

**Taft Middle School  
Governance Document  
January 28, 2016**

**TAFT MISSION STATEMENT:**

All Taft Middle School students will promote to high school with skills, motivation, curiosity, and resilience to succeed in their choice of high school, college and/or career in order to lead and participate in the society of tomorrow.

**I. OBJECTIVE**

From San Diego Unified School District Board of Education requirements which were adopted on March 24, 1998. We will ensure that by the end of each school year thereafter that Taft Middle School will develop, implement and maintain procedures to provide for increased involvement of stakeholders, i.e., site administrators, parents and site staff in decisions affecting the operations of our school, including involvement in:

- Staffing
- Site budgets
- Curriculum
- Student assessment and accountability

Through collaborative efforts/shared decision-making, we will seek to improve the quality of education for students and working life of the district employees.

**II. PURPOSE**

The purpose of the Taft Site Governance Team (SGT) is to help set goals, to formulate plans and to facilitate staff decision-making concerning issues related to the improvement of the educational environment at Taft and create Taft's Governance Document.

This Governance Document provides a vehicle to empower this site's stakeholders who have an interest in improving the quality of education and make decisions regarding those site issues which have been established within the purview of shared decision-making adopted by the San Diego Board of Education outlined in Appendix 2, Shared Decision-making Procedures, dated Mach 24, 1998.

### **III. AUTHORITY**

Taft Middle School's Site Governance Team shall have the authority to:

- Create a Governance Document
- Address site issues
- Set policy through Governance vote

#### **A. Governance Team**

The Site Governance Team shall, within the provisions of District policy, collective agreements, shared decision-making and state law, have the following power and authority:

1. Develop, support and approve the discipline policy/procedure for Taft Middle School.
2. In collaboration with principal, develops direction, parameters and policies for the budget that focus on student achievement; involves stakeholders; ensures equity; and uses the decision-making process agreed to by the site.
3. Develop and support site-level policies and procedures which contribute to the smooth operation of the site and high morale.

#### **B. School Staff**

The school staff shall have the following rights:

1. To preview proposals and provide input through their elected representatives.
2. To elect their representatives to the Site Governance Team as established in other provisions of this document.
3. To recall elected members of the Site Governance Team in accordance with provisions of various union documents.  
Recall procedures will be:
  - a. A petition signed by two-thirds majority of the constituency.
  - b. A secret ballot vote, two-thirds majority by only those in attendance.
  - c. Union representatives are elected/recalled in accordance with provisions of the various union documents.

#### **C. School Parents**

The school parents shall have the following rights:

1. To be involved in all decisions of the Site Governance Team that have an effect on the education of the students of Taft by elected representation.

2. To elect their representatives to the Site Governance Team as established in other provisions of this document. The right to recall constituency members of the Site Governance Team elected by them. Recall procedures will be:
  - a. Petition signed by the majority of the constituency.
  - b. A secret ballot vote that requires a two-thirds majority of those votes cast.

**D. School Principal**

The school principal shall retain the following right:

1. Authority as delegated by the education code, district policy and collective bargaining agreements.

**IV. DESIGN OF GOVERNANCE STRUCTURE & OPERATING PROCEDURES**

- A. Decisions by the Site Governance Team will be made by consensus (as outlined in 7.A, Decision-making, Appendix 2).
- B. The Site Governance Team will make decisions by a two-thirds majority vote if consensus cannot be reached.
- C. If a consensus or a two-thirds majority vote cannot be reached by the Site Governance Team, then the issues will be tabled and redirected to the Shared Decision-making Dispute Resolution Committee (SDDRC) for further investigation into possible solutions.
- D. Emergency decisions that are time sensitive are made by the principal within legal and contractual responsibilities and district procedures.
- E. The Site Governance Team will:
  1. Support the decision-making process.
  2. Seek input and share outcomes with constituency groups.
  3. Attend scheduled meetings.
  4. Become familiar with Taft's Governance Document.
  5. Share information, expertise and documents necessary to make informed decisions.
  6. Ensure that decisions made do not violate contracts, law, or district policy and procedure.
  7. Make decisions that enhance positive student outcomes.

**V. CONFLICT RESOLUTION**

- A. The elected chairpersons are responsible for resolving conflicts within the Site Governance Team.

- B. Methods to resolve conflicts may include, but are not limited to:
  - 1. Calling a halt to a discussion.
  - 2. Calling a five-minute break.
  - 3. Caucusing with individuals/groups.
  - 4. Direct unresolved issues to an ad hoc committee for possible solutions.
  - 5. Mediation.
- C. Failing resolution by the Site Governance Team, the constituency group of the individual stakeholder who raises the issue may refer the dispute in writing to the SDDRC for resolution.

## **VI. PROCESS FOR CHANGING GOVERNANCE DOCUMENT**

- A. Staff and parents should notify a chairperson two weeks prior to the scheduled Site Governance Team meeting to be placed on the agenda to present a proposed change(s).
- B. Changes to the Governance Document will be determined by the Site Governance Team in accordance with the decision-making process outlined in the document (Section 4).
- C. Taft's Governance Document will be reviewed every two years. Amendments resulting from such review shall be ratified in accordance with the preceding paragraph.

## **VII. PARTICIPANTS**

The composition of Taft's Site Governance Team shall represent the various stakeholder groups (teachers, parents/community, administrators and classified employees). The teams shall be composed as follows: SDEA Unit Members (including site representative); Parents/Community (including at least three parents); others (classified representative), and the principal.

- A. The Site Governance Team shall be made up as follows:
  - 1 Principal
  - 5 SDEA Unit Members, including SDEA Union Representative
  - 1 Classified Representative
  - 3 Parent Representatives
- B. Alternates: When any member cannot attend a Governance committee meeting, that member will be represented by a pre-approved alternate.

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

**VIII. METHOD OF SELECTION**

- A. Notice of Site Governance Team elections will be posted three (3) working days prior to vote.
- B. SDEA unit members present on the day the election is held will elect their constituents using secret ballots to reach a majority vote.
- C. Classified staff will elect their constituents using secret ballots to reach a majority vote.
- D. Parent/community representatives will be notified via an automated phone call or a flyer sent home with the student to gather names for nomination. Ballots will be cast at Open House or sent home and returned for count. The majority of ballots returned will determine selection.
- E. The principal and SDEA representative are members by virtue of their position.
- F. Site Governance Team members may be re-elected.

**IX. TERMS OF OFFICE**

- A. Elected members will each serve up to a two-year term.
- B. Members may be re-elected annually for a one-year term.
- C. The chairperson will be elected annually for a one-year term.
- D. To resign from the Site Governance Team, a member will send a letter of resignation to the Site Governance Team chairperson and/or principal.
- E. When a member resigns or fails to attend three scheduled meetings without an adequate excuse, the seat may be declared vacant by the Site Governance Council. Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson.

**X. GOVERNANCE COMMITTEE MEETINGS**

- A. Taft's Site Governance Team shall meet monthly during the school year on a date and time selected by the committee.
- B. Robert's Rules of Order shall be modified to include the consensus process and used when necessary.
- C. Special meetings may be called by the chairperson or by majority vote of the SGT.

- D. The secretarial position can be voluntary or elected.
- E. One copy of the previous meeting's minutes will be displayed with the forthcoming agenda 72 hours prior to the meeting. The current agenda and minutes of the previous meeting will be distributed and read at the beginning of each meeting.
- F. 72 hours prior to the Site Governance Team meeting, the chairperson will prepare and post the agenda.
- G. Items for inclusion on the agenda must be submitted to the chairperson two (2) weeks prior to the posting of the agenda.
- H. Taft's Site Governance Team will establish the meeting dates for the school year and publish them to the community.
- I. Site Governance Team meetings are not to exceed sixty (60) minutes without a motion and approval from the members.
- J. Agenda items not discussed will be tabled until the next meeting.
- K. A quorum shall be defined as a simple majority (fifty percent plus one) and should represent the percentages of each membership constituency.
- L. Taft Middle Schools SGT/SSC Co-chairs will perform the chairperson's duties in their absence.