

MARK TWAIN HIGH SCHOOL
GOVERNANCE TEAM
SHARED DECISION MAKING TEAM BYLAWS

I. MARK TWAIN HIGH SCHOOL MISSION STATEMENT

Within a small, supportive school setting, students engage in the development of higher level thinking skills while preparing for their post-high school world of careers and higher education, becoming responsible citizens as they move toward graduation.

II. PHILOSOPHY AND PURPOSE OF SITE GOVERNANCE

The Governance Team is a shared decision making body, required at each school site by the SDUSD Board of Education. Shared decision making is an inclusive process where multiple constituency groups work cooperatively to make decisions that positively affect student achievement. Shared decision-making at Mark Twain will:

- A. promote unity and ownership among students, parents, community, staff, and associations.
- B. make recommendations on important issues that improve the instructional program and school community.

III. MEMBERSHIP

The Mark Twain Governance Team has eleven voting members, ten that are elected and the principal. Elected membership shall consist of 50% teaching/certificated staff, 40% parents, community members, or students, and 10% classified representative. Student representatives will be elected ASB Officers or elected SSC representatives. The principal is *an ex officio member*, a standing committee member that is not elected.

A. Members

1. Distribution

5 teachers/certificated staff, including the SDEA site representative, and at least one satellite member (ideally one from each satellite).

4 parents/community members/students

1 classified

1 principal or principal designee.

B. Selection Process

1. Governance Team Members are elected by their peers i.e. certificated elect certificated and parents/community elect parents/community.
 2. A simple majority of votes will determine winning candidates.
 3. In all cases of tie votes, the Governance Team Members will break a tie by a simple majority vote.
 4. Members terms are meant to alternate so that approximately half of members are elected in even years, and the remaining members are elected in odd years.
 5. Governance Team elections can occur any time between March of the preceding year and October of the effective membership year.
- C. Terms
1. All member terms last two years.
 2. All members may serve multiple terms if elected.
 3. Each term of office runs concurrently with the school year August through June.
 4. At the first regular meeting of the Governance Team, each member's current term of office shall be recorded in the minutes of the meeting.
- D. Voting
1. Only elected members may vote at Governance Team Meetings.
- E. Membership Vacancies
1. In cases where the above selection process has been followed and candidates still have not been found to fill vacancies, Governance Team Members may appoint a member, by Team consensus, to fill the vacancy for the full term of office. This should be done early in the new school year to ensure continuity of business.
 2. Vacancies occurring *during* the school year will be temporarily filled by Governance Team appointment, until the next scheduled election.
- F. Attendance
1. If a member of the Governance Team misses two consecutive meetings, the Team discusses the absences. Unexcused absences will be recorded in minutes, and the recorder will notify the absent member. Absences may result in the loss of membership on the Governance Team. Dismissal of members for poor attendance will be at the discretion of the Governance Team Members, and the resulting vacancy will be filled according to the Membership Vacancies section.
 2. If a member anticipates an absence, the SGT Chair should be notified.
- G. Termination of Membership

The Governance Team may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the Team Chair.

IV. SCOPE OF AUTHORITY

The purpose and responsibilities of the Governance Team includes promoting unity and ownership among Mark Twain stakeholders and making recommendations on important issues that improve the instructional program and school community. These issues may include, but are not limited to: school funding, curriculum, staffing, parent involvement, student achievement, technology, student discipline and student dress code.

- A. Advise staff, Mark Twain families, and community on educational needs, problems, programs, and priorities.
- B. Survey, formally and informally, opinions and attitudes of parents and other citizens of the total school community on significant issues related to school improvement.
- C. Establish liaison between the school and individual families with the purpose of strengthening communication.
- D. Identify educational needs unique to alternative education.
- E. Interpret school needs and programs to the community.
- F. Evaluation of educational programs with school/family/staff needs.
- G. Coordinate committees.

V. OPERATING PROCEDURES

Meetings are scheduled on a regular basis from September to May. Governance Team meetings are open to the public for visitation and participation, subject to the rules of parliamentary procedure. Only elected members can make decisions by voting on an issue.

A. Decision-making Process

- 1. Decisions will be made by consensus.
 - a. list possibilities
 - b. discuss alternatives
 - c. give information/clarification
 - d. alter or amend proposal to make it acceptable
 - e. use cooling off period
- 2. If consensus is not reached, majority vote will resolve the issue.

3. If a principal dissents from the majority decision of the Governance Team, the principal, the Governance Team Chair, and the SDEA site representative shall meet to resolve the issue.
 4. If the issue is not resolved as indicated in Step 3, the principal, the Governance Team Chair, and the SDEA site representative shall meet with the schools area superintendent to resolve the issue.
 5. If the issues is not resolved as indicated in Step 4, 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).
 6. Consistent with state law, the final responsibility for dispute resolution and administration of district schools rests with the Board of Education.
- B. Leadership
1. A Chair will be selected annually by agreement of the Governance Team Members at the first meeting after the election. The Chair presides over the meetings and is responsible for preparing the agenda.
 2. A Recorder will be selected annually by agreement of the Governance Team members at the first meeting after the election. The Recorder is responsible for taking and disseminating Governance Team minutes.
 3. In the event that the Governance Team Chair is not in attendance at a meeting, the Recorder will preside over said meeting.
- C. Schedule of Meetings
1. The Governance Team will determine and announce meeting dates and time.
 2. Meetings are scheduled on a regular basis during the school year.
 3. The Governance Team will meet a minimum of once each quarter; additional meetings can be scheduled by the Governance Team, as needed.
- D. Quorum
- Voting may take place only when a quorum is present. A majority (51% or greater) of the members of the committee shall constitute a quorum.
- E. Visitors
1. Stakeholders are encouraged to participate in Governance Team discussions, but will not be voting members.
 2. Those visitors wishing to make a presentation should contact their representative in advance.

VI. BYLAW ADOPTION

- A. When deemed necessary, Mark Twain Bylaws will be considered by the Governance Team or by an ad hoc committee appointed by the Governance Team.

- B. Bylaw consideration falls under the Governance Team decision-making process.

VII. AGENDA AND COMMUNICATION PROCESS

A. Agenda

1. The agenda will be prepared from the items submitted to the Chair and distributed to the Governance Team Members.

B. Records

1. The minutes will be prepared by the Recorder and approved by the Governance Team members at the next scheduled meeting.
2. Minutes will include: persons in attendance, items discussed, decisions that were made, person(s) responsible and the time and date of the next meeting.

DATE APPROVED

SIGNATURE OF GOVERNANCE CHAIR