

San Diego Unified School District
La Jolla Elementary School
1111 Marine Street
La Jolla, CA 92037

GOVERNANCE TEAM DOCUMENT – Revised March 2014

I. GOAL

(SDM)

To improve the achievement of all students by supporting quality teaching and learning experiences.

II. DEFINITION OF SHARED DECISION MAKING

(SDM)

Shared decision making is an inclusion process in which stakeholders work cooperatively to make decisions that positively affect student achievement.

III. OUTCOMES

(SDM)

All stakeholders are valued and feel that their involvement/input helps to improve student achievement, social development of students, civic responsibility, the working life of employees, and the quality of life for children, parents and the community.

IV. STRUCTURE

A. Membership

(SDM)

The Governance Team must be composed as follows:

50% SDEA (San Diego Educators Association) unit members (including site representative)

35% Parents/Community (including at least 3 parents)

15% Others (including CSEA - California School Employees Association representative)

And the principal

B. Election of Membership

(SDM)

All members will be elected by their constituents via written ballot.

1. Nominations

a. SDEA unit members (50%)

Teachers may choose to volunteer to serve on the Governance Team or other teachers may nominate them. Forms including a brief description of the duties of a teacher representative will be distributed to the teachers a month prior to the election to generate a list of nominees. The teacher Co-chair will confirm the acceptance of all teacher nominations.

b. Parent/Community Constituent Group (35%)

Nomination forms including a brief description of the duties of a parent/community representative will be sent home a month prior to the election. Nominees may choose to volunteer to serve on the Governance Team or their constituents can nominate them. The school community may identify community

members to serve on the Governance Team. Community members may be business partners with the school, provide a service or business in the community, or support the school in other significant ways.

The parent Co-chair will confirm the acceptance of parent/community nominations. Each nominee must submit a short paragraph (50 words or less) describing the nominee's qualifications. A ballot listing the nominees and their qualifications will be distributed one week prior to the election.

c. Other (CSEA) (15%)

CSEA members may choose to volunteer to serve on the Governance Team or other members may nominate them. Forms including a brief description of a CSEA representative will be distributed to the CSEA members a month prior to the election to generate a list of nominees.

2. General Elections

a. In the election of SDEA unit members, ballots will be distributed to teachers' mailboxes. The ballots must be returned to the principal or one of the Co-chairs of the Governance Team within seven calendar days. Two designated teachers will count the ballots. The teacher Co-chair will notify the candidates of their appointments.

b. In the election of CSEA unit members, ballots will be distributed to members' mailboxes. The ballots must be returned to the principal or one of the Co-chairs of the Governance Team within seven calendar days. Two designated CSEA unit members will count the ballots. The teacher Co-chair will notify the candidate of his/her appointment.

c. In the general election of the parents/community members, ballots will be emailed or sent home with the children (one per family). Ballots will be returned within seven calendar days to the child's classroom teacher or to the office. Two designated parents will count the ballots. The parent Co-chair will notify the candidates of their appointments.

d. A notice of newly elected members will be communicated to the parent community utilizing the main communication tool used by school.

e. Elected members will each serve a two-year term. In the interest of continuity and experience, two-year elections will be staggered.

3. The Co-chairs/Facilitators, Time Keeper and Recorder will be elected by the members at the last meeting of the school year or at the first meeting following one of their vacancies.

C. Term of Office

Elected members will each serve a two-year term with an option for one re-election. In the interest of continuity and experience, whenever possible, two-year elections will be staggered in order to ensure members being carried over.

D. Termination of Membership

Membership may be terminated for any member who is absent for three meetings.

E. Resignations/Vacancies/Terminations

To resign from the Governance Team, a member must send a letter of resignation to a Governance Team Co-chair. Any vacancy shall be filled for the remainder of the current school year with an alternate appointed by that person's constituents on the Governance Team. In the case of the vacancy of the CSEA representative, the SDEA representatives will appoint an alternate.

F. Role of Governance Team Members (SDM)

- Support the Shared Decision Making process remembering that our goal is to improve the achievement of all students through quality teaching and learning experiences.
- Become familiar with the Governance Team Document.
- Seek input and share outcomes with constituency groups.
- Attend all meetings on time and stay for the duration of the meetings.
- Share information, expertise and documents necessary to make informed decisions.
- Respect each other's opinions and adhere to common courtesies.
- If a member sends a designee in his/her absence, the designee may participate in the discussions, but will *not* be allowed to vote.
- Adhere to the time allotments on the agenda.
- Read the minutes from the prior meeting in advance of the next scheduled meeting.
- Inform constituents of the procedure for proposing topics for agendas. See Section H, Item2

G. Meetings

1. Meeting dates and times and the number of meetings will be determined at the last meeting of the school year. Dates should be considered firm but may be changed due to scheduling conflicts with 72 hour notice to SGT members.
2. If a special meeting is requested, members will be notified at least 72 hours in advance.
3. Meetings will begin promptly as scheduled.
4. Guests/observers may attend meetings. There will be a public comment section at the beginning of each regular meeting wherein guests may speak on any *agenda item*. In addition, during the discussion of agenda items, guests/observers

may be recognized by a Co-chair to speak on an agenda item *after all* Governance Team members have spoken, *if time permits*. At the Co-chair's discretion, there may be a time limit designated per person.

H. Agendas

1. The agenda for each meeting will be set at the end of the previous Governance Team meeting.
2. To place an additional item for consideration on an agenda, any interested party may notify the principal or Co-chairs *in writing* at least one week in advance of the meeting. Everyone must follow this procedure in order to have a topic discussed at a Governance Team meeting. Members must notify their constituents of this procedure in order to avoid potential disappointment and frustration by anyone who may come to a meeting hoping to discuss an item that has not been included on the agenda.
3. Only items pertaining to teaching and learning will be placed on the agenda. The principal, Co-chairs or team members will refer all other items to the appropriate party.
4. All members will receive agendas at least 72 hours in advance of the meetings.
5. Meeting notifications and Agendas will be included in the Wednesday parent communication email prior to the next meeting.

I. Minutes

1. The recorder will provide a draft of the minutes to the principal and the Co-chairs within 48 hours of the meeting. Within 24 hours of the receipt of the draft, the principal and Co-chairs will respond with additions, corrections and deletions and return the draft to the recorder. If the recorder does not receive any additions, corrections or deletions from the principal or Co-chairs, she/he may consider the minutes as initially approved and ready for distribution to all the members for final approval at the following meeting.
2. All members will receive the minutes at least 72 hours in advance and, in the interest of time, will be asked to read the minutes prior to the next meeting.
3. The recorder will place a copy of the final approved minutes in the binders in the office.

V. SCOPE OF AUTHORITY

(SDM)

While it is recognized that the principal has the right to schedule and assign staff, and budget the school, the principal and the Governance Team should operate in accordance with the following specifications in the three areas of scheduling/assignments, staffing, and budget. For details, consult San Diego City Schools Shared Decision Making Procedures; Item 8 (Scope of Authority).

VI. MEETING/OPERATING PROCEDURES

A. Co-chairs/Facilitators

1. One parent/community member and one staff member will be elected as Co-chairs of the Governance Team by the members at the first meeting of the school year. Their terms are for two years and should be staggered, whenever possible; to allow an experienced Co-chair to remain on the team as a new one is elected.
2. Responsibilities of the Co-Chairs:
 - a. Plan and prepare the agendas in collaboration with the principal.
 - b. Facilitate and preside over the meetings. Co-chairs will alternate the responsibilities of conducting the meetings and facilitating the meetings.
 - c. When conducting the meeting, the Co-chair will ensure that the Governance Team abides by the Governance Team Document and the district guidelines, and observes the ground rules at all times.
 - d. As the facilitator, the Co-chair will focus on the process of the meeting. Rather than actively participating in the discussion, the Co-chair will observe and offer feedback. He/she will focus on the “process” of shared decision making.
 - e. Notify team members and other interested parties of meetings.
 - f. Solicit input from *all* team members to ensure balanced representation.

B. Recorder

The recorder shall be elected at the first meeting of the school year. The recorder is responsible for taking and distributing Governance Team minutes at both regularly scheduled and special meetings. The recorder will provide binders for each new member and place copies of approved minutes in the Governance Team binders in the office.

C. Timekeeper

The timekeeper shall be elected at the first meeting of the school year and is responsible for keeping the team within the time allotments on the agenda. If the time limits cannot be kept, the timekeeper asks the team whether to continue or to table the item for a future agenda.

D. Quorum

A quorum is defined as two parents/community members, three staff members and the principal. No meeting will be held without the principal present.

E. Guests/Observers

1. All meetings are open to guests and observers.
2. There will be a public comment section at the beginning of each regular meeting wherein guests may speak on any *agenda item*. After the public comment section, guests will be recognized by the Co-chair to speak on an agenda

item *after all* Governance Team members have spoken, *if time permits*.

3. Guests/Observers must be recognized by the Co-chair to participate.
4. Only the Governance Team can extend the time for public comments.
5. At the Co-chair's discretion, there may be a designated time limit per person.

VII. ROLES AND RELATIONSHIPS OF EXISTING COMMITTEES/GROUPS

A. Existing Organizations That Support La Jolla Elementary School

SSC = School Site Council

GT = Governance Team

PTO = Parent Teacher Organization

Friends of La Jolla Elementary School, Inc.

ELAC = English Learner Advisory Committee

1. The Governance Team will make decisions where appropriate in the three areas of Shared Decision Making: scheduling/assignments, staffing and budget. For details, consult San Diego City Schools Shared Decision Making Procedures; Item 8 (Scope of Authority).
2. Existing organizations/committees will make recommendations to the Governance Team by presenting agenda items to the principal or Co-chairs one week in advance of a meeting.
3. The SSC and the GT may have overlapping membership but will meet separately.

B. Ad Hoc Committees

Ad hoc committees will be formed and given a charge by the Governance Team. An ad hoc committee will disband upon completion of its task.

1. Organization of Committees
 - a. Membership on each committee shall be for one year or the duration of the committee.
 - b. Each committee will select a chairperson and a recorder.
 - c. Each committee will meet to address issues and concerns. All decisions including recommendations to the Governance Team will be made by consensus.
 - d. Each committee is responsible for recording minutes. The recorder must keep the minutes in a binder, which can be consulted by interested parties of the school community.

VIII. DECISION MAKING PROCESS

(SDM)

A. Consensus

It is expected that the Governance Team should be operated by consensus. Consensus, however, need not mean unanimity, nor should all decisions require endless discussion. Consensus means that all parties can live with the decision. Whether discussion on a given issue continues should depend on:

- the importance of the issue relative to others on the agenda, given available time
- whether those with differing views feel satisfied that others have understood their views, whether or not they agree and
- how strongly people feel about the issue.

After thorough discussion and serious efforts to understand the reasoning behind opposing views, the Governance Team will initiate the agreed upon decision making process.

B. Decision Making Process

(SDM)

The process for reaching decisions shall include the following steps:

1. Step 1 - Decide by consensus.
2. Step 2 - If consensus cannot be reached, the issue may go to a committee for further study or a majority vote may be taken. Majority vote = 50% + one more vote of the total number of members voting. An item can be tabled only once if it is determined that more information is needed to make an informed decision.
3. Step 3 - If a principal dissents from a majority decision of the Governance Team, the issue will be sent to the Shared Decision Making Dispute Resolution Committee (members of the CAC plus five parents appointed by the district and the association). Decisions by this body to uphold or deny the principal's dissent, shall be made by majority vote. Issues should be resolved expeditiously.

IX. CONFLICT RESOLUTION

(SDM)

When disputes relating to the interpretation and/or application of this governance document and/or the district Shared Decision Making document, the following applies:

1. Any constituency group or individual stakeholder may raise an issue regarding the interpretation/application of the document or procedures by submitting the dispute in writing to the Governance Team:
 - A primary responsibility of the Governance Team is to resolve the issue, using its decision making process.
 - Failing a resolution by the Governance Team, the constituency group of the individual stakeholder raising the issue may refer the dispute in writing to the

Shared Decision Making Dispute Resolution Committee for resolution.

- When an impasse is recognized, the Governance Chairperson initiates a meeting between the site SDEA Representative, Principal and Governance Chairperson to resolve the issue at the site level.
- If the impasse cannot be resolved at the site level, the Governance Chair schedules a meeting with the school's Area Superintendent. The site SDEA Representative, Governance Team Chair and Principal meet with the Area Superintendent to resolve the issue.
- If the issue cannot be resolved at the Area Superintendent level, the Governance Team Chair refers the issue to the Contract Administration Committee (CAC) along with appropriate documentation as to what steps had been taken already. The CAC will make the final decision as to how to resolve the dispute.

2. When other disputes arise, such as disagreements among members of the Governance Team, these procedures will apply:

The two elected Co-chairs and the principal are responsible for resolving conflicts within the Governance Team. Methods to resolve conflicts might include, but are not limited to:

- calling a halt to a discussion
- calling a 5 minute break
- caucusing with individuals/groups
- mediation
- arbitration
- forming an ad hoc committee to deal with conflicts and to make recommendations to the Governance Team.

X. RATIFICATION OF GOVERNANCE DOCUMENTS (SDM)

A. The governance document must be submitted to each constituency group (SDEA unit members, site administrator, CSEA unit members, and parents) in a secret ballot ratification vote.

B. Ratification requires a two-thirds vote of those voting within each constituent group.

XI. REVIEW AND AMENDMENT OF GOVERNANCE DOCUMENTS (SDM)

A. Governance documents shall be reviewed every four years.

B. Amendments resulting from such review shall be ratified in accordance with Section X.

XII. ACCOUNTABILITY

Each year, the Governance Team will conduct a needs assessment of its stakeholders, focusing on improving student achievement.

XIII. NON-DISCRIMINATION CLAUSE (SDM)

In the implementation of this procedure, no person(s) shall be discriminated against, based upon race, creed, religion, gender, ethnicity, age, marital status, sexual orientation or disability.

XIV. APPLICATION (SDM)

This process shall apply to all programs within school services division and all other divisions as appropriate. This document in no way diminishes the legal authority of the School Site Council or any other group.