

School Governing Board (SGB) By-Laws

SCHOOL GOVERNING BOARD

The School Governing Board (SGB) is dedicated to student achievement and will support the mission of Martin Luther King, Jr. Early College. The SGB is intended to serve as a unitary school governance team, which is an innovation proposed in the school's Innovation Plan. Regardless of the passage of the school's Innovation Plan, the SGB will be established as set forth in these by-laws.

PURPOSE OF BY-LAWS

The purpose of these by-laws is to provide members of the school community and the SGB with an established set of rules and procedures that encourage fair and sustainable natural systems for the school community.

MEMBERSHIP

The SGB will be comprised of teachers, staff, parents, and administration and a student representative. Each member will be selected through an election process except for the Principal and the parent SGB member. The parent SGB member will automatically be the PTA (PAWS?) President or his/her designee. There will be a representation, not exceeding the total of eighteen (18). Teachers and para-professionals will elect a representative from the various departments of the staff, through a confidential vote of the representative group. Terms of all positions except the administrator or designee are for one calendar year. Choosing from the lists below:

1. Each core content area
2. Grade level (6,7,8, 9-10, 11-12)
3. Two electives
4. 1 Student representative
5. 1 paraprofessional or classified employee
6. 1 Community member
7. 1. Instructional Specialist
8. 1 Support Services (including Guidance Counselors, ESL, Special Education, Deans)
9. 1 Parent
10. 1 Administration or principal designee

OFFICERS

A. Co-Chairs

The SGB shall be co-chaired by one administrator and one faculty/staff representative. The faculty/staff co-chair shall be selected by consensus and the term shall be for one year. The co-chairs shall make sure the agenda is followed and discussion is focused; ensure that each member of the SGB is given equitable time to speak regarding each agenda item; receive the agenda; and receive notice of expected absences.

B. Secretary

The secretary shall be selected by consensus and the term shall be for one year to run concurrently with that of the co-chairs. The secretary shall take detailed minutes of each meeting and maintain the minutes in a binder in a central location in the school; write summary minutes and give these to the administration for posting in a location reserved for SGB members; note agenda items accepted by the SGB for future meetings; handle SGB correspondence. Posting to school website.

C. SGO Financial Officer

The financial officer will be responsible for maintaining all records pertaining to SGB account, including attendance records and any expenses incurred by the board. The financial officer will present a budget at the beginning of each year and will give a financial breakdown with the co-chairs quarterly.

MEETINGS

SGB meetings will take place on the 1st and 3rd Tuesday—beginning in August and ending in June during the school year. The first meeting in September will be set by the previous year's co-chairs and the Principal of the school. Future meeting times will be determined by the SGB at the first meeting in order to accommodate all member schedules to the best of the board's ability. Meetings will be held in the school. Meetings will be conducted consistent with Robert's Rules of Order. Meetings will be open to the school community and noted as such on the monthly calendar. In the event a meeting cannot be held, members may be contacted by phone or e-mail to reach a decision. Meetings will be closed during personnel matters.

SUB-COMMITTEES

The SGB will create subcommittees to determine specific goals and areas of concerns. Members of the subcommittees will be selected at regular meetings and can include anyone from the school community, not just members of the SGB. Any school community member may bring suggestions in writing for consideration. Subcommittees will reflect the needs of the school. Each subcommittee ideally will include at least one staff/faculty member and at least one parent. Notification of the formation of subcommittees will be made known to the entire school community. Subcommittees will report to the SGB during regular meetings.

AGENDA

The agenda for every SGB meeting will be prepared by the co-chairs 24-hours prior to the meeting. The chairpersons will post the agenda in an email, and by the sign in sheet in the office. At the end of every meeting, time shall be reserved for any items of interest pertaining to establishing the next meeting's agenda. Mandatory agenda items include: budget, instruction, PD.

COMMUNICATIONS

Relevant information will be displayed on the shared electronic calendar. Additionally, there will be a designated mailbox in the Main Office for any communications regarding

the SGB. The co-chairs will be responsible for checking this mailbox. Martin Luther King, Jr. Early College will also maintain a Facebook page that will have a group page that displays information about the SGB. There will be a SGB link on the school's website to display current and pertinent information.

PAWS President will update the parent body about pertinent SGB items at PTA meetings, and a teacher/staff member of the SGB will also report to his/her peers during team department and grade-level meetings.

DECISION MAKING

A. General Framework

The SGB is strongly committed to reaching decisions by consensus; if consensus cannot be reached decisions will be made by a simple majority vote. A two-thirds quorum must be present for decisions to be made. All SGB members agree to work together by using the Seven Norms of Collaboration, understand and respect many points of view, and come to acceptable agreement on issues. Decisions of the SGB shall be made according to all applicable laws and collective bargaining agreements, including mandated budgetary decisions.

B. Areas of Decision Making

- Identifying student academic needs, based on all available student performance data;
- Setting academic goals and priorities, based on student academic needs;
- Providing and monitoring consistently high-quality curriculum and instruction for all students;
- Providing instructional support to all teachers;
- Building the master calendar;
- Making decisions about ongoing professional development;
- Identifying creative solutions to problems faced in the operation of the school;
- Revising the Student Articulation Matrix, Student & Parent Handbook, Family Handbook, and School Improvement Plan as needed and based on student performance data;
- Monitoring progress toward academic goals and school-wide goals and the School Improvement Plan goals;
- Establishing community and parent involvement activities;
- Monitoring the school budget;
- Overseeing other areas of school policy if appropriately amended to these by-laws.
- Identify strategies to maintain or increase enrollment.
- Review and determine innovation status should principal change during the innovation cycle.
- Selection process for new principal

C. Conflict Resolution

Conflicts among the members of the SGB that arise and are not resolved by consensus will, when necessary, be submitted to DCTA school rep, DPS Human Resource partner and the larger school community for appropriate assistance and intervention.

AMENDMENTS

The by-laws may be amended when and if deemed necessary by staff, but must match the Innovation Plan and reflect what is best for the school community. Any suggested amendment will be placed on the agenda. Amendments will be voted upon by the SGB. Amendments must pass by majority vote by staff. By-laws will reviewed and confirmed by the SGB each year.

The staff will have a meeting in the spring to elect representatives for the following year. In the case of a parent position being vacated, there should be an emergency election at the next PTA meeting for the filling of that vacancy for the remainder of the term. In the case of a teacher vacancy, the constituents will conduct an election. Length of terms of membership will be for one year. The number of terms a representative may serve is unspecified.

ABSENTEEISM

All SGB members are expected to be in attendance. Sign-in sheets will be distributed at every meeting. If a member is absent two consecutive times or a total of three times in one school year without notice, the SGB may ask the person to step down and the department/grade will select another representative.

PROFESSIONAL DEVELOPMENT

SGB members are encouraged to attend relevant conferences and workshops throughout the year.