

AMENDED BY-LAWS
Of
the STEERING COMMITTEE at
THE NEW JOSEPH BONNHEIM COMMUNITY CHARTER
(NJBCC)

Section 1.
NAME, PURPOSE, LOCATION,
CORPORATE SEAL AND FISCAL YEAR

1.1 Name. Herein after all reference to the governing entity of the New Joseph Bonnheim Community Charter (NJBCC), to which these bylaws will define, give purpose, and identify the manner that all business shall proceed will be the Steering Committee.

1.2 Purpose. The purpose of the Steering Committee shall be:

(a) Bound by all Sacramento City Unified School Board of Trustees policies, in recognition of this agency as the authorizing for NJBCC, regarding Board assigned employees (i.e. teachers inclusive of the Collective Bargaining Agreement) and in acknowledgement that NJBCC under Steering Committee governance will operate independent of the district's administrative structure. (NJBCC is not exempt from the laws governing the school district as per the Charter School Act §§ 47611 & 41365, Cal. Ed. Code § 47610 (establishing minimum age for public school attendance)).

(b) The governance structure of NJBCC, including, but not limited to, the process to be followed by the school to ensure parental involvement. Cal. Ed. Code § 47605(b)(5)(D).

(c) As the primary decision-making body at NJBCC deciding policy direction and acting as the site-based foundation for continuous school improvement as determined by the charter, LCAP, and these bylaws.

(d) As the NJBCC governance model from Article 24 of the SCTA-SCUSD negotiated agreement; a structure democratic in nature encouraging and promoting: 1) good decision-making; 2) implementing the decisions; and 3) evaluating the effectiveness of those decisions.

(e) As such all Steering Committee decision-making will strive for a consensus of members after presented material meets the basis of criteria as to the information being: 1) mission-driven; 2) scholar-driven; and 3) data-driven.

(f) To ensure enforcement of the mission for NJBCC *to raise responsible, respectful, and proactive citizens to become caretakers of our community, our state, our country, and our planet.*

(g) For approval of all policy statements inclusive of the Local Control Accountability Plan (LCAP) annual update. LCAP decisions for NJBCC are made regarding: 1) curriculum & instruction; 2) budget; 3) professional development; and 4) time.

(h) That it remains at all times to be in compliance with the *Ralph M. Brown Act*. Cal. Gov. Code § 54950.

(i) In the exercise of responsibility for: 1) implementation of the charter; 2) implementation of the LCAP; and 3) student achievement.

1.3 Location. The principal and physical office for business will be at the NJBCC school site, **7300 Marin Avenue, Sacramento, California 95820.**

1.4 Seal. The Steering Committee may adopt and/or alter a seal for NJBCC.

1.5 Fiscal Year. The fiscal year will correspond with that of the authorizing agency (SCUSD), with that being the 1 (First) day of July to the 30th (Thirtieth) day of June.

Section 2 MEMBERS

2.1 Definition. Certificated non-management staff, classified staff, and parent/community stakeholders are the constituents that their elected membership serves. The principal serves as ex officio.

2.2 Composition. The Steering Committee shall be composed of 1 (One) elected president (not the principal), 1 (One) elected vice-president, and 1 (One) elected secretary from the Steering Committee body composed of 5 (Five) certificated staff (teachers to be in compliance with, and in agreement with the SCTA, as to the composition from *Article 2 (Mega-Waiver)*, of the *Charter School Act*, 1 (One) classified staff, 1 (One) principal (ex officio), 5 (Five) parent/community members, and 1 (One) district representative (non-voting).

(a) The president, vice-president, and secretary will be elected at the first regular Steering Committee meeting. A parliamentary process will be observed for candidacy inclusive of nominations from the floor, seconds, and acceptance. A vote will then be taken in compliance with the *Ralph M. Brown Act*. Terms of office shall be one year.

2.3 Selection. Steering Committee membership seats will be filled through an election process.

(a) Three (3) parents or legal guardians of children attending NJBCC will be elected annually by the public stakeholding community. (No shared positions)

(b) Two (2) community members who are invested in the impact of the school on the community will be elected annually by the public stakeholding community. (No shared positions)

(c) Five (5) certificated non-management NJBCC employees will be elected annually by the certificated non-management NJBCC employees. (No shared positions)

(d) One (1) classified NJBCC employee will be elected annually by the classified NJBCC employees. (No shared positions)

(e) The NJBCC Principal shall serve on the committee as voting member ex officio.

2.4 Elections. All members will be elected annually and serve for a term of 1 (One) year. That term begins the 1st (First) day of July and ends the 30th (Thirtieth) day of June of each academic school year. Each represented class will be responsible for conducting their own elections. As per *Cal. Gov. Code § 54952.1*, a person elected for the purpose of enforcement shall act "...as if he or she has already assumed office."

(a) Parent and Community Representatives: The 1st (First) week of May nomination forms will be sent out schoolwide and a posting for nominations will be available on the NJBCC website. Nominees will be notified, and if accepted, they should submit a short bio. A Townhall meeting will be held in the 3rd (Third) week of May exclusively for candidate exposure. The last week of May the election will be held. Ballots will be sent home schoolwide and NJBCC website voting will also be utilized. Elected individuals will promptly be notified. At the 1st (First) regular meeting in June the elected members will be announced and encouraged to attend this meeting. (Optional, non-elected candidates can be utilized as alternatives in the event of vacancies). The actual dates should be determined at the first regular meeting when the Steering Committee calendar is established.

(b) **Certificated Non-Management:** These representatives will be determined from an election conducted by the certificated non-management NJBCC employees.

(c) **Classified:** This representative will be determined from an election conducted by the classified NJBCC employees.

2.5 Roles of Members. Steering Committee membership will strive for a consensus (a decision-making process where the participants develop and decide on proposals with the aim, or requirement of acceptance) based on the information being: 1) data-driven; 2) scholar-driven; and 3) mission-driven. Members are responsible for communications with their constituency.

(a) The president will be responsible for forming the agenda (in cooperation with the vice president and the principal). The president will chair the meetings and ensure they are conducted in a parliamentary manner. The president is also responsible for roll-calls and time keeping.

(b) The vice president assists the president with the agenda and assumes the role of president in their absence. If the position of president becomes vacant, the vice president assumes that position as *interim president* until either the president's role is filled or the role of vice president is filled.

(c) The secretary will be responsible for recording and distributing the minutes from the Steering Committee meetings.

(d) The Principal will be responsible for posting the agenda, the deliverables packet, and the approved minutes at the physical locations at the school site and on the NJBCC website one week prior to the regular meeting.

2.6 Vacancies. A seat may become vacant due to resignation, expiration of term, death, or removal from seat. If this occurs, it is the immediate duty of the members from the same represented class to fill that seat with the predetermined alternative (if one exists), or by holding an election as explained in section 2.4.

(a) **Resignation:** If a resignation is submitted, it does not go into effect until the body of the Steering Committee is notified of the resignation at the next regular meeting.

(b) **Removal from Seat:** A two-thirds vote from all Steering Committee members after review, using the NJBCC two-step decision-making process can remove a member from their seat. A due process of conflict resolution will be conducted for all members of the Steering Committee.

- 1) Injured party identifies the problem with evidence and citation of rule broken and notifies the person accused to the Steering Committee President. All efforts will be made to resolve the conflict.
- 2) If no resolution can be reached, the citations, evidence, and any witnesses will be heard at the next Steering Committee meeting at a closed session. The discussion will be kept confidential within the committee. The injured party and the accused will present their case and both be heard. A fact-finding validation discussion will be conducted. At the next meeting a determination of removal could be made. The accused will be afforded an opportunity with a letter of resignation before potential removal.

2.7 Alternates. Although as stated prior this is optional, it is advised that each represented group (classified, certified non-management, and parent/community) provide an alternate at time of new term membership. The alternate will be recorded on the membership roster as such, but will only be recognized for purposes of discussion and vote at the meeting level when attending to fill the seat of an active member unable to attend.

Section 3 COMMITTEES

3.1 Committees Operational Parameters. Listed are the operational parameters to guide each committees work:

- Decide the decision-making model
- Decide their leadership structure (Chairperson & secretary recommended)
- Decide when to meet and post meeting dates and times
- Report to the Steering Committee as requested
- Determine their composition and the number of members
- Take minutes at each meeting and publish them in a timely manner
- Not exclusive to Steering Committee membership

3.2 Steering Committee. The Steering Committee may create committees and design teams. Once a committee is formed a governance (or chair) shall be formed.

3.3 Certificated Staff. Each certificated staff member is expected to serve on a committee.

3.4 Classified Staff. Classified staff are encouraged to be on a committee.

3.5 Standing Committees. Standing committees have a mission statement. Standing committees are ongoing and meet regularly. These committees will be identified by the Steering Committee at the beginning of each school year and listed on each agenda. Upon request, they will report to the Steering Committee. The Steering Committee will announce the formation of any additional committees that may be needed. Standing Committees are subject to the *Ralph M. Brown Act*. They also act as independent advisory bodies to the Steering Committee. Two are necessarily planned due to Title I monies.

(a) English Learner Advisory Committee (ELAC)

(b) School Site Council (SCC)

3.6 Design Teams. These “Teams” meet for a specific time and a specific task. Created by the Steering Committee, when the design teams’ objectives are met then the team is disbanded.

3.7 Pilot Programs. These programs originate from proposals made to the Steering Committee by an individual, group of individuals, or committee. The Steering Committee representatives bring the program to their constituency for input. If the project is approved without objection, the Steering Committee will choose an appropriate time frame and assessment methodology to evaluate its effectiveness. If the pilot is deemed successful by the Steering Committee, it will set up an opportunity to replicate the pilot in a different classroom or whatever milieu is appropriate. Success MUST be based on criteria developed by the Steering Committee and agreed to by the certificated staff. The Steering Committee may adopt the pilot as a new strategy without replicating it.

Section 4

VOTING, QUORUMS, & REVISITING DECISIONS

4.1 Quorums. A quorum can be established by a simple majority of membership being present. The Steering Committee does strive to operate within a consensus-building model. That is for the membership to come to a general agreement. Attending members will seek to establish common or neutral ground for matters of disagreement that will enable everyone to at least “live with” the group decision. In the event there is no motion to table an item for further discussion, a simple majority of the members present (if a quorum has been established) will move an issue forward.

4.2 Voting. The Steering Committee shall conduct their voting process with transparency and operating under the U.S. Constitutional principle of “one person, one vote.” All votes will be by a recorded roll call.

4.3 Procedure to Revisit. Members do have a process to revisit a decision in the event they have a choice in how to act in objection to a policy or protocol implemented through the Steering Committee. They are as follows:

(a) It requires attendance at the regular meeting and request of a vote upon the contested decision. Approval for the support of their rebuttal will be determined upon gaining a simple majority of 51% of membership present; or,

(b) the option of gathering the signatures of two-thirds of the certificated non-management staff and presenting it to the President of the Steering Committee as a petition to revisit a decision within 5 (Five) days of the staff meeting following the Steering Committee meeting where the decision was made; or,

(c) gathering the signatures of 20% of the parents with children registered at NJBCC and presenting this petition to the President of the Steering Committee within 10 (Ten) days of the Steering Committee meeting where the decision was made.

Section 5 MEETINGS

5.1 Steering Committee Meetings. The process for calling all meetings (regular, special, or emergency) will adhere to the *Ralph M. Brown Act*. At the beginning of the school year the Steering Committee will publish an approved list of regular meetings. This will be published on the NJBCC website.

5.2 Procedures & Protocols. A quorum is required for a vote for any proposal. Listed is the developmental process for determining school policies:

- Form a design team or committee around a specific task
- Develop a calendar for completion of task
- Notify constituencies as to the upcoming issue and when, where, and how they can have input
- Gather appropriate research and information and prepare dissemination
- Develop and circulate a draft document to all constituents
- Set time limit and state method of response to draft
- Present final draft to Steering Committee
- Steering Committee either accepts the policy or recommends revision
- If policy is approved by the Steering Committee without objection from the constituents, the Steering Committee will choose an appropriate time frame and assessment

methodology to evaluate the effectiveness of the policy. The proposed date for reviewing the new policy will be published in the Steering Committee minutes.

5.3 Governance Training. At the initial Steering Committee meeting members shall receive overview and training on these bylaws and procedure of meetings. Training at this meeting will also address the charter, LCAP and brief overview of the *Brown Act*. Ongoing training can occur throughout the school year.

5.4 Regular Meeting Procedures. All meetings will be chaired by the presiding president. Members in attendance will be prepared for discussion on materials from the deliverables. The agenda will be adhered to. Meetings considering outside services and/or programs will include presentations and operate under the principles of “competitive bidding.” All meetings will follow ensuing format:

- Meetings will be held in the evenings for stake-holder accessibility
- Time will be allotted for public comment
- Stake-holder “suggestion box” matters will be addressed
- Opportunity for Standing Committees to report
- Minutes from prior meeting will be approved
- Line items will be classified as “New” or “Standing” business
- “New” business will originate from member requested agenda items, program considerations, etc. These items will be presented to the President
- “Standing” business will contain Business/Operational items of information subgrouped by Budget (to include current budget, list of purchase orders and requisitions), Facilities (to include repair updates and all work orders), Educational (inclusive of assessments and data with updates on enrichment programs and upcoming events), and all other business under the current process of decision-making.
- Line items should cross reference with NJBCC Charter and current LCAP
- Line items should originate as “Informational” and if considered become a “Discussion,” then move on to “Action” or “Conference/Action.”

5.5 Special Meetings. These meetings can only be called by a “presiding officer” or “by a majority of the members,” as per *Cal. Gov. Code § 54956(a)*. Posting, agenda items, and minutes will be governed by the *Ralph M. Brown Act*. These meetings may be due to Time-Limited decision-making, or may be called as it is necessary to address some issues that have been presented, tabled and are overdue in pending action.

(a) Time-Limited Meetings - These meetings occur when there is not adequate time to get constituent feedback. The first action the Steering Committee will take is in determining if

any necessary decision-making is in fact time limited. If this is determined, the Steering Committee will convene without having to follow the usual decision-making process.

5.6 Emergency Meetings. These occur when an issue occurs such that decision-making is necessarily immediate. In this situation the Principal must take the initiative to act on the decision. Contact the President shall be made, and the Steering Committee membership informed of this action at the next regular meeting.

Section 6

COMPENSATION, CONFLICT OF INTEREST & FUNDRAISING OVERSIGHT

6.1 Compensation. It is never the intention of the NJBCC charter, nor shall it be a matter for governance regarded by the Steering Committee to: discuss; consider; and/or, in any way, manner, or form suggest compensation, monetarily or otherwise, to any member of this Steering Committee for their dutiful participation within the parameters of these Bylaws.

6.2 Conflict of Interest. NJBCC Steering Committee adheres to the *Ralph M. Brown Act* and SCUSD's policy of conflict of interest.

6.3 Fundraising Oversight. No fundraising by any agent or organization may be conducted in affiliation with or for NJBCC, or using the NJBCC name or property where NJBCC conducts its business without prior approval of the Steering Committee. The process to gain this approval requires first a submittal of the "Fundraiser Notification Form" to the Principal. These forms will be presented to the Steering Committee for approval. If approved, the Principal will then sign off on the forms. Forms will be copied in triplicate and filed in the appropriate binders (with one being returned to the soliciting party) for purposes of transparency and accountability.

Section 7

ETHICAL CONDUCT

7.1 Consensus-Building Model. Through this model democratic compromise and negotiation is practiced. As it is the goal that a general agreement can be met by the membership in their discussion of matters developing policy; if this is not attained, the process allows for enabling everyone to at least be able to live with the collective decision. For the issues that are of greater complexity with discussion yielding in the interest of time, Section 4 of this document details the procedure to bring matters to readdress.

7.2 Grievances. As all Steering Committee members have a stake in the success of NJBCC, there is the potential for differing perspectives to the degree of becoming blind of all other perspectives. It is necessary that the Steering Committee remains open to discussion in such an event, nurturing an opportunity for future insight and growth.

(a) Confidentiality - must maintain a high degree of integrity if and when such an occurrence avails itself.

(b) Acting in Good Faith - will again address the integrity of the Steering Committee as its own whole entity while weathering the course of opportunity through conflict within the individuals making up its life force.

(c) Retaliation - takes its most common form under the conditions of this environment by a seemingly harmless appearance of joined forces amongst like-minded thinking (alliances). This again speaks to our individual integrity as the conditions being addressed could be a topic for discussion.

7.3 Affiliations. As representative of this Steering Committee and also recognizing each member as a private individual protected to rightly and freely express themselves as such, it is prohibited to express yourself acting as a member in a manner whereas a reasonable person would ascertain your expression is that of a pledge of support or endorsement for any political candidate, political party, religious affiliation, public issue, or controversy.

Section 8 AMENDING THE BYLAWS

8.1 Amendments. Any amendment to these Bylaws of the NJBCC Steering Committee may be adopted by approval of a simple majority vote from the entirety of the current membership of this Steering Committee.

CERTIFICATE & ADOPTION OF THE BYLAWS

I do hereby certify that the above stated Bylaws of the Steering Committee of the New Joseph Bonnheim Community Charter (NJBCC) were approved by the Steering Committee of NJBCC on <weekday>, <month & day>, <year> and constitute a complete copy of the Bylaws of the Steering Committee of the New Joseph Bonnheim Community Charter (NJBCC).

Secretary

Date
