

Catoosa County Public Schools,  
A Georgia Charter 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 Catoosa 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 Catoosa County. In keeping with the designation selected by the Board of Education of Catoosa 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 Catoosa 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, 2016, replacing the current school council if one is in existence on that date.

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 seven members, six of whom shall be voting members. Additionally, secondary principals may appoint one or two students enrolled in their school. The membership shall include:

- Current school principal who shall serve as a non-voting member except in the event of a tie;
- 2 certified staff members who will be elected by certified staff (the principal may appoint 1 of the 2 teachers). Certified staff members become ineligible if they are no longer employed in the qualifying position;
- 2 parents (non-staff employees) who will be elected by parents. Parents become ineligible if their child is no longer enrolled in the school;
- 2 business/community members selected by the school leadership team (these members are not required to have students in the school; however, they must have a significant tie to the community (e.g. residency, employment, participation in Partnership 2000));
- Middle and High School LSGT may include 1-2 students, selected by the school leadership team, to serve in a non-voting position.

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**

Certified staff and parents will be elected by the constituents they represent. Nominations will be accepted in August. The election will be held at a well-attended school function at the beginning of the year (August/September). The principal shall provide public notice at least two (2) weeks prior to the meeting of each elected body.

#### **Article VI**

##### **Terms of Office**

All members will serve a two-year staggered term (after the first year of the Charter), except for the principal who has a permanent position. The term of service will begin August 30<sup>th</sup> and end September 1<sup>st</sup> of the following year. Members may serve a maximum of two consecutive terms.

## **Article VII**

### **Vacancy**

In the event of a vacancy on the LSGT by death, resignation, or removal, the principal, in collaboration with the LSGT, will appoint an individual to fill the vacancy. This individual will serve the unexpired term of office. The LSGT at each school may, by majority vote, relieve a member of duties due to lack of participation (missing more than 50% of meetings), conflict of interest issues, a code of ethics violation, lack of adherence to the bylaws, and/or changing roles (the member no longer represents the constituents he/she was elected to represent).

## **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 principal shall serve as chair for the first year. The LSGT shall elect a vice-chair in their initial meeting to serve as chair elect for the second year (2017-2018). The vice-chair may not be a school employee. Officers of the LSGT shall hold office concurrently with their term of membership of the LSGT.

The chairperson shall have the following duties:

- Confirms 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;
- 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. A non-member of the LSGT will record minutes at each meeting and work in accordance with the secretary to fulfill duties described above.

## **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 her designee.

LSGT meetings shall be held monthly. Meetings shall not be held during summer months, unless a called meeting is necessary. Meetings shall be held at the school for no more than 90 minutes, unless otherwise advertised as in the case of a joint LSGT meeting or training. Meeting dates and times shall be determined by the LSGT. Catoosa County Public Schools shall publicize the LSGT meeting dates and times on eBoard. The minutes of each meeting shall be available on eBoard.

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 the LSGT member and 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 six voting LSGT members shall be necessary to constitute a quorum for the transaction of any business. Members must be present to vote. There shall be no representation by proxy of any members of the LSGT at any meeting.

All meetings of the LSGT shall be open to the public unless specifically exempt in the Open Meetings 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 ten modules that may be delivered in a variety of formats. Additional training modules shall be developed when requested by the LSGTs or when deemed necessary by the school system.

**Module 1**                      Purpose, By-Laws, Meeting Etiquette, Open Meetings/Open Records, and Robert's Rules of Order (Pre-planning for all LSGTs – 4 hours)

<b>Module 2</b>	By-Laws
<b>Module 3</b>	Effective Decision Making
<b>Module 4</b>	Hiring Practices and Human Resource Protocols
<b>Module 5</b>	School Improvement Plans and SACS Recommendations
<b>Module 6</b>	Budgeting
<b>Module 7</b>	Charter Initiatives: <i>Catoosa U</i> and <i>Let's Get CONNECTed!</i>
<b>Module 8</b>	Family and Community Engagement
<b>Module 9</b>	Strategic Planning
<b>Module 10</b>	Summary Reports, Education and Governance
<b>Charter Year 2:</b>	Assessment, Special Education Law, Personnel Issues, Effective School Practices, Federal Programs, Budgeting, School Improvement Plan, Strategic Planning
<b>Charter Year 3:</b>	School Governance Teams complete a needs-assessment to determine topics

## **Article XI**

### **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.

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.

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

## **Article XII**

### **School System Support**

Organizationally, the LSGT's primary relationship is with the Catoosa County Board of Education through its chief executive officer, the superintendent. 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 XIII**

### **Amendment of Bylaws**

These Bylaws may be amended by the Catoosa County Board of Education upon request of a local school governance team provided that the proposed amendment has been submitted in writing to the superintendent 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, Catoosa County Board of Education policy, or the Catoosa 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.

	YEAR 1 2016-2017	YEAR 2 2017-2018	YEAR 3 2018-2019
Personnel Decisions	<ul style="list-style-type: none"> <li>• Interview principal candidates and make recommendation to the Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Provide input into requirements for substitutes</li> </ul>	<ul style="list-style-type: none"> <li>• Make recommendations for staff positions specific to the school (e.g. foreign language)</li> </ul>
Financial and Resource Allocation	<ul style="list-style-type: none"> <li>• Review current school budget</li> </ul>	<ul style="list-style-type: none"> <li>• Provide recommendations for the school budgets during system budget process</li> <li>• Approve fundraisers and use of revenue from this source</li> <li>• Recommend priorities for the school budget aligned with SIP</li> <li>• Recommend budget for Charter QBE funds</li> </ul>	<ul style="list-style-type: none"> <li>• Approve school's budget for Charter QBE funds</li> </ul>
Curriculum and Instruction	<ul style="list-style-type: none"> <li>• Review curriculum and accompanying materials</li> </ul>	<ul style="list-style-type: none"> <li>• Make recommendations for curriculum and innovative strategies to achieve Charter performance goals</li> <li>• Recommend acceleration and remediation opportunities</li> <li>• HS LSGT may make recommendations concerning graduation requirements and new course or program offerings</li> <li>• May recommend waivers</li> </ul>	



	YEAR 1 2016-2017	YEAR 2 2017-2018	YEAR 3 2018-2019
Establishing and Monitoring the Achievement of School Improvement Goals	<ul style="list-style-type: none"> <li>Review the SIP</li> </ul>	<ul style="list-style-type: none"> <li>Monitor implementation of the SIP and make recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Approve SIP</li> <li>Non-staff member of LSGT serves on SIP team</li> <li>May recommend waivers to improve performance and to achieve Charter goals</li> </ul>
School Operations	<ul style="list-style-type: none"> <li>Approve a system calendar from 2 choices and make a recommendation to the Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Recommend parent involvement activities</li> <li>Approve fundraisers and use of revenues</li> <li>Review proposed field trips and provide input</li> </ul>	<ul style="list-style-type: none"> <li>Review and recommend changes in school operations including partnership, co-curricular &amp; extra-curricular activities, stakeholder surveys, and communication strategies</li> </ul>

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