

# **CLARKE COUNTY SCHOOL DISTRICT LOCAL SCHOOL GOVERNANCE TEAM (LSGT) BYLAWS**

In response to a state mandate requiring that each district choose between one of three operating systems by 2015, the Clarke County School District (CCSD) became a charter system on July 1, 2016. In exchange for specific flexibilities from state requirements, CCSD committed to increasing student achievement and improving student well-being. A central component of this work is the establishment of Local School Governance Teams (LSGTs), whose aim is to foster closer communication and collaboration between schools, families and the community, by providing input into school-level decisions.

The work of LSGTs is strictly focused on the improvement of student achievement at each CCSD school. In their work as a governing body, LSGTs work with school leaders to set goals for the school and develop a plan to attain them. They help design strategies to boost student learning and serve as a bridge to the full school community.

The following bylaws serve as a guide for the actions of LSGTs in the Clarke County School District. All CCSD LSGTs shall operate in accordance with the guidelines in these bylaws and shall ensure that all actions proposed and undertaken reflect coherence with the CCSD mission and vision.

## **PURPOSE**

Under the Constitution of the State of Georgia, the management and control of public schools is the responsibility of the local 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, management, and improving student achievement. Each member of the LSGT is accorded the respect and attention deserving of their position.

The CCSD approach to our work as a Charter System is based on the recognition that the creation of dynamic learning experiences and the closing of the achievement gap requires us to strengthen community schools and neighborhoods through strong collaboration with parents, district, and neighborhood members to support student academic growth, socio-economic

development, and physical wellbeing. The work of LSGTs is seen as instrumental in accomplishing this aim, both locally and district-wide.

## **BYLAWS**

The following articles provide guidance to Local School Governance Teams at each school and serve as standard bylaws for all Clarke County School District LSGTs.

### **Article I. Organization**

#### *Name*

The name of each entity will be Local School Governance Team, hereinafter referred to as LSGT. Questions about LSGT processes, procedures, and responsibilities will be directed to the Community Engagement Specialist, the Chief of Community Engagement & Strategic Partnerships and/or the Superintendent. The Community Engagement Specialist serves as primary support for LSGT operations.

#### *Non-Discrimination*

The LSGTs will not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in accordance with applicable federal or state laws in electing or appointing LSGT members or any other LSGT action. The LSGTs will conduct all activities in accordance with all applicable local, state, and federal anti-discrimination laws.

### **Article II. Purpose and Duties**

#### *Purpose*

The purpose of LSGTs is to provide guidance in school-level decisions that set the direction of the school and design school-level innovations that are responsive to their local school needs and align with their school goals and priorities with goals of improving student achievement.

#### *Duties*

The members of each LSGT are responsible for fulfilling the following duties:

- Enact minimum and additional governance authority in the following areas (*see Charter System Governance Matrix*): Personnel Decisions; Financial Decisions and Resource Allocation; Curriculum and Instruction; School Improvement Plan; and School Operations.
- Participate in yearly training related to governance authority areas.

- Attend and actively participate in LSGT meetings.
- Create, approve and oversee implementation of plans that focus on student success and well-being
- Gather and analyze relevant data in order to evaluate progress toward School Improvement goals and the effectiveness of specific partnerships and interventions.
- Inform and educate the school community on the roles of LSGTs and the needs and goals of the school and the strategies undertaken to meet them.
- Approve individuals to serve on LSGTs.
- Abide by state Open Meetings and Open Records laws

### **Article III. Members and Membership**

#### *Membership Restrictions*

LSGT members may not serve on more than one LSGT at a time. Family members of existing LSGT members are prohibited from serving on the same LSGT. Family members are defined as (i) a spouse or domestic partner of an LSGT member; or (ii) a child, stepchild, parent or sibling of an LSGT member.

#### *Membership*

Each LSGT will serve as the governing body of their school in accordance with the Charter System and the laws of Georgia. Each LSGT consists of 10 to 13 voting members. By Georgia law, non-district employees must comprise the majority of overall membership. Elementary LSGTs may consist of 10 to 12 voting members. Middle and high school LSGTs may consist of 11 to 13 voting members.

The principal of each school serves as a voting standing member and co-chair of each LSGT. Eligible members include parents/guardians of students in attendance at the school; employees of the school (teachers or staff); students at the school (middle and high school only); community members who are committed to the school and the surrounding community; and optional at-large members who fill an existing need as identified by the Office of Community Engagement. Each individual seeking selection to LSGTs must attend a district orientation of LSGT governance and district planning before being placed on selection ballots. All members must attend training after being elected or selected by LSGT.

Besides the principal, LSGT representation includes (3) school employees, (3) parents/guardians, (1) student at the school if middle or high school, (3) community members, and (up to 2) at-large members. Respective participation is included in the table below:

<b>LSGT Members</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>	<b>Voting Rights</b>	<b>Term Years</b>
Principal (Co-Chair)	1	1	1	Yes	N/A
School Employees	3	3	3	Yes	2
Parents/Guardians	3	3	3	Yes	2
Community Members	3	3	3	Yes	2
At-Large Members	Up to 2	Up to 2	Up to 2	Yes	N/A
Student	0	1	1	Yes	1

*Selection of Members*

For each LSGT, member selection is determined by the following processes:

<b>LSGT Rotating Members</b>	<b>Selection Process</b>	<b>Candidate Requirements</b>
School Employees	Schools will solicit interest from school employees. Selected by school employee vote.	Must be a school employee at LSGT school.
Parents/Guardians/ Family Members	Schools will publicly solicit interest from parents/guardians. Selected by school parent/guardian vote.	Must have children who attend LSGT school at the beginning of term. Must not be an employee of a children's school, but can be an employee of another school or site within the district. Parents are eligible for a full term even if their child graduates in one year or less. Grandparents, aunts,

		uncles or other adult family members can serve in the parent role.
Community Members	LSGTs will nominate community members. Selected by majority vote by LSGTs. In support of schools struggling to identify community members, the Office of Community Engagement will maintain a roster of willing community members from which LSGTs can identify candidates to add to their ballots.	Must be committed to serving the school or surrounding community. Must be a non-CCSD employee.
At-Large Members	LSGTs will nominate at-large members. Selected by majority vote by LSGTs.	Must fill an existing need as identified by the LSGT. Can be CCSD or non-CCSD employee.
Student (middle and high school only)	Schools will solicit interest from students. Selected by majority vote by LSGTs.	Must attend LSGT school.

*Support with Member Cultivation*

In situations where LSGT’s are having a hard time identifying potential members, they may enlist the help of the Office of Community Engagement. An officer of the LSGT should communicate with Erin Thompson Podvin, Community Engagement Specialist.

*Election Tie*

If there is a tie in a parent or staff election, a re-vote will be held. Principals may also request that both tied candidates be seated on the LSGT as long as the number of parent and community members is greater than the number of staff members as required by state law.

*Terms of Members*

All LSGT members will serve the following terms: School employees, parents/guardians, and community members will serve 2-year terms. Student members will serve 1 year terms. Principals do not have term limits. They serve on the LSGT because of the position they hold. At-Large members also do not have term limits. They are identified to serve on the LSGT by the

Office of Community Engagement & Strategic Partnerships and will serve according to the directive of said office.

All LSGT members serve no more than two consecutive terms on one LSGT. LSGT members seeking to serve another term must be elected/selected based on guidelines in this document. LSGT members who have served two consecutive terms may be re-elected/selected to serve on the LSGT after a one-year break in service. A member whose term is scheduled to expire may continue to occupy his/her seat for a maximum of three meetings into the next term if a replacement has not been elected/selected.

Terms for LSGT members officially begin July 1 and end on June 30th. All newly elected LSGT members will be invited to join LSGT team meetings as member-elects until the official start of their term. begin their service immediately following confirmation from the Office of Community Engagement and

#### *Vacancies*

LSGTs will select a new member to serve the remainder of the term as soon as practical. If a vacancy occurs fewer than 90 days before the term end, LSGTs are not required to fill the position. A new member who fills an unexpired term is eligible to serve two consecutive terms. For all team positions, each LSGT member may solicit interest and bring one (1) nominee to the LSGT for consideration. The LSGT will vote to select replacement members.

#### *Resignation and Removal*

Resignation: Any member of an LSGT who believes he/she cannot fulfill his/her responsibilities may submit his/her resignation in writing to the Clarke County School District Superintendent. The Superintendent will inform the LSGT, and the LSGT will initiate a process to fill the vacancy.

Removal: Any member of an LSGT may be removed from office after a majority vote of the LSGT members then in office whenever, in their judgment, the best interests of the school and/or LSGT is affected. Grounds for immediate removal of individuals are as follows: conflict of interest or code of ethics violation. A member may be removed after two (2) or more absences without direct notification of one or both of the co-chairs. A portion, or the entire LSGT, may be suspended or removed if the Superintendent and BOE receive evidence of ethical violations or if major conflicts arise. Notice of the date, time, place, and purpose of the meeting at which the removal is to be acted upon will be given to such LSGT member intended to be removed at least ten days prior to the date of such meeting. The notice must include a statement regarding the

reason for the proposed removal. All proceedings will be conducted in accordance with the Open and Public Meeting Laws.

#### *Ethical Responsibilities/Avoiding Conflicts of Interest*

As stated in Georgia law, no Clarke County BOE member may serve on an LSGT. Members of LSGTs do not receive, directly or indirectly, any salary or compensation for their service. Furthermore, members of LSGTs must safeguard their ability to make objective, fair, and impartial decisions and, therefore, should not accept any individual benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision. An individual LSGT member must recuse himself/herself from any proceeding in which the member's impartiality may be reasonably questioned due to his/her individual financial or personal benefit. All benefits must be for the LSGT as a whole, the school, or the surrounding community. LSGT decisions must comply with legal counsel provided by the school district, administrators, local board of education, or its legal representatives.

#### *Media Relations*

LSGT 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.

### **Article IV. Officers and their Duties**

#### *Officers*

The officers of each LSGT will include the co-chairs and secretary.

#### *Election and Terms of Office*

Co-Chairs: The principal of each school will serve as a voting member and co-chair of each LSGT. At the last scheduled meeting of the year, LSGTs 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 consecutive one-year terms as non-CCSD co-chair.

Secretary: At the last scheduled meeting of the year, LSGTs 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 consecutive one-year terms as secretary.

#### *Removal of Officers*

The selected co-chair or secretary may be removed at any time by a two-thirds vote of the LSGT.

#### *Vacancies*

Vacancies in the selected co-chair and secretary positions are filled by majority vote of the LSGT.

#### *Duties of the Co-Chairs*

Co-chairs are voting members of LSGTs. Co-chairs will work together to develop agendas for all meetings, set meeting times and locations, notify LSGT members of meetings, and preside at all meetings of LSGTs. The non-CCSD Co-Chairs also serve as Parliamentarians, and are voting members of LSGTs. They are responsible for ensuring rules of order and the proper procedures for the conduct of meetings of the LSGT. Parliamentarians assist the LSGT in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings. Co-chairs will communicate all LSGT requests for information, assistance, or funding to the District Community Engagement Specialist, the School Governance Advisory Team, or the Superintendent or his/her designee, and inform the LSGT of responses or actions. Additionally, non-CCSD Co-Chairs will serve on the Round 1 Principal Selection Committee and participate in both rounds of the Principal Selection Process, in the event that their school is engaged in the hiring of a principal. Co-chairs will perform other such duties as required by law or as requested by the LSGT.

#### *Duties of the Secretary*

Secretaries are voting members of LSGTs. They are responsible for adhering to Open and Public Meeting Laws. These duties include posting agendas, posting meeting dates on 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 LSGT.

### **Article V. Sub-Committees and Task Forces**

Sub-Committees: LSGTs have the authority to create by vote subcommittees to work on ongoing and long-term functions of the LSGT. Sub-committees do not require re-authorization, but may be dissolved by vote of the LSGT. Sub-committees are made up of mostly LSGT members, but



may include non-members. LSGT sub-committee members volunteer to serve, and non-members are appointed by the sub-committee. Sub-committee meetings are subject to Open and Public Meeting Laws.

Task Forces: LSGTs have the authority to create by vote task forces to work on short-term projects of the LSGT. 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-LSGT members, but may include up to two (2) LSGT members. To form a task force, LSGTs may solicit interest from non-LSGT members. Once a task force is established, it can expand membership as needed. Task forces are not subject to Open and Public Meeting Laws.

## **Article VI. Meetings**

All LSGT meetings must be open to the public in accordance with Open and Public Meeting Laws. Notice must be sent to LSGT members at least seven days prior to a meeting and must include the date, time and location of the meeting.

### *Frequency of Meetings*

As stated in Georgia law, each LSGT must meet at least 6 times per year.

### *Establishment of Meeting Dates*

Each LSGT approve an annual meeting calendar for the upcoming year during its last regularly scheduled meeting held before August 1 of said year.

### *Place of Meetings*

LSGTs meet at the schools they serve, at another school, or at another appropriate space within the school attendance zone.

### *Time of Meetings*

LSGTs meetings must be held outside of school instructional hours unless unanimously agreed upon by the LSGT at a prior meeting.

### *Quorum*

A quorum is established when at least 50% of LSGT members are physically present at a meeting. The action of a quorum is the action of the LSGT. A meeting without a quorum may still take place, but nothing can be officially decided by the LSGT without a quorum physically present. LSGT members may not use proxies to attend meetings.

### *Participation by Teleconference*

An LSGT member may participate in meetings by teleconference no more than two (2) times per year unless teleconferencing is necessary based on health reasons verified in writing by a medical professional. A member participating by teleconference will not count as part of the quorum, which must be established at the physical location. Verbal voting must be used at a meeting where a member is teleconferencing.

#### *Executive Sessions*

Executive sessions 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 matter covered by attorney-client privilege.

#### *Special Meetings*

Special meetings of LSGTs may be called only by the co-chairs. Business transacted at a special meeting will be confined to the purposes stated in the call for the meeting and will in all other ways be conducted in conformance with the Open and Public Meeting Laws.

#### *Public Notification of Meetings*

All meetings are open to the public. A notice of any meetings of LSGTs must be made available to the public in accordance with Open and Public Meeting Laws. LSGT officers will notify CCSD central office of regular meetings within one week of meeting. LSGT officers will notify CCSD central office of special meetings within 48 hours of meeting.

### **Article VII. Methods of Amending the Bylaws**

The current bylaws may be modified based on feedback from LSGTs provided to the CCSD Chief of Community Engagement and Strategic Partnerships & Community Engagement Specialist.

**CCSD Local School Governance Teams Authority**

Clarke County School District	Minimum LSGT Authority*	Additional LSGT Authority*
Personnel Decisions	<p>The non-CCSD Co-Chair and 1 teacher from the LSGT will participate alongside district leadership on the Round 1 Principal Selection Committee as part of the Principal Selection Process. The Round 1 Principal Selection Committee will submit a list of highly-qualified eligible candidates to the Interview Selection Committee for Round 2. LSGTs will work with the Chief of Human Resources to host a community information session and convene a school-based selection committee to interview the Qualified Candidates approved by the Round 1 Principal Selection Committee. The school-based selection committee will recommend a top candidate to the Superintendent. Superintendent will bring the recommendation to the BOE for a final decision or request that the position be reposted.</p>	<p>LSGTs 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.</p>
Financial Decisions and Resource Allocation	<p>LSGTs 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>	<p>LSGTs may apply for district funding for innovations. LSGTs 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.</p>
Curriculum and Instruction	<p>LSGTs will have input into the selection of the curriculum and accompanying</p>	<p>LSGTs may have input into selection of instructional resources and/or instructional</p>

	materials consistent with the district’s Strategic Plan and Essential and Innovative Features as included in the charter contract.	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	LSGTs will approve the school improvement plan and provide oversight of its implementation.	<p>LSGTs will be trained and develop metrics to assess the strengths and growth areas of the community that will guide school improvement and LSGT planning. LSGTs will work collaboratively with school members to identify priority needs for school improvement plan.</p> <p>LSGTs will present results of their school improvement plan to District Leadership annually</p>
School Operations	LSGTs will have input into school operations that are consistent with school improvement and charter goals.	<p>LSGTs will have input into priorities and approval of local SPLOST projects. LSGTs may review and make recommendations for changing the timeliness and allocation of bus routes, cleanliness, repairs, and safety of buildings. LSGTs 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. LSGTs may design and establish neighborhood volunteer programs to serve school neighborhoods. LSGTs must meet regularly (at least 6 times per year).</p>
* The Clarke County Board of Education retains its constitutional authority.		