

Point Loma High School
INSTRUCTIONAL GOVERNANCE COUNCIL
Constitution and Bylaws

Definition and Philosophy

Shared decision making is an inclusion process in which stake holders, as defined in this document, work cooperatively to make decisions that positively affect student achievement. However, other school-wide areas such as communication, empowerment and campus life benefit from the shared decision making process. Point Loma High School is committed to active shared decision making, which includes representatives of all the member groups of the Learning Community.

The Learning Community

The Learning Community of Point Loma High School consists of the school staff, the parents, the students and community members residing in the extended attendance area of Point Loma High School. Each member group possesses the following responsibilities and obligations:

- To support the shared decision making process
- To select members for the Instructional Governance Council in accordance with the policies of this document
- To build a consensus among its members in order to bring consolidated information to the Council
- To remove representative Council members through agreed upon procedures incorporated into this document
- To select the best option that will improve student achievement from a number of generated options
- To ensure that decisions made do not violate contracts, laws, district policy or procedure

Written Governance Document

The governance structure/operational process must be in writing. The governance document must be submitted to each constituency group (certificated, including site administrators and certificated support staff, classified, parents and students) in a secret ballot ratification vote. Ratification requires two-thirds of those voting from within each constituent group. A copy of the document will be provided to each council member at the first Council meeting of the year.

Review and Amendment of Governance Documents

The governance document will be reviewed at least every three years. The council will determine a process and a time line for the review of the documents and the submission of amendments. Amendments resulting from such review shall be ratified in accordance with the preceding paragraph.

Council Membership

The composition of the Instructional Governance Council shall represent the various stakeholder groups (teachers, parents, administrators, classified and students.) Sites shall make a concerted effort to achieve diversity among their membership.

This Council must be composed as follows:

50% SDEA unit members (including one site representative)

35% Parent/community members (including at least two parents)

7% CSEA members (including one site representative)

4% Principal or designee

4% Student representative

Members of the Council shall be elected democratically by their representative groups as follows:

Unit members (14) 1 certificated staff member elected from each department, including Library/Media and in addition 1 representative from the counseling department and 1 SDEA site representative

Parent/ Community (9) Members elected by their constituents with at least one at-large member

Classified Members (2) 1 classified member elected from their constituents and 1 CSEA site Representative

Student Members (1) One student elected through ASB representatives

Principal or designee (1) The principal or an administrator designated by the principal

Each member of the council is responsible for sending an alternate if he/she is unable to attend a meeting.

Terms of Membership

All membership terms are for one year and are renewable each spring. Members may serve multiple terms at the discretion of their representative groups.

Council Officers

Chairperson: The instructional Governance Council shall operate under a co-chair system. If elected by the Council, the principal may serve as one co-chair with another elected member from the Council serving as the other co-chair.

Secretary: The Council secretary shall be an elected member from the council. Minutes will be written and submitted to the Administrative Office for publication. Official minutes will be published and distributed no later than one week after the scheduled meeting. Minutes will be reviewed by the co-chairs before they are published and distributed.

A copy of the minutes will be posted on the enclosed bulletin board outside the main office doors for availability to the community. The community will be made aware of this procedure through the Parent Pointer newsletter at the start of each school year. The official records of the Instructional Governance Council shall be kept by the Principal's secretary or the Administrative Assistant in a notebook in the Main Office and shall be available to all members of the Learning Community.

Committees

The Instructional Governance Council recognizes the following standing school committees and may appoint additional committees as needed:

School-wide Committees:

WASC Focus Groups

Budget Committee (4 Council Members, Principal, Administrative Assistant, and Financial Secretary)

School Environment

Access

Items to be considered by the Instructional Governance Council should meet all of the following criteria:

Have a school-wide impact

Be predominantly instructional in nature

Be directly linked to improving student achievement

Fall within the defined scope of authority

If there is disagreement on whether an item is to be considered by the Council, then the item must be brought to the Council for consensus or in the absence of consensus, then a vote must be taken with a majority voting in favor of consideration for it to be placed on the agenda.

Any member of the learning community may submit an item for Council consideration by:

Submitting the item to any member for placement on the agenda by the due date

Submitting the written item directly to the Principal's secretary by the due date

Submitting the written item directly to either co-chair of the Council by the due date

Every item must have the name of the person submitting the item and that person, or his/her designee, must be willing to appear at the Council meeting and speak to the item. Agenda items and supporting documents are due to the Instructional Governance Council Secretary no later than six (6) school days prior to the meeting date. Agendas and any supporting documents will be published to staff and IGC members no later than three (3) school days before the scheduled meeting. However, if the Council is expected to make a decision on an item, with only one reading, the item and supporting documents must be published five (5) school days in advance of the scheduled meeting so Council members have time to discuss it with their representative groups. Items not published on the agenda will not be considered during a meeting and will be calendared for a subsequent of the Council, provided they meet the above stated agenda criteria. However, items of an urgent nature, and supporting documents, may be added to the agenda by a vote of 80% of the Council members present.

Meetings

Meetings are scheduled on a monthly basis from September to May. Council members may authorize additional meetings during the course of a year. Council members will establish the meeting calendar for the next school year at the final meeting of the previous school year. Council meetings are open to all members of the Learning Community for visitation and participation. Only MEMBERS of the Council may participate in decision making or vote if a vote becomes necessary.

Quorum

A quorum will consist of 10 (ten) of the official Instructional Governance Council representatives at a meeting.

Scope of Authority

The following areas form the scope of authority of the Instructional Governance Council:

Accountability: Interpret, implement, monitor and provide for reporting the District's Accountability Process.

Curriculum: Coordinates course offerings and school programs. Develops, implements, monitors, and evaluates school programs and reports to member groups and the community.

Discipline/Security: Reviews and revises the site security and discipline plans.

Staff Development: May establish a site committee to develop, implement, and monitor a professional development plan.

Scheduling/Assignments, Staffing

The Principal, in collaboration with the Instructional Governance Council will:

- Set the direction, parameters, and policies for scheduling and personnel assignments that focus on student achievement
- Involve constituency groups in decisions
- Ensure equity in assignments
- Use agreed upon decision-making process

The Principal retains the responsibility and professional obligation for:

- Implementation of the Education Code
- Implementation of the provisions of employee agreements
- Implementation of contracts and contractual agreements
- Considering the scope of Board approved job descriptions

The Principal:

- Provides information to the Instructional Governance Council
- Determines schedules and assignments based on site needs and in line with established site data
- Will involve the constituency members in the interview process
- Will provide information on enrollment, staffing needs, and available resources.
- In collaboration with the Instructional Governance Council, selects staff members based on site needs and data and consensus with the interview panel
- May deviate from the collaborative staffing processes for compelling reasons.

The Instructional Governance Council, in collaboration with the Principal will:

- Develop direction, parameters and policies for scheduling and personnel assignments that focus on student achievement
- Involve constituency groups in discussions
- Ensure equity in assignments
- Use agreed upon decision making process (excludes confidential personnel information.)

The Instructional Governance Council will review assignments, plan, and provide input (excluding confidential information.)

The Instructional Governance Council provides representation and input for posting, criteria, interviewing and selection.

Budget

The Principal, in collaboration with the Instructional Governance council will:

- Set the direction, parameters, and policies for budgeting expenditures that focus on student achievement
- Involve constituency groups in decisions
- Ensure equity in assignments
- Use agreed-upon decision making processes

The Principal retains the responsibility and professional obligation for:

- Implementation of the Education Code
- Implementation of the provisions of employee agreements
- Adherence to district policy and procedures
- Considering the scope of Board approved job descriptions

The Principal provides information to the Instructional Governance Council on site budgets.

The Principal educates the Instructional Governance Council about budgets and budgeting and will provide at least one training session specifically to the budget committee prior to its meeting.

The Principal collaborates with the Instructional Governance Council to set budget priorities on achievement data/needs.

The Principal makes “day-to-day” decisions in concert with agreed upon budget directions.

The Principal monitors the implementation of the spending plan.

The Instructional Governance Council, in collaboration with the Principal will:

- Develop direction, parameters and policies for budgeting expenditures that focus on student achievement
- Involve constituency groups in decisions
- Ensure equity in assignments
- Use agreed-upon decision making processes (excluding confidential information)
- Determine and approve the overall budget directions.

The Instructional Governance Council provides input on studies of achievement data and the development of criteria.

Practice and Procedures

The council operates in the following manner and within the listed guidelines:

- Council gathers information and data from school and community sources
- Council formulates proposals for solutions to problems that are brought to the council
- Council prioritizes issues for consideration and may form committees
- Council identifies issues that are in the domain of the school administration

- Council makes consensus decisions from a multitude of options designed to resolve the issue
- Council operates for the benefit of the school as a whole – not for department, team, program, or self
- Council decisions are based upon options developed and discussed – not on personal preference.

The primary mode of decision making for the Council will be consensus.

Consensus is defined as all members present being able to live with an option that has been selected, from a multitude of options, as the best possible solution.

If the council is unable to reach consensus, the Council may employ a vote to reach a decision. Voting is restricted to the official members of the Council and a simple majority of 50% of those present plus one vote carries the decision. Council members' votes should reflect input from constituency groups. If a quorum is not present when a vote is taken, the items will be postponed until the next meeting.

Dispute Resolution

Any constituency group or individual stakeholder may raise an issue regarding the interpretation/application of this document or procedures by submitting the dispute in writing to the Instructional Governance Council. A primary responsibility of the governance team is to resolve the issue, using its decision making process. Failing a resolution by the Instructional Governance Council, the Council may refer the issue to the CAC (Contract Administration Committee). In addition, as per Section 25.4.3 of the contract, "Conflicts or differences of interpretation which may arise regarding implementation of shared decision making processes at the site may be submitted by a unit member(s) to the Contract Administration Committee for resolution."

If the Instructional Governance Council makes a decision and the principal vetoes it, the Council may vote to uphold the dissent by consensus, or if the Council chooses not to uphold the principal's veto, the issue will be sent to the CAC for resolution.

Non-Discrimination

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.

Application

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 SSC or any other group.