

**Creative, Performing & Media Arts Magnet Middle School  
Governance Team ByLaws  
2017-2019**

**Article I  
Governance Philosophy and Purpose**

Sec. 1 Creative, Performing & Media Arts Magnet Middle School (CPMA) embraces a philosophy which says that students make their best progress in an atmosphere where they are successful, physically and psychologically safe, and responsible for their behavior with their peers and adults. CPMA strives to be a place where people are courteous, respectful, where there are reasonable rules, and where productive communication is practiced among students, staff and parents. The entire staff has a responsibility to counsel any child who may need it at any time.

Sec. 2 The purpose of the CPMA Governance Team is to assure involvement of staff, parents and community in site decisions that alter the educational structure and process of the school and work environment. The procedures utilized in this document shall be designed so that those affected by a decision participate, either directly, or through representation of their own choosing. The ultimate goal is the improvement of student achievement.

**Article II  
Structure**

Sec. 1 Members

The Governance Team shall consist of at least 8 members. Those 8 members, whenever possible, shall be made up of:

- 50% SDEA Membership
- 35% Parents/Community Members
- 15% Others (Classified Staff/Students at secondary levels)
- Principal or admin designee

At least half the membership shall consist of classroom teachers representing departments and as many school programs as possible including the SDEA representative. The remaining membership must include representation of administration and parents. If at all possible, an alternate will be listed for each representative group based on the number of votes received.

Sec. 2 Selection Process

The Governance Team will be responsible for the election process for all members. Members excluding the principal or admin designee and SDEA representative shall be selected by their constituent group via written ballot to fill vacancies at the beginning of each school year. Each constituent group will vote only for their representatives and those receiving the highest number of votes will be elected. In the case of a tie, the tiebreaker will be determined by a runoff vote. Alternates will be recognized by the votes end, and in order of the number of vote received,

will fill any vacancies as long as the term of office exists. Only those ballots received by a specified deadline will be valid and binding.

### Sec. 3 Term of Office

Term of Office will be two school years without reelection. Members are eligible to be elected for successive terms. Parent members shall serve for up to a 2-year term. If a vacancy exists and no alternate is available, a special election will be held.

### Sec. 4 Member Responsibilities

- a. Be familiar with the bylaws
- b. If a member does not attend a minimum of 80% of the meetings without having acceptable excuses, the Governance Team may elect to drop that person and bring an alternate in to fill the vacancy for the remainder of the term of office.
- c. Notify the Governance Chair of anticipated absences so that the designated alternate may be contacted to attend. The alternate then has voting rights for the meeting that he or she attends for an absentee member.
- d. Actively participate in the shared decision-making process.
- e. Solicit and submit ideas and agenda items from constituents if deemed necessary.
- f. It is also the responsibility of the staff and parents of the school to view the proposed agenda on the school website and to contact representatives if they have specific ideas, questions, comments or concerns.
- g. If a majority of team members determine one of more members are not participating in a positive manner, a majority vote by the remaining team members may be held to dismiss that person from the site governance team.

## **Article III**

### **Meetings/Operating Rules**

#### Sec. 1 Leadership

The first agenda item of the first meeting of the new school year will be the selection of a chairperson who shall be nominated and then elected by the highest number of votes received. The chair shall appoint a recorder and a timekeeper for each meeting and any other specific positions deemed necessary. The previous year's chairperson shall begin the first meeting until the new chair is selected. If the previous year's chair is not available, then a member of the school administration shall begin the first meeting.

#### Sec. 2 Meeting Times

The Governance Team will schedule their meeting dates and times for the entire school year by the second meeting. A minimum of one meeting a month is expected barring scheduling conflicts with school breaks. The first meeting date of the school year shall be determined at the final meeting of the previous year's Governance Team. The Governance Team can call an emergency meeting if the subject warrants extra time or a decision has to be made before the

next scheduled meeting. Postponement or rescheduling of meetings shall be at the discretion of the Governance Chair.

### Sec. 3 Observers

Meetings are open to anyone. Observers may speak only during roundtable, have a maximum time limit of five minutes and will not be involved in the consensus/vote. If the observer believes a subject important enough, he or she may ask the chair to be put on the agenda before the meeting or discuss the matter with his or her representative. Contact with the Governance Chair for an item to be placed on the agenda must be made by noon of the day of the meeting. The time limit for a stated opinion on any matter once placed on the agenda in said situation shall not exceed five minutes.

### Sec. 4 Quorum

A quorum shall consist of five Governance Team members. In the event of a tie, the chairperson will abstain from the vote.

### Sec. 5 Agenda/Minutes

The chairperson shall accept agenda items submitted by anyone up to five days before the scheduled meeting. The principal or admin designee and chair will make exceptions on a case by case basis. These items must fall within the scope of the Governance Team's decision-making authority and responsibilities. Items submitted and accepted as agenda items will be published and posted on the school website at least seventy-two hours prior to each meeting. Roundtable shall always be included on the agenda.

### Sec. 6 Decision-Making Process

- a. It is expected that a Governance Team should be operated by a consensus, where lack of agreement is viewed as a signal that the best option has not yet been developed and put forward. Consensus, however, need not mean unanimity, nor should all decisions require endless discussion. Consensus means that all parties can agree with the decision. Whether discussion on a given issue continues should depend on:
  - a. The importance of the issue relative to others on the agenda, given available time.
  - b. Whether those with differing views feel satisfied that others have understood their views, whether or not they have reached agreement.
  - c. 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. The process for reaching decisions shall include the following steps:
  - Step 1:** Decide by consensus.
  - Step 2:** If consensus cannot be reached, they will use their previously determined democratic decision-making process. If a principal dissents, they will respond within one week of the minutes being published.
  - 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 dissent, shall be made by the majority vote. Issues should be resolved expeditiously.

**Step 4:** Consistent with state law, the Shared Decision-Making Procedures retain final responsibility for administration of district schools with the Board of Education.

Sec. 7 Dispute Resolution Procedure

a. Methods to resolve a dispute may include:

- During the meeting, calling a 5 minute break caucusing with individuals/groups
- Tabling the item
- Forming a task force/committee

b. Prior to the next Governance Meeting:

- Disputed subject will be placed on the agenda by chairperson
- Governance Team will address, discuss and come to a consensus/vote

Sec. 8 Operating Rules

Operating Rules may be amended by consensus of the Governance Team or if necessary, by a two-thirds vote of a quorum of the Governance Team.

## **Article IV Communication**

Sec. 1 Minutes of all meetings shall be typed and posted on the website within 10 working days of the approval. Minutes and decisions shall also be reported to parents via the school's website. Minutes of the previous meeting shall be made available to all members for perusal, correction and approval at the beginning of each official meeting. A draft will be emailed to the Governance Team as soon as possible.

## **Article V Shared Decision-Making Process: Scope of Authority and Responsibilities**

Sec. 1 Within appropriate district procedures, Education Code, and collective bargaining agreements, the Governance Team shall be empowered to make decisions. The team will solicit recommendations from staff, parents and larger community (if appropriate). Major decisions are those which affect many teachers or classrooms and/or involve a large amount of the school's budget and/or policy. Major decisions shall be in accordance with the school's philosophy and Single Plan for Student Achievement. New information may be brought to the Governance Team at any time.

Sec. 2 Budget

The Governance Team shall be kept updated and informed of expenditures on all budgets, input into decision making of an operating budget, and review and updates of all budgets in order to make decisions related to site priorities, as appropriate money is available.

Sec. 3 Facilities

The Governance Team shall address issues of facilities that will have school wide impact (addition or loss).

#### Sec. 4 Instructional/School Programs

- a. The principal or admin designee will report to the Governance Team about the new school year's teacher assignments and any reorganization and restructuring moves on an ongoing basis.
- b. The Governance Team will have final approval of all instructional programs.
- c. Broad-based program changes fall under the jurisdiction of the Governance Team, such as advisory, rotating schedule, master schedule, block scheduling, etc.

#### Sec. 5 School-Wide Security

The Governance Team shall be kept informed of any unusual security problems, changes or incidences. The team can become actively involved in any decisions deemed unnecessary to keep the staff, students and campus safe.

#### Sec. 6 Staffing Recommendations

When an opening occurs, the principal or admin designee shall inform the Governance Chair immediately and an invitation will be issued to arrange a panel to participate in the interview process. (With the understanding that the team will participate if possible, but the interview will go on with or without the panel)

When possible, the panel shall consist of:

- Parent Member of the Governance Team
- Member of the staff whose position is most relevant to the open position
- Interested staff member
- An administrator
- SDEA Representative or Classified Representative

## **Article VI**

### **ByLaws**

Sec. 1 A committee must submit the governance bylaws document to each attending member of the Governance Team after approval. Ratification requires consensus of a quorum of attending members. Amendments to the bylaws must be made as needed. They must be approved by the Governance Team and follow the ratification process. Once the bylaws are approved by the Governance Team, the document will then be presented to all staff and parents to be ratified. The bylaws need to be approved by a two-thirds vote returned ballots by a pre-specific date and time. If the bylaws are not ratified, then the existing bylaws will remain as the working document until a new one is ratified.