

CLARKE COUNTY SCHOOL DISTRICT
LSGTEAM

LSGTeam Handbook

Bylaws, Procedures, Code of Conduct and Resources for Effective Local Governance
of Charter System Schools



Clarke County
School District
Better Together

Adopted August 2022

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I. INTRODUCTION

The Clarke County School District (CCSD) became a charter system on July 1, 2016 to increase student achievement and improve organizational effectiveness through innovation, flexibility, community engagement and shared governance. By becoming a charter system, the Clarke County School District (CCSD) receives broad flexibility from state requirements in exchange for increasing student achievement and improving student well-being. The CCSD Charter Contract is a binding agreement between the Clarke County Board of Education and the Georgia State Board of Education. The management and control of public schools is the responsibility of the Board of Education. The Board of Education and the Superintendent retain and exercise system-level governance and maintain responsibility for setting all system-wide policies, procedures, curriculum, adoption of best practices, and the management of human resources and personnel decisions. At the school-level, the School Principal is ultimately responsible for school operations, personnel, budgeting, management, and improving student achievement.

A central component of operating as a Georgia charter system is the establishment of Local School Governance Teams, or LSGTeams, at each CCSD school. The aim of LSGTeams is to foster communication and collaboration between schools, families and the community, by providing governance input into school-level decisions. LSGTeams work with school leadership and the community to make data-driven decisions that help determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community. In their work as a governing body, LSGTeams work with school leaders to set goals for the school and develop a plan to attain them.

This handbook outlines the governance bylaws, guidelines, procedures, and code of conduct for all LSGTeams formed in CCSD. This handbook serves as a guide for the actions of LSGTeams. All LSGTeams shall operate in accordance with this handbook at all times and shall ensure that all actions proposed and undertaken reflect coherence with the CCSD mission, vision, and strategic plan. This handbook also provides links to training materials, contact information, guidance surrounding our flexibility and grantmaking process, and best practices. It is meant to be a reference and a resource.

II. LOCAL SCHOOL GOVERNANCE TEAM (LSGTeam) BYLAWS

Article I. Non-Discrimination

Section 1.1 Non-Discrimination: The LSGTeam will not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, pregnancy status, ethnic or national origin, age, disability, genetic information, military service, veteran status or any other applicable legally protected status in accordance with federal or state laws in electing or appointing LSGTeam members. The LSGTeam will conduct all its activities in accordance with all applicable local, state, and federal anti-discrimination laws.

Article II. Organization and Duties

Section 2.1. LSGTeam Operations: The LSGTeam operates under the control and management of the Clarke County Board of Education and will follow Board of Education policies, regulations, procedures, and operating guidelines unless otherwise waived.

Section 2.2. Name: The name of each entity will be [*insert school name*] Local School Governance Team or LSGTeam.

Section 2.3. Charter Advisory Council: CCSD will maintain a Charter Advisory Council to support district-wide charter processes and provide guidance to LSGTeams.

Section 2.4. District Support: The LSGTeam will be directly supported by the CCSD Office of Innovation, Strategy and Governance.

Section 2.5. Primary Responsibilities: The LSGTeam will fulfill the following responsibilities:

1. Approve and monitor the School Improvement Plan.
2. Approve and monitor requests for school-level flexibility.
3. Approve and monitor requests for school-level innovation funding.
4. Broker services with community agencies aligned to innovations.
5. Participate in hiring the principal, in the case of vacancy.
6. Provide input on school-based curriculum and instructional materials.
7. Provide input on the annual school budget and human resources/personnel.
8. Provide input on school operations.

9. Make decisions by majority vote in all matters except where otherwise indicated.

Section 2.6. Additional Responsibilities: The LSGTeam is also responsible for the following duties:

1. Communicate LSGTeam work to stakeholders, including students, parents, community members, faculty, and staff.
2. Participate in an annual assessment of the LSGTeam's performance and results.
3. Meet a minimum of six times during the 12-month period beginning July
4. Abide by the CCSD LSGTeam handbook at all times.
5. Participate in yearly training and other ad-hoc training, as needed.
6. Abide by state Open Meetings and Open Records laws.

Section 2.7. Performance of Duties: Each member of the LSGTeam will perform all duties in good faith and with a degree of diligence, care, and skill, including reasonable inquiry, as an ordinarily prudent person in a similar position would use under similar circumstances. Additionally, each LSGTeam member must:

1. Attend 75% or more of the scheduled LSGTeam meetings within the fiscal year beginning July 1. An LSGTeam member who fails to attend 75% of LSGTeam meetings, or misses three (3) consecutive meetings, may be asked to resign from the LSGTeam.
2. Be an ambassador for the school by being willing to interact, on a regular basis, with the school community. This may include school or district meetings or events.
3. Participate in mandatory training as required for service on the LSGTeam.

Section 2.8: Code of Conduct: Each member of the LSGTeam must abide by the LSGTeam handbook around conflict of interest, ethics, confidentiality, gifts and solicitations, and any additional Code of Conduct elements set forth which affect the LSGTeam. Details on the Code of Conduct can be found in Section IV of this handbook.

Article III. Membership

Section 3.1. Membership: The LSGTeam will serve as the governing body of the school in accordance with the Charter System contract and the laws of Georgia. Elementary LSGTeams will consist of 10 to 12 voting members. Middle and high school LSGTeams will consist of 11 to 13 voting members. By Georgia law, non-district employees must comprise the majority of overall membership. All members must meet eligibility requirements as outlined in the bylaws. LSGTeams will have the following membership structure:

1. The principal
2. Three (3) school employees elected by the employees of the school
3. Three (3) parents/guardians elected by the parents/guardians of the school
4. Three (3) community members nominated by the LSGTeam and selected by majority vote of the LSGTeam
5. Up to 2 (0-2) at-large members nominated by the LSGTeam and selected by majority vote of the LSGTeam
6. One (1) student (middle and high schools only)

Section 3.2. Qualifications: The LSGTeam will adhere to the following list of qualifications for service on the LSGTeam:

1. All LSGTeam members:
 - a. Only one family member may serve on the LSGTeam at any given time. Family members are defined as a spouse or domestic partner of an LSGTeam member; or a child, stepchild, parent or sibling of an LSGTeam member.
 - b. LSGTeam members must be 18 year of age or older (except for student members).
2. Principal
 - a. Must be the school principal
3. School employees
 - a. Must be an employee of the school
 - b. May be the parent of a child enrolled at the school
4. Parents/Guardians
 - a. Must be the legal parent/guardian on record of a child attending the school at the beginning of their term
 - b. May NOT be an employee of the school
5. Community members
 - a. May be the parent or guardian of a child enrolled at the school
 - b. May NOT be an employee of the school
6. At-large members
 - a. Must fill an existing need as identified by the LSGTeam
 - b. May be an employee or non-employee of the school district
7. Students
 - a. Must be a student at the school

If at any time, a member does not meet the above qualifications, the member must resign.

Section 3.3. Vacancies for Elected Positions: Vacancies on the LSGTeam for elected positions (school employees and parents/guardians) must be filled by a replacement member, as soon as practical. The replacement for elected positions will be nominated by the principal and selected by a majority vote of the remaining

LSGTeam members. The LSGTeam must select a new member to fill the unexpired term of the removed/resigned member no later than sixty (60) days from the departing LSGTeam member's removal or resignation. The replacement will fill the vacancy until the scheduled election of the position that's being filled, at which time the replacement must be elected or appointed as specified in this handbook, or step down from the LSGTeam as soon as his or her successor is duly elected or appointed. Replacements for community and at-large members will follow the procedures found in Section III of this handbook.

Section 3.4. Resignations: An LSGTeam member may resign at any time. Such resignation must be expressed in writing, unless waived by majority vote of the remaining LSGTeam members. The LSGTeam's acceptance of the resignation will not be necessary to make it effective.

Section 3.5. Removal: Any voting member may be removed from the LSGTeam for lack of attendance (see Section 2.7), not performing LSGTeam duties, or for being in violation of the LSGTeam Code of Conduct.

1. If any member is determined to be deliberately negligent of LSGTeam responsibilities, an LSGTeam member may make a motion that a member be recommended for removal from the LSGTeam. Following an affirmative vote of two-thirds of the LSGTeam members present at the LSGTeam meeting, the LSGTeam Co-Chairs will notify the Office of Innovation, Strategy and Governance of the recommendation for review. The Office of Innovation, Strategy and Governance will recommend the LSGTeam's next course of action.
2. The Office of Innovation, Strategy and Governance may also recommend the removal of a member or members of an LSGTeam if an investigation shows that removal is warranted. The Superintendent shall approve all recommendations from the Office of Innovation, Strategy and Governance to remove a member of an LSGTeam.

Section 3.6. Compensation: All LSGTeam members will serve voluntarily and will not receive any compensation for their service as LSGTeam members. For CCSD employees serving on the LSGTeam, this includes restriction of PLUs and paid time off. As volunteers, LSGTeam members may be expected to participate in some LSGTeam activities during the summer months when school is not in session.

Section 3.7. Assessment of LSGTeam Performance: On an annual basis, the district will conduct an assessment of the LSGTeam's performance. The purpose of the assessment is to ensure adherence to the LSGTeam's purpose, duties, responsibilities, bylaws and code of conduct. The district will provide guidance on the parameters of the assessment on an annual basis.

Section 3.8. Accountability: In such circumstances when the LSGTeam is unable to fulfill its duties and responsibilities, the Board of Education retains the authority to require specific school-level interventions, to revoke any and all approved requests for flexibility and/or charter funds; and to dissolve the current LSGTeam. Such actions do not require the support of the LSGTeam.

Section 3.9. Minimum Requirements: The LSGTeam must meet the following minimum requirements to fulfill its duties and responsibilities:

1. Approving the School Improvement Plan.
2. Adhering to Open Meetings Law and required documentation.
3. Adhering to the LSGTeam handbook.
4. Conducting open and inclusive election processes.
5. Completing all CCSD LSGTeam training requirements by each LSGTeam member.
6. Meeting a minimum of six times during the 12-month period beginning July 1 with 75% or higher attendance rate by each LSGTeam member.
7. Complying with LSGTeam election and appointment processes as defined in this handbook.
8. Completing at least one LSGTeam innovation.

Article IV: LSGTeam Meetings

Section 4.1. Meetings: Meetings of the LSGTeam will be held a minimum of six (6) times per year at a location that is open and accessible to the public. Open and accessible to the public pertains to both physical and virtual settings. LSGTeam meetings are subject to the requirements of the Georgia Open Meetings Law (as applicable and amended from time to time), which include:

1. Meeting time, date, and location posted seven (7) days before the meeting (at school and on website).
2. Meeting agenda made available prior to the meeting upon request, and posted for the public as far in advance of the meeting as reasonably possible. Failure to include on the agenda an item which becomes necessary to address during the course of the meeting does not preclude considering and acting upon such item.
3. Summary of Actions from the current meeting and approved minutes from the previous meeting posted within two (2) business days after the meeting (at school and on website).
4. Draft of meeting minutes provided to the LSGTeam within twenty (20) days after the meeting (not posted, just provided to the LSGTeam members).

5. Any and all budget/charter fund expenditure certificates must be posted within two (2) business days after the meeting in which the budget/charter fund expenditures are approved (at school and on website).

In emergency situations, special meetings of the LSGTeam may be called by a co-chair with a quorum of LSGTeam members, with at least twenty-four (24) hours' notice of time, date, location, and the general nature of the business to be transacted, on the school website and at the school. The LSGTeam must be notified before any special meetings may occur.

Section 4.2. Executive Session: The LSGTeam may not initiate executive sessions (meetings that are not open to the public). Executive session may be initiated at the request of the Superintendent or his or her designee on matters related to the purchase, disposition or lease of property or real estate; personnel matters; or any other matter covered by attorney-client privilege.

Section 4.3. Notice: The Secretary or his/her designee will give to each member of the LSGTeam prior written notice either at least one week (seven (7) days) or as required under Georgia's Open Meetings Law, whichever is later, of each regular or special meeting of the LSGTeam. Notices of meetings of the LSGTeam will be posted in the school and on the school's website seven (7) days in advance, or in accordance with Georgia Open Meetings Law. Each notice will state the date, time and location of the meeting and, in the case of special meetings, the general nature of the business to be transacted there and be consistent with the Georgia Open Meetings Law.

Section 4.4. Quorum: At any meeting of the LSGTeam, the presence of at least half the voting members of the LSGTeam will be necessary to constitute a quorum for the transaction of business. No proxies will be allowed. The acts of a majority of LSGTeam members present at a meeting at which a quorum is present will be the acts of the LSGTeam, except where otherwise indicated.

Section 4.5. Virtual Meetings: LSGTeam meetings will be held in-person unless the LSGTeam decides by majority vote to move a meeting to a virtual setting. All virtual LSGTeam meetings are subject to Open Meetings Law, which includes a virtual space that is accessible to the general public.

Section 4.6. Teleconferencing: Teleconferencing applies to in-person meetings. After a quorum is established at the physical location, an LSGTeam member may participate in the meeting by teleconference if necessary due to reasons of health or absence from a reasonable commuting range. No LSGTeam member shall participate by teleconference more than twice per calendar year absent emergency

conditions or the written opinion of a physician or health professional that reasons of health prevent the member's physical presence.

Article V: LSGTeam Officers

Section 5.1. Titles: The LSGTeam will have the Co-Chairs and Secretary.

Section 5.2. Election and Terms of Office:

1. *Co-Chairs:* The principal of each school will serve as a voting member and co-chair of each LSGTeam. At the last scheduled meeting of the year, LSGTeams will nominate and select a co-chair who is not a CCSD employee from existing members. Any member may nominate a non-CCSD member, and non-CCSD members may self-nominate. Once the nomination process is complete, each nominee will speak on their own behalf followed by a vote by all members. The nominee with the most votes will be the co-chair. If no one is nominated and no self-nomination occurs, the principal, as acting co-chair, will appoint the non-CCSD co-chair. The term of office for the non-CCSD co-chair will be one year. No person may serve more than two (2) consecutive one-year terms as non-CCSD co-chair.
2. *Secretary:* At the last scheduled meeting of the year, LSGTeams will nominate and select a secretary from all existing members. Any member may nominate a member, and members may self-nominate. Once the nomination process is complete, each nominee will speak on their own behalf followed by a vote by all members. The nominee with the most votes will be the secretary. If no one is nominated and no self-nomination occurs, the co-chairs will appoint the secretary. The term of office for the secretary will be one year. No person may serve more than six (6) consecutive one-year terms as secretary.

Section 5.3. Duties and Responsibilities:

1. *Co-Chairs:* The Co-Chairs are the leaders of the LSGTeam and preside at all meetings of the LSGTeam. Co-Chairs ensure that the agenda is closely followed, every member has an opportunity to participate, the LSGTeam uses proper decision-making procedures, using [Democratic Rules of Order](#). Co-Chairs will work together in partnership to develop agendas for all meetings, set meeting times and locations, and notify LSGTeam members of meetings. Co-Chairs are responsible for ensuring rules of order and the proper procedures for the conduct of meetings of the LSGTeam. Co-Chairs will communicate all LSGTeam requests for information, assistance or funding to the CCSD Office of Innovation, Strategy and Governance, and inform the LSGTeam of responses or actions. Co-Chairs will perform other such duties as required by law or as requested by the LSGTeam.

2. *Secretary*: The Secretary is responsible for adhering to the Open and Public Meetings Law. These duties include posting agendas, posting meeting dates on the calendar, recording minutes and votes of all proceedings, posting meeting summaries, posting meeting minutes, and other duties as may be required by law or as requested by the LSGTeam.

Section 5.4. Officer Training: All elected officers of the LSGTeam must attend Officer Training. The Office of Innovation, Strategy and Governance will make training schedules available to LSGTeam members on an annual basis.

Section 5.5. Removal of Officers. Any officer of the LSGTeam may be removed for lack of attendance or for violation of the LSGTeam Code of Conduct, by an affirmative vote of two-thirds of the LSGTeam members then in office at any meeting of the LSGTeam after notice to all LSGTeam members of that purpose. The LSGTeam will elect a new officer to fill the unexpired term of the removed officer at the next meeting immediately following the removed officer's departure.

Article VI: LSGTeam Committees and Task Forces

Section 6.1: Establishment of Committees: LSGTeams may, by resolution adopted by a majority of the voting LSGTeam members, establish such committees as the LSGTeam will deem necessary or advisable. LSGTeam committees work on ongoing and long-term functions of the LSGTeam. Committees do not require re-authorization, but may be dissolved by vote of the LSGTeam. Committees are made up of mostly LSGTeam members, but may include non-members. LSGTeam committee members volunteer to serve, and non-members are appointed by the committee. Committee meetings are subject to Open Meetings Law. All such committees will have and may exercise such powers and authority to support the work of the LSGTeam as delegated by the LSGTeam. No committee will perform the full duties and responsibilities, or stand in the place of, the LSGTeam.

Section 6.2: Establishment of Task Forces: LSGTeams may, by resolution adopted by a majority of the voting LSGTeam members, establish such task forces as the LSGTeam will deem necessary or advisable. Task forces work on short-term projects of the LSGTeam. Task forces are formed to last no more than one (1) year, but may be re-authorized or dissolved by vote as needed. Task forces are made up of mostly non-LSGTeam members, but may include up to two (2) LSGTeam members. To form a task force, LSGTeams may solicit interest from non-LSGTeam members. Once a task force is established, it can expand membership as needed. Task forces are not subject to Open Meetings Law. All such task forces will have and may exercise such powers and authority to support the work of the LSGTeam as delegated by the LSGTeam. No task force will perform the full duties and responsibilities, or stand in the place of, the LSGTeam.

III. LOCAL SCHOOL GOVERNANCE TEAM (LSGTeam) PROCEDURES

- A. LSGTeam Elections:** Election of the LSGTeam members is the responsibility of the parents/guardians with children in the school, and of the school employees.

- B. Subsequent Terms of Office:** With the exception of the principal and student members, all LSGTeam members will serve a two-year term of office. Principals do not have term limits. Students will serve a one-year term of office from August through May of the school year in which they are participating. No member will serve more than two consecutive terms on the same LSGTeam. The term of office will begin July 1 and end June 30.

- C. Election Timeframe:** LSGTeam elections will be held in the spring (March-April) and appointments will take place after new terms begin (July 1) and no later than the end of August.

- D. Election Procedures for Parent/Guardian Slots:** Parents/guardians with at least one child in the school will be eligible to vote for the parent/guardian position. An online process will be created by CCSD in which each eligible voter can cast their ballot. CCSD will determine parent/guardian eligibility for voting.
 - a. Voting Period: The voting period will be no less than one (1) calendar day and no more than seven (7) calendar days. Notice of the voting period will be published during the voting period in school publications, notices to be sent home to families, and/or on the school's website.
 - b. Elections Management and Results: The district will manage the election process. Results of the election will be published on the school's website no later than ten (10) days after the closing date of the voting period.

- E. Election Procedures for School Employee Slots:** School employees will be eligible to vote for teacher representatives at the school. Each employee in the school will have one vote. An online process will be created by CCSD in which each school employee can login to cast their ballot.
 - a. Teacher Voting Period: The voting period will be between one (1) and seven (7) calendar days for teacher positions. Notice of the voting period will be published in school publications, notices to be sent to teachers via e-mail, and posted on the school's website.

- b. Teacher Elections Management and Results: the district will manage the election process. Results of the election will be published on the school's website no later than ten (10) days after the closing date of the voting period.

F. Election Tie: If there is a tie in a parent/guardian or school employee election, a re-vote will be held.

G. Procedure for Community Member Nominations and Approvals: Each LSGTeam will have three (3) community representatives. The community representatives will be nominated by any LSGTeam member and approved by the rest of the LSGTeam. In the case of a vacancy or impending vacancy, the Co-Chairs will add an action item to a meeting agenda to present the list of nominees for community representatives. Names of nominees may be submitted to Co-Chairs before the meeting or at the meeting. The LSGTeam will approve the community representatives by a majority vote of the LSGTeam members then in office.

H. Procedure for At-Large Member Nominations and Approvals: LSGTeams are not required to have at-large members. LSGTeams may have up to two (2) at-large members. The at-large representatives will be nominated by any LSGTeam member and approved by the rest of the LSGTeam. In the case of a vacancy or impending vacancy, the Co-Chairs will add an action item to a meeting agenda to present the list of nominees for at-large representatives. Names of nominees may be submitted to Co-Chairs before the meeting or at the meeting. The LSGTeam will approve the at-large representatives by a majority vote of the LSGTeam members then in office.

I. Procedure for Selection of Student Representatives on Middle and High School LSGTeams: Middle and high school LSGTeams will have one (1) student representative. The student representative will be nominated by any LSGTeam member and approved by the rest of the LSGTeam. The Co-Chairs will add an action item to a meeting agenda to present the list of nominees for student representative. The LSGTeam will approve the student representative by a majority vote of the LSGTeam members then in office.

J. Expense Reimbursement: LSGTeam members will not be reimbursed for expenses related to routine LSGTeam meetings and service, including mileage, meeting expenses, or other expenses incurred as a result of that service.

K. Compensation: LSGTeam members will serve without compensation. For CCSD employees serving on the LSGTeam, this includes restrictions on PLUs

and paid time off. As volunteers, LSGTeam members may be expected to participate in some LSGTeam activities during the summer months when school is not in session.

- L. Media Relations:** LSGTeam members will not make statements, provide information for distribution, or provide background information to any media source unless specifically directed to do so by the principal and/or a representative of CCSD.

IV. CODE OF CONDUCT FOR LOCAL SCHOOL GOVERNANCE TEAM (LSGTeam) MEMBERS

- A. Conflict of Interest:** The LSGTeam will adhere to these Conflict of Interest provisions:
 - a. No LSGTeam member will use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for himself/herself or any other individual or organization.
 - b. No LSGTeam member will act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest that would reasonably be expected to impair his or her objectivity or independence of judgment.
 - c. No LSGTeam member will use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.
 - d. No LSGTeam member will accept a monetary fee or honorarium for a speaking engagement, participation in a seminar, discussion panel, or other activity that directly relates to the official duties of the LSGTeam.
 - e. No LSGTeam member represents individual students or student groups in their LSGTeam deliberations and decision-making.

- f. Any LSGTeam member that has a conflict of interest or the appearance of a conflict of interest on a matter before the LSGTeam must recuse himself/herself from the discussion and voting on that matter

B. Gifts & Solicitations: To avoid a conflict of interest or the appearance of a conflict, LSGTeam members will not directly or indirectly accept, solicit, receive or agree to receive any gift, rebate, benefit, favor, service or other thing of value from any vendor or prospective vendor of CCSD or school or from any other person or company doing or seeking to do business with CCSD or school. Exceptions are: food and/or beverage consumed at an occasional meal or event; food, beverage or expenses associated with normal and customary business or social function or activity; promotional items distributed to the general public or employees, an award, plaque, certificate, memento or similar item given in recognition of the employee's civic, charitable, political, professional or public service; any gift with a value less than \$25.00 or items given for the use and benefit of students of the district or school.

C. Code of Ethics: The LSGTeam should operate in the most ethical and conscientious manner possible and to that end the LSGTeam will adopt this Code of Ethics and each member of the LSGTeam agrees that he or she will:

- a. General Governance Structure:
 - i. Focus on school governance, not school management.
 - ii. Honor the chain of command and refer problems or complaints consistent with the chain of command. Problems and complaints will be referred first to the school principal or to the Office of Innovation, Strategy and Governance.
 - iii. Not undermine the authority of the school's principal or intrude into responsibilities that properly belong to the principal or school administration, including such functions as hiring, transferring or dismissing employees.
 - iv. Consider the needs of all students in the school in deliberations and decision-making. LSGTeam members will not advocate for the needs of individual students or student groups to the exclusion of the overall good of the school.
 - v. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending the school.
 - vi. Render all decisions based on available data and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
 - vii. Uphold and enforce all applicable laws, all rules and regulations of the State Board of Education and the Clarke County Board of Education and all court orders pertaining to the System.

- b. Governance Regulations and Policies:
 - i. Work with other LSGTeam members to abide by the LSGTeam handbook.
 - ii. Make decisions on LSGTeam matters only after full discussion at publicly held LSGTeam meetings.

- c. School and Community Relations:
 - i. Seek regular and systematic communication among the LSGTeam and students, school employees and the community.
 - ii. Communicate to the principal expressions of public reaction to school procedures and school programs.

- d. LSGTeam Meetings:
 - i. Attend and participate in regularly scheduled and called LSGTeam meetings (see “LSGTeam Member Expectations”).
 - ii. Be informed and prepared to discuss issues to be considered on the LSGTeam agenda.
 - iii. Work with other LSGTeam members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at LSGTeam meetings.
 - iv. Participate in a closed executive session of the LSGTeam only when applicable law or Board of Education procedure requires consideration of a matter in executive session.
 - v. Maintain the confidentiality of all discussions and other matters pertaining to the LSGTeam and the school, during executive sessions of the LSGTeam.
 - vi. Make decisions in accordance with the interests of the school as a whole, and not any particular segment thereof.
 - vii. Express opinions before votes are cast, but after the LSGTeam vote, abide by and support all majority decisions of the LSGTeam.

- e. Relationship with School Principal:
 - i. Recognize the principal is the leader of the school, and responsible for improving the overall performance of the school based on state and local accountability measures; leading the teachers, students and staff members; handling student discipline and attendance; setting the climate and culture of the school; developing and implementing school programs; managing school resources and operations; and hiring and evaluating teachers.

- ii. Use reasonable efforts to keep the principal informed of concerns or specific recommendations that any member of the LSGTeam may bring to the LSGTeam.
- f. Financial Interest:
- i. Refrain from using the position of LSGTeam member for personal or partisan gain or to benefit any person or entity over the interest of the school.
- g. Conduct as LSGTeam Member:
- i. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the LSGTeam.
 - ii. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
 - iii. Communicate in a respectful professional manner with and about fellow LSGTeam members.
 - iv. Take no private action that will compromise the LSGTeam or school administration.
 - v. Refrain from using your LSGTeam position to gather information on individual student academic performance or disciplinary matters, teacher/staff evaluations, and any other formal or informal documentation on any individually identifiable student, teacher, or staff. There should be no discussion on matters related to individual students, teachers, or staff by LSGTeam members (with the exception of academic meetings regarding you or your child).
 - vi. Maintain confidentiality of sensitive, confidential information shared in the process of conducting the work of the LSGTeam.
 - vii. Participate in all required training programs developed for LSGTeam members by CCSD or the State Board of Education.
 - viii. Abide by Georgia law and CCSD practices for mandatory reporting of child abuse. If an LSGTeam member has reasonable cause to believe that a child has been abused, the member will report that abuse to Division Family and Children Services and the principal within 24 hours from the time there is reasonable cause.
 - ix. File annually with CCSD a written statement certifying that he or she is in compliance with this Code of Ethics.
 - x. Adhere to all relevant CCSD Board Policies and requirements established by the CCSD Administration.

- xi. Announce potential conflicts of interest before LSGTeam action is taken. Comply with the conflicts of interest policy and all applicable laws.

V. LOCAL SCHOOL GOVERNANCE TEAM RESOURCES

Support for Local School Governance Teams is provided by the Office of Innovation, Strategy and Governance. LSGTeam resources can be found at the following links:

- [Clarke County School District Website](#)
- The School Governance Tab for Each School Website (sample [Alps Road Elementary](#)) - includes LSGTeam meeting documents folders
 - To find your school’s LSGTeam site, go to Google Search and type in “<Your School’s Name> LSGT”
- [LSGTeam Google Site](#) - contains information about district & school innovations

Other Important Links:

- [Innovation Fund Application Instructions](#)
- [Sample Meeting Notice, Summary of Meeting Actions, Minutes](#)
- [LSGTeam Folders with Agendas, Minutes and Summaries links for all schools](#)
- [LSGTeam Meeting Agenda Setting Guide](#)
- [CCSD 90 Day Plan LSGTeam Training](#)
- [Democratic Rules of Order Flow Chart](#)
- [Ideas for LSGTeam Innovations](#)
- [LSGTeam Member Directory](#)

VI. CONFIDENTIALITY/ACCESS TO PERSONAL INFORMATION

Any information regarding economic status, academic program or service participation, achievement or behavior of individual students is federally protected, deemed confidential and under no circumstances is such student information accessible to any LSGTeam member. Any information regarding individual employee performance or personnel action is considered confidential and under no circumstances is such personnel information accessible to any LSGTeam member.

LSGTeam members may be privy to confidential information not outlined above as a result of their position on the LSGTeam. Members may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation

with the school system or the school to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom CCSD has authorized disclosure. LSGTeam members will use confidential information solely for the purpose of performing services as a LSGTeam member. This procedure is not intended to prevent disclosure where disclosure is required by law.

Confidential information includes but is not limited to: information pertaining to contractual relationships, prospective employees, future land purchases, or any other information the school district deems confidential. Confidential information does not include any information that: 1. was rightfully within a LSGTeam member's possession prior to it being revealed as part of his/her affiliation as a member of the LSGTeam; 2. is or becomes generally known to the public at a later date by rightful means; 3. is released for disclosure by CCSD; or 4. is received in good faith by the LSGTeam member through a source other than CCSD.

LSGTeam members acknowledge that all confidential information is owned solely by CCSD and that the unauthorized disclosure or use of such confidential information would cause irreparable harm and significant injury to CCSD and/or individual schools, the degree of which may be difficult to ascertain.

Accordingly, LSGTeam members will agree in writing that CCSD has the right to obtain an immediate injunction enjoining any breach of this section, as well as the right to pursue any and all other rights and remedies available at law for such a breach.

LSGTeam members must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, LSGTeam members should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of an LSGTeam member's term in office, he or she will return, at the request of CCSD, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

APPENDICES

APPENDIX A: SCHOOL-LEVEL GOVERNANCE DECISION-MAKING MATRIX

CCSD Local School Governance Teams Authority	
Decision Area	LSGTeam Authority
Personnel Decisions	<p>Minimum Authority:</p> <ul style="list-style-type: none"> LSGTeams will recommend the principal or school leader for selection by the BOE. LSGTeams will work with the Chief of Human Resources to screen principal candidates and recommend candidates to the Superintendent. The Superintendent will bring recommendations to the BOE for a final decision. <p>Additional Authority:</p> <ul style="list-style-type: none"> LSGTeams will provide input to principals in regards to hiring processes for certified and non-certified personnel based on priority work area, with approval by BOE according to district policies and regulations.
Financial Decisions and Resource Allocation	<p>Minimum Authority:</p> <ul style="list-style-type: none"> LSGTeams will have input into the final recommendations for the school budget, including number and type of personnel, curriculum costs, supply costs, equipment costs, and maintenance and operation costs. <p>Additional Authority:</p> <ul style="list-style-type: none"> LSGTeams may apply for district funding for innovations. LSGTeams may broker services with community agencies to improve the health, wellness, and achievement of students based on priority work area, with approval by BOE according to district policies and regulations.
Curriculum and Instruction	<p>Minimum Authority:</p> <ul style="list-style-type: none"> LSGTeams will have input into the selection of the curriculum and accompanying materials consistent with the district's Strategic Plan and Essential and Innovative Features as included in the charter contract. <p>Additional Authority:</p> <ul style="list-style-type: none"> LSGTeams may have input into selection of instructional resources and/or instructional models that support school improvement efforts based on priority work area and

	alignment to district Strategic Plan, with approval by BOE according to district policies and regulations.
Establishing and Monitoring the Achievement of School Improvement Goals	<p>Minimum Authority:</p> <ul style="list-style-type: none"> LSGTeams will approve the school improvement plan and provide oversight of its implementation. <p>Additional Authority:</p> <ul style="list-style-type: none"> LSGTeams will be trained and develop metrics to assess the strengths and growth areas of the community that will guide school improvement and LSGTeam planning. LSGTeams will work collaboratively with school members to identify priority needs for school improvement plans. LSGTeams will present results of their school improvement plan to District Leadership annually
School Operations	<p>Minimum Authority:</p> <ul style="list-style-type: none"> LSGTeams will have input into school operations that are consistent with school improvement and charter goals. <p>Additional Authority:</p> <ul style="list-style-type: none"> LSGTeams will have input into priorities and approval of local SPLOST projects. LSGTeams may review and make recommendations for changing the timeliness and allocation of bus routes, cleanliness, repairs, and safety of buildings. LSGTeams may assess and give recommendations regarding the accessibility of schools through monitoring sidewalks, bus routes, safe routes to school, and extended building hours to meet neighborhood needs. LSGTeams may design and establish neighborhood volunteer programs to serve school neighborhoods. LSGTeams must meet regularly (at least 6 times per year).
<ul style="list-style-type: none"> The Clarke County Board of Education retains its constitutional authority. 	

APPENDIX B. OPEN MEETINGS LAW

Open Meetings Act Summary: The Local School Governance Team (LSGTeam) is subject to the Open Meetings Act (Official Code of Georgia Annotated [OCGA] § 20-2-86[f]). A meeting for the purposes of the Open Meetings Act is defined as a quorum of the members of the LSGTeam or any committee of its members at which any public matter, official business, or policy is to be discussed or presented, or at which official action is to be taken, or recommendations on any public matter, official business, or policy are to be formulated, presented or discussed (See ARTICLE III, section 3.4, pages 11-12).

All meetings are open unless otherwise provided by law. Regular meetings of the LSGTeam must have:

- Announcements of the time, place, and dates of regular meetings posted in a conspicuous location at least one week (7 days) in advance of the meeting date and time at the place where the meetings are held;
- Notice given to the LSGTeam members at least one week (7 days) prior to a meeting (OCGA § 20- 2-86[f]); and
- Regular meetings may be canceled or postponed without notice

LSGTeam meeting agendas must:

- Be made available prior to the meeting upon request, and posted for the public as far in advance of the meeting as reasonably possible.
- Include all matters expected to come before the LSGTeam; however, failure to include on the agenda an item which becomes necessary to address during the course of the meeting does not preclude considering and acting upon such item.

LSGTeam meeting summaries must:

- Be written and made available to the public for inspection within two (2) business days of the adjournment of the meeting
- Include the subjects acted on and the members present at the meeting

LSGTeam meetings must have minutes that:

- Are promptly recorded and open to public inspection once approved as official by the LSGTeam no later than immediately following the next regular meeting of the LSGTeam;
- Include, at a minimum, the names of LSGTeam members present, the description of each motion or other proposal made during the meeting, names of those individuals making and seconding each motion or proposal, and a record of all votes taken and the results of those votes;
- Include the name of each person voting for or against the proposal, or abstaining from voting on the proposal;
- Are kept on file at the school office for anyone to request to review (OCGA § 20-2-86[l]); and
- Are sent to LSGTeam members within twenty (20) days following each LSGTeam meeting (OCGA § 20-2-86[l]).

Visual and/or sound recording of Open Meetings will be permitted.

The Open Meetings Act definition of a meeting does not include:

- Physical property inspections
- Gatherings where no business will be discussed

- Training or educational seminars
- State meetings or meetings with legislative, federal, or executive staff where no action will be taken
- Ceremonial or religious events where no action will be taken

Meetings, or a portion of a meeting, may be closed to the public (an “executive session”) ONLY if:

- The Superintendent or his or her designee requests an executive session for matters related to the purchase, disposition or lease of property or real estate; personnel matters; or any other matter covered by attorney-client privilege.

Procedures for an Executive Session

- Specify reason(s) for closing the meeting; must be within the exceptions listed above and recorded in the minutes
- A majority vote of a quorum present for the meeting is necessary to close the meeting
- Minutes must reflect the names of the LSGTeam members present and the names of those voting to close the meeting
- Minutes of the executive session are available to the public as are other meeting minutes
- Only the portion of the meeting that deals with exceptions under the law will be closed; other portions of the meeting must be open
- When a meeting or portion of a meeting is closed, the LSGTeam Co-Chairs will execute and file with the minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting of the closed portion of the meeting was devoted to matters within the exceptions provided by law and identifying the specific reason for closing the meeting. A meeting may not be closed in order to discuss whether or not to close a meeting.

Violation of Open Meetings Act

- Anyone knowingly and willfully conducting or participating in a meeting in violation of the Open Meetings act is guilty of a misdemeanor and, upon conviction, punished by a fine not to exceed \$1,000.00. Alternatively, a civil penalty may be imposed by the court in any civil action brought pursuant to this chapter against any person who negligently violates the terms of this chapter in an amount not to exceed \$1,000.00 for the first violation. A civil penalty or criminal fine not to exceed \$2,500.00 per violation may be imposed for each additional violation that the violator commits within a 12-month period from the date that the first penalty or fine was imposed.
- Superior courts have jurisdiction to enforce the Open Meetings law; the attorney general has the authority to bring law enforcement actions, criminal or civil.

- If a superior court determines that a LSGTeam has not complied with the act, the court will— unless special circumstances exist—assess in favor of the complaining party reasonable attorney's fees and other litigation costs.

APPENDIX C: LSGTeam MEMBER IMMUNITY

Duly elected and appointed members of Local School Governance Teams are afforded legal immunity for their voluntary service as LSGTeam members under Georgia state law (O.C.G.A. 51-1-20(a)). This immunity protects the LSGTeam member from any civil litigation based on actions taken as part of his/her official duties and responsibilities as an LSGTeam member as long as the LSGTeam member acted in good faith and within the proper scope of his/her role as an LSGTeam member. Federal law also provides a source of immunity from legal liability for LSGTeam members due to their volunteer status. As long as the LSGTeam member's conduct in question did not occur due to willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of others, the LSGTeam member will be immune from liability for the action (42 U.S.C. 14501-14505).

APPENDIX D: LSGTeam BEST PRACTICES

While every LSGTeam ultimately has discretion over the structure and flow of their meetings, here is a list of best practices observed over the past 5 years. These best practices focus on meeting protocols, member cultivation and retention, and communications with the greater school community.

- Scheduling public comment at the beginning of the meeting so that the group can refer to or discuss issues raised or items shared.
- Reserve 15-20 minutes toward the beginning of the meeting for training and team building. Consider revisiting one of our pre-recorded modules, resources on the Charter System Foundation website, or LSGTeam University.
- Be conscious of people's time. If you do not have a quorum 15 minutes after the scheduled meeting start time, consider rescheduling for a time that is more convenient for the majority of members' schedules.
- Fill open LSGTeam seats as quickly as possible. If the LSGTeam is having difficulty finding members, reach out to the Office of Innovation, Strategy and Governance, which keeps a working document at the district level of people who have expressed interest in being on an LSGTeam in the past.
- Periodically hold discussions about potential candidates for your LSGTeam. As people express interest in the LSGTeam, keep a working document at the school level of names and contact information. This working document will

aid in the process of replacing members who depart due to expired terms, resignations, or removals.

- Always have a copy of this LSGTeam Handbook handy for easy reference during meetings.

APPENDIX E. INNOVATION FUND INFORMATION

Clarke County School District recognizes that innovation that truly impacts student achievement may require financial support. CCSD Charter Funds are therefore made available through the Innovation Grant program to support the implementation of schools' growth plans. Each Local School Governance Team is invited to apply for funds to assist with the development and implementation of initiatives that align with the priorities outlined in the school growth plan. Charter fund dollars are not guaranteed and are provided by the state on an annual basis. The following procedures will be followed related to charter funds:

- All charter fund expenditures require a majority vote of the LSGTeam before purchasing may commence
- Charter fund dollars will be spent in the year in which they are distributed unless unavoidable circumstances require a carryover to the next year. In cases of carryover, those charter fund dollars must be spent before September 30 of that year.
- Charter fund dollars must be spent in compliance with CCSD policies including all requirements and deadlines set by the CCSD finance department.
- Charter fund dollars may not be used to purchase gift cards, snacks or prizes for students. Meals are an allowable expense, but meals must be served as part of a working meeting with a sign-in sheet and an agenda.
- Applications for charter fund dollars will be accepted throughout the year. A submitted application undergoes a two-step, peer-review process to determine its eligibility for funding.
- Applications for charter fund dollars must be submitted by one of the LSGTeam co-chairs.