

Decatur High School Leadership Team Bylaws

[City Schools of Decatur School Governance Administrative Regulation
SLT Manual - 2020-2021](#)

Article I: Name

A School Leadership Team has been established at Decatur High School of the City Schools of Decatur on September 10, 2008. The name of this School Leadership Team shall be the Decatur High School Leadership Team, hereinafter referred to as the SLT, organized under the authority of Georgia law (O.C.G.A. § 20-2- 2063.2, et seq. and the Charter entered into between the State Board of Education and the City Schools of Decatur with a commencement date of July 1, 2008 ("Charter")). This charter agreement was renewed for a 10- year term by State Board beginning on July 1, 2013, and expiring on June 30, 2023. ("Charter").

Article II: Purpose

The purpose of the SLT is to make decisions that support the continuous improvement of the school in accordance with the provisions of the Charter. The Charter System mission, as stated in the Renewal Charter is to "challenge every student to succeed by providing a rigorous, engaging and authentic learning experience delivered by highly qualified, caring adults in safe and inviting schools." The members of the SLT are accountable to the constituents they serve and shall perform those functions and duties and have those responsibilities of a school leadership team as are set forth in the Charter. The SLT understands that the Charter governs the operations of the City Schools of Decatur. To the extent that there is any inconsistency between these bylaws and the Charter, the Charter shall govern.

Article III: School Leadership Team Authority and Duties

The SLT is the governing council of DHS and shall have the authority vested in it by the Charter. This authority includes whether or not the SLT wishes for class sizes to exceed the state maximum at each school. In making this decision, the School Leadership Teams will consider impacts in this order: impact on the student(s) in question, students in the affected class, students in the affected grade, teacher in the affected class, students in the entire school, teachers in the entire school, and the families in the entire school. The duties of the SLT shall include, but not be limited to, the following:

1. Recommend personnel for submission to the Superintendent for hire;
2. Determine use of the funding (as per formula based on enrollment) in technology and instructional materials;
3. Develop, approve, and monitor the continuous school improvement planning process (multi-year plan with annual reviews and updates that includes plans to foster student and teacher development);
4. Review assessment data and use it for decision-making purposes;
5. Assist with school accreditation and improvement reviews and assessments, such as SACS;
6. Gauge decision-making impact in the following order: impact on the student(s) in question, students in the affected class, students in the affected grade, teacher in the

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affected class, students in the entire school, teachers in the entire school, and the families in the entire school.

7. Review and approve changes to its bylaws; and Recommend school needs to the Board during the annual budget process.

Article IV: Membership

The SLT shall have a minimum of five (5) voting members, four (4) of which are elected as described herein, and always an uneven number of voting members consistent with the requirements set forth in the Charter. The members of the SLT shall be qualified as required by the Charter. A minimum of five (5) members shall be voting members, including at least two (2) elected parents or guardians of students who are enrolled in the high school during their term of membership and at least two (2) elected certified teachers who work at the high school and the school's Principal. Employees of the school system may not serve in the capacity of a parent member of the SLT. A non-voting member of the central office staff, assigned by the superintendent, will be appointed as a liaison between the school and the system. No individual may serve as an elected or appointed voting member or non-voting member on multiple School Leadership Teams.

The SLT may choose to appoint two (2) additional members to the SLT for a total of seven (7). This may be necessary for reasons of diversity and/or to maintain the specified ratio of system employee to non-employee mandate described below. These members may include but are not limited to, students, staff, community members, or representatives of school-related organizations, such as the PTA. Such members shall be elected as outlined in Article VI of these bylaws. Student members may not be appointed as voting members.

The goal for each School Leadership Team is to strike a balance in terms of diversity, expertise, and the ratio of parent/ employee voting members. The parent/ employee ratio should be as even as possible, in that, no more than 49% of the member positions may be filled by employees of the City Schools of Decatur. Each School Leadership Team may add two (2) additional members at the School Board and/or Superintendent's discretion subject to a 9-member maximum as permitted by applicable Federal and State law in order to create a School Leadership Team that has the balance needed in order to make the best decisions for all students. The two additional members of each School Leadership Team, who shall have all of the rights, privileges, duties and responsibilities of the elected voting members of the School Leadership Team. Should the SLT need to add members beyond the seven (7) member maximum, a request must be made of the Superintendent. The SLT will have a minimum of five (5) voting members and a maximum of (9) members as outlined above.

An SLT member may be considered inactive (and may therefore be subject to removal from the SLT by SLT vote) if they miss three or more consecutive meetings without being excused in advance by the chair.

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Article V: Terms

All SLT members will be elected or appointed by the current SLT for two year terms, except in cases where an SLT member leaves the Team before their term ends. In such cases, an election will be held for the remainder of the vacated term in the case of an elected member or an appointment will be made by the SLT in the case of an appointed member vacancy. Terms for the parent, teacher and community member seats will be staggered, with the goal of always having a mix of both new and experienced members to ensure continuity and mentoring across each School Leadership Team.

Article VI: Elections

All elected members of the SLT shall be elected in the manner required by the Charter, by a nomination and election procedure adopted by the SLT no later than one month before the election. Unless otherwise approved by the SLT, elections for parent members and teacher members of the SLT shall take place no later than September 30 of the school year for which the term shall apply. Election specifics as stated by the Charter:

Parent/legal guardian members:

- Elected by the votes of parents and legal guardians of students that are enrolled in the school at the onset of the member's term.
- Candidates for parent or legal guardian seats must have a child who will be enrolled at the school at the onset of the term in question.
- A student's parent(s) or guardian(s) shall collectively have one vote for each student enrolled in the school.

Teacher members:

- Teacher members of the School Leadership Team are elected using Approval Voting by the staff who work at the school at the time of the election.

Student/Community members;

- Individuals including but not limited to; students, staff, community members, or representatives of school-related organizations, such as the PTA who serve on School Leadership Teams may be appointed by the elected members of the SLT.
- Appointments of the additional members shall be by nomination at a regular SLT meeting with a second and a majority vote. At such time members are selected the voting or non-voting rights shall be declared at the point the candidate is nominated. Student members may not be appointed as voting members.

Elections shall use the Approval Voting process in which voters note on a ballot all candidates that the voter chooses to approve. All elections shall use ballots that can be counted electronically. When ballots are counted, at least two people shall be present. In the case of a tie between candidates, a coin shall be flipped by the School Leadership Team Chair or his/her designee. The candidate whose last name comes first in alphabetical order shall be "heads". In the event of a three-way tie, the first two who fall alphabetically first shall engage in a coin flip, then the same process will occur between the winner of that flip and the third candidate.

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Article VII: Vacancies

Vacancies on the SLT shall be deemed to exist as set forth in the Charter and shall be filled as required by the Charter when any of the following occurs:

1. a member resigns
2. a member is removed as a member by a majority vote of the School Leadership Team
3. a parent member no longer has a child enrolled at the school.

An election within the electing body for a replacement to fill the remainder of an unexpired term of an elected member shall be held within 60 days, unless there are fewer than 90 days left before the end of the school year, in which case the School Leadership Team will decide whether to fill the position before the end of the school year.

If a vacancy of an appointed member occurs the SLT may appoint a new member within 60 days. Such members shall be appointed by the voting members of the SLT. Selection of the additional members shall be by nomination at a regular SLT meeting with a second and a majority vote. If the remaining composition of the SLT after said vacancies, either elected or appointed, still meets the minimum required membership, voting quorum and proper ratio as outlined herein still exists than no further action needs to be taken, and no additional membership vacancies will be required to be filled.

Article VIII: Meetings

All meetings of the SLT shall be open to the public. The SLT shall meet at least one time per month for nine months of the year. For each meeting, an agenda is structured and includes items for spotlight, discussion, and action by the School Leadership Team. In addition, time for comments from the school community will be included on the agenda for each meeting. The SLT shall also meet at the call of the chairperson, or at the request of a majority of the members of the SLT.

Notice by mail or email shall be sent to SLT members at least seven days prior to a meeting and shall include the date, time and location of the meeting. SLTs shall be subject to the Georgia Open Meetings Act (O.C.G.A. § 50-14-1, et seq.) in the same manner as local boards of education. Meeting notices and agendas shall be posted in accordance with the requirements of the Georgia Open Meetings Act.

A quorum must be present in order to conduct official SLT business. A quorum is comprised of a majority of SLT voting members. In the case that a vacancy results in less than five (5) voting members, a quorum will be comprised of at least 4 voting members or all of the voting members if the total number of voting members drops below 4. Every item up for vote shall be determined by a majority vote of members present. Each member of the SLT is authorized to exercise one vote. Proxy votes are not allowed. Members must be present in order to vote.

SLT work groups/ committees may be convened to conduct specific activities as needed. These work groups or subcommittees are advisory only and do not constitute official SLT meetings. No

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votes on official SLT business may be taken in a work group or subcommittee meeting. SLT work groups will report on their activities to the full SLT.

Article IX: Minutes

SLTs shall be subject to the Open Records Act (O.C.G.A. § 50-18-70, et seq.), relating to the inspection of public records, in the same manner as local boards of education. Public records prepared or maintained by the SLT shall constitute public records and shall be subject to the Georgia Open Records Act. Because public records prepared and maintained by SLT members shall constitute public records as set forth in the Georgia Open Records Act, SLT members shall not use personal electronic mail accounts to conduct any business of the SLT; rather, all SLT members shall conduct all SLT business that is conducted electronically through the City School of Decatur electronic mail addresses provided to the SLT member by the City Schools of Decatur administration. No physical SLT records shall be maintained at a private residence; rather, all physical records shall be maintained on school premises. All SLT records shall be subject to the same record retention schedule that is applicable to the City Schools of Decatur. SLT members shall maintain the confidentiality of records, including, but not limited to student education records, as may be required by federal and/ or state law.

With regard to open meetings, a summary of the subjects acted on and the members present at the meeting of the SLT shall be made available to the public for inspection at the school office within two business days of the meeting. Access to the minutes shall be provided to the SLT members within 20 days following each SLT meeting. The official minutes shall be open to public inspection once approved by the SLT immediately following the next regular meeting of the SLT and posted online on a publicly available website.

Minutes will be maintained and meetings will be advertised. The agenda and supporting materials will be available to the community within the same timeframe that the Board uses. Special sessions may be called by the chair of the School Leadership Team. These sessions are also subject to the same transparency requirements as regularly-scheduled Board meetings. All meetings are publicized and artifacts housed in eBoard. Minutes at a minimum shall include the names of the SLT members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll- call vote, the name of each SLT member voting for or against a proposal or abstaining shall be recorded. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

Article X: Officers and Committees of the School Leadership Team

The officers of the SLT shall be a chairperson, a vice chairperson and secretary. Officers of the SLT shall be elected by voice vote at the first meeting of the SLT following the election of SLT members. The term of the officers of the SLT shall be one year. Co-secretaries are allowed. Standing committee SLT membership to be determined by the 2nd meeting following elections of SLT members. The chairperson shall develop the agenda for all meetings, preside at all

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meetings of the SLT, and perform such other duties as required by the Charter or as shall be requested by the SLT. The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the SLT. The secretary shall attend all meetings, act as the clerk of the SLT, record all votes and minutes of all proceedings, give notice of all meetings of the SLT, and shall perform such other duties as may be required by law or as shall be requested by the SLT. In the absence of the secretary of the School Leadership Team, the chair of the team shall appoint another member of the team to be the acting secretary for purposes of that Meeting.

The SLT shall have two standing committees, The Decatur Career Academy Committee and the PTSA Committee. The SLT may elect to form other committees of the SLT and may consist of the following: Communication, Nomination, Bylaws and Practices Governance and Operations, Budget, and School Climate. Additional committees, subcommittees and ad hoc committees may be established by the SLT for any purpose that is within the purview of the team. Committees serve in an advisory capacity to the SLT and have no voting privileges. Meetings of said committees are not considered SLT meetings. Action items that are considered by a committee shall be communicated to the SLT and considered for addition in an upcoming SLT meeting's agenda. In addition, the SLT may hold forums, listening sessions, or town hall meetings if the topic of the event is within the SLT's purview to make a decision.

A. Communication Committee.

The Communications Committee will be charged with duties that include, but are not limited to,

communicating with the DHS community about SLT activities. They shall identify, develop and coordinate mechanisms to foster communication and cooperation among the SLT, the parents, the faculty, staff, and administration, the students, and the entire Decatur community. In particular, they will encourage all members of the DHS community to attend and participate in SLT meetings and other DHS events. This includes advertising SLT meetings, and soliciting information on topics of interest to the DHS community. The Communications Committee shall provide content for the charter/SLT area of the DHS website. Information to be made available through the website may include but is not limited to materials provided to the SLT at our meetings, e.g. minutes, handouts, committee reports, announcements, bylaws, newsletters, SLT member biographical sketches, etc. The committee shall use appropriate technology that will maximize the probability that relevant information reaches as broad a cross section of the community as possible. Such methods may include but are not limited to: school and system email distribution lists, community email distribution lists, and the Parent Portal of the current student information system.

This committee will be chaired by a current member of the SLT and will consist of at least one parent member, one non-parent member.

B. Nomination Committee.

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When requested to do so by the SLT or its chair, the Nominating committee shall prepare a list of candidates for appointment to groups, for example, the SLT itself, SLT committees, and other system committees for which the SLT must provide representation. Candidates will meet the necessary requirements and be willing to be elected or appointed to the position. This committee will be chaired by a current member of the SLT and will consist of at least one parent member, one non-parent member.

C. Governance and Operations Committee.

The SLT will maintain bylaws that address the SLT's internal governance procedures. As directed by the SLT or its chair, this committee shall review the by-laws, at least once every two years and may propose amendments to the by-laws. It shall identify and recommend practices for the smooth operation of the SLT, which includes seeking best practices from other SLTs via the SCLT. This committee will be chaired by a current member of the SLT and will consist of at least one parent member, one non-parent member.

D. Budget Committee.

As directed by the SLT or its chair, this committee shall review and evaluate DHS budgetary requests to the Board and the allocation of funds prior to submitting them to the Board. This will include assistance to determine necessary staff member units, professional learning activities, technological needs, building repair issues, and instructional material requests. This budget-setting process may look different each year. At least two months in advance, School Leadership Teams will receive communication from the central office regarding the process for that particular year. Schools receive an allotment of funds for staff, materials, and supplies. School allotments are based on the enrollment of the building and the particular educational needs of students within that building. Within that allotment, School Leadership Teams have autonomy to direct money within the school as they deem appropriate. In addition, the School Leadership Teams may request additional funds for particular projects and goals by petitioning the Superintendent. This committee will be chaired by a current member of the SLT and will consist of at least one parent member, one non-parent member.

E. School Climate Committee.

As directed by the SLT or its chair, this committee shall monitor and assess school climate and make recommendations for maintaining an environment that supports the well-being of students and staff which includes school pride, mutual respect, and cultural sensitivity. This committee will be chaired by a current member of the SLT and will consist of at least one parent member and one non-parent member with the aim of engaging parents and the community in addressing school climate.

F. Decatur Career Academy Committee

The Decatur Career Academy maintains an advisory board composed of parents, teachers, industry professionals, post-secondary educators, and the DCA Director. The

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DCA Director or their appointee may serve as the permanent, non-voting Chair of the SLT DCA Committee at their discretion. The DCA Director will serve as a liaison between the SLT and DCA advisory board, using this position to collect input from both groups and to present programming information to the SLT.

G: PTSA Committee

The PTSA may appoint one non-voting Chair to the SLT PTSA Committee to serve as a liaison between the two groups at the discretion of the PTSA.

Article XI: Duties of the Principal

The school Principal shall be a member of the SLT and may serve as the chairperson. The principal will be responsible for the following:

- Implementing policies and procedures that maintain a safe and healthy environment for all students.
- Ensuring that the state curriculum is being taught and the instructional model employed by the school is being implemented.
- Conducting assessments of his/her staff in concert with system guidelines and any applicable laws.
- Reviewing the applications for employment and reviewing the certification of candidates for teaching positions, including the score of the individual on any standardized assessment, such as the Gallup Teacher Insight survey.
- Developing an inclusive process within the school to interview and select teachers and other staff to fill positions. A seat is available for a School Leadership Team member on any interview team.
- Preparing a personnel report that includes hires, transfers, and terminations, for each School Leadership Team meeting.
- Developing personnel by providing appropriate staff development/professional learning opportunities and writing professional learning plans when necessary. In the event that a staff member is not performing at acceptable levels the principal will recommend that the individual not return the following year. In the case of a tenured teacher, the provisions of the Georgia Fair Dismissal Act will be followed.
- Ensuring adherence to the system's Strategic Plan.
- All tasks contained in the Principal Job Description for the City Schools of Decatur.

Article XII: Board of Education Responsibilities

The local board of education shall have the authority, powers, duties, functions and responsibilities as set forth in the Charter. The Board will continue to make decisions and have final jurisdiction over the following areas:

- Overall fiscal management (including but not limited to purchasing and contracting)
- Final development and approval of the annual system budget
- Fiscal expenditures beyond the school's allocations
- Legal oversight
- Fair/non-discriminatory personnel practices

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- System Strategic Plan, including overall goals and objectives of the charter system
- Final approval regarding school improvement plans
- Calendar
- Curriculum, assessment, and school reform models
- Overall safety/maintenance of buildings
- School Nutrition
- Transportation
- Decisions related to one school that will impact another school (The Impact Principle)
- Existing and future Board policy
- Final approval regarding personnel, including hiring and termination
- Attendance zones
- Appeals
- Facilities
- Hiring and evaluation of the Superintendent
- Other areas as necessary

School Leadership Teams can provide recommendations related to the areas outlined above, and in such cases, the School Leadership Team shall submit items to the Superintendent, who serves as the secretary for the Board, for inclusion on the monthly Board agenda for information or action.

Article XIII: Amendments and Revisions of Bylaws

The SLT may amend and/or revise these bylaws; however, all amendments and revisions hereto shall be consistent with the Charter. To the extent that there is an inconsistency between any amendment or revisions passed by the SLT and the Charter, the Charter shall govern.

Article XIV: Parliamentary Procedure

Although the Decatur High School SLT shall strive to make decisions by reaching consensus, in those circumstances lacking unanimity Robert's Rules of Order, Newly Revised shall be the governing parliamentary procedure for the DHS School Leadership Team in transacting business and voting.