responsibility to make the central office charter contact aware of membership changes.) Changes in the established date, time or location of a meeting will be given special notice. **All meetings will be publicized in the following venues: front door of the school and on the school's website.**

Section D: Request to Appear before the SGT

Citizens must complete the *Request to Appear* form and submit to the school principal five (5) school business days prior to the meeting. Citizens will have three (3) minutes to make a verbal presentation. Additional time may be considered if SGT Chair determines more time is needed for the presentation of information.

Section E: Conduct of Meetings

Meetings of the SGT will be conducted in accordance with *Robert's Rules of Order* or an adaptation thereof approved by the SGT.

Article VI – Minutes

SGTs are subject to the Opens Records Act (O.C.G.A. § 50-18-70, *et seq.*), relating to the inspection of public records, in the same manner as local boards of education. Public records prepared or maintained by the SGT will constitute public records and will be subject to the Georgia Open Records Act. SGT members will maintain the confidentiality of records, including, but not limited to student education records, as may be required by federal and/or state law.

With regard to open meetings, a copy of the agenda and the members present at the meeting of the SGT will be made available to the public for inspection upon request at the school office within two business days of the meeting. Access to the minutes will be provided to the SGT members within 10 days following each SGT meeting. The official minutes will be open to public inspection once approved by the SGT immediately following the next regularly scheduled meeting of the SGT.

Minutes at a minimum will include the names of the SGT members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll-call vote, the name of each SGT member voting for or against a

proposal or abstaining will be recorded. In all other votes, it will be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

Article VII – Cluster Governance Teams (CGT) and District Governance Team (DGT)

When a decision becomes larger than the school and has the potential to impact other schools within the system or the district at large, a meeting is convened with all chairs and vice chairs in the school cluster. We call this the Cluster Governance Team or CGT. Business mirrors the operations of a SGT. The Chair and Vice Chair of CGT are elected at the first CGT meeting of the year.

A District Governance Team or DGT is made up of the Chairs and Vice Chairs from both clusters, the Superintendent, and the Executive Cabinet. The Superintendent or his/her designee serves as Chair of the DGT.

The Cluster Governance Team and District Governance Team convene once per semester or more often if needed. These meetings may be cancelled if no business comes forward from the SGTs.

The District Governance Team determines if an agenda item needs to go before the Board of Education.

There are occasions when the Superintendent and/or Board of Education solicit input directly from the SGT(s). New principal selection, setting the student calendar, and recommending revisions to the Code of Conduct are examples of that practice.