

The New Joseph Bonnheim (NJB)

# NJB Steering Committee

## Bylaws

(Yet to be adopted) *Adopted December 5, 2015*

Michael Madden



2014 - 15

**BY-LAWS  
OF  
the STEERING COMMITTEE at  
THE NEW JOSEPH BONNHEIM (NJB)**

**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 (NJB), 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 District Board of Trustees policies, in recognition of this entity as the authorizing agency for NJB, regarding Board assigned employees (i.e. teachers inclusive of the Collective Bargaining Agreement) and in acknowledgment that NJB under Steering Committee governance will operate independently of the district's administrative structure. (NJB 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 NJB, 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 NJB deciding policy direction and acting as the site-based foundation for continuous school improvement as determined by our charter and these bylaws.

(d) As the NJB 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 that all Steering Committee decision-making will collectively be decided from a consensus of members after presented material meets the basis of criteria as to the information being: 1) mission-driven; 2) student-driven; and, 3) data-driven.

(f) To ensure enforcement the mission of NJB *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 NJB are made regarding: 1) curriculum & instruction; 2) budget; 3) professional development; and, 4) time.

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

(i) In the exercise of responsibility for: 1) implementation of the charter; 2) implementation of the LCAP; and, 3) student achievement. The Steering Committee also evaluates the principal's performance.

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

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

**1.5 Fiscal Year.** The fiscal year will correspond with that of the authorizing agency (SCUSD), ending on the 31st (Thirty-first) day of the 10th (Tenth) month (October) in each year.

## Section 2.

### MEMBERS

**2.1 Definition.** Certificated non-management, classified, and community stake-holders will be known as constituents.

**2.2 Composition.** The Steering Committee shall be composed of 1 (One) elected president (not the principal) and 1 (One) elected secretary from the Steering Committee body consisting of 5 (Five) certificated staff (teachers to be in compliance with, and in agreement with the SCTA, as to the composition from *Article 24 (Mega-Waiver)*, of the *Charter School Act*), 1 (One) classified staff, 1 (One) principal, 5 (Five) community members, and 1 (One) district representative (non-voting).

(a) The 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. \*The first year (2014-2015 school year), elected officers will hold their office from October of 2014 to January of 2016.

**2.3 Selection.** As per page 58 (Fifty-Eight) of the submitted charter, beginning the year 2014, founding petitioners Lisa Romero, Art Aleman, and Michael Madden each will sit for a five-year term (ending at the conclusion of the school year 2018-2019).

(a) Two parent/community members will be elected annually by members of the stakeholding community. (Two alternatives will be selected from the non-elected candidacy).

(b) Certificated non-management will elect 5 (Five) members of their constituency with one alternative.

(c) Classified staff will elect one member of their constituency.

**2.4 Role of Members.** Of greatest importance of duty for any Steering Committee member is an applicable knowledge of the NJB charter. Not only is the Steering Committee charged with the responsibility of its implementation, the text scribed in the charter document is the entire meaning of purpose for the Steering Committee as the governing structure and the very existence of this educational institution called NJB. Furthermore, as this charter document also serves as the legal covenant between NJB and the district (SCUSD) presiding over it, every opportunity for an attempt should be capitalized upon to educate the vastness of population of stake-holders as they are the constituency we are representing.

(a) The president elect will be responsible for the agenda and chairing the meetings. Shall ensure that all proceedings completely consider and are not in any way construed as a violation of the *Ralph M. Brown Act* or any other applicable State of California or federal laws.

(b) The vice president elect shall be prepared to assume responsibilities and duties of the president in the absence of the president. In the event there is a vacancy of presidency, the vice president will assume such title as “*interim president*” until such time an election can be conducted. The vice president will work closely with the president so as to ensure committee and organization oversight are aware of policy changes and representation is formally provided.

(c) The secretary elect will be responsible for keeping the minutes (as per the *Ralph M. Brown Act*). Time-keeping is also a responsibility; however this can be delegated to another attending member.

(d) The certificated non-management and parent/community membership will be representative of a constituency. Random assignment to groups will be done for the certificated

non-management members. The parent/community membership will be responsible for forming their constituency groups, inclusive of ALL stake-holders. They will need to hold constituent meetings to disseminate information and to gain suggestions, opinions, requests, and data from the community. There are Two major responsibilities to the representatives: 1) convey information between the constituent group and the Steering Committee; and, 2) make decisions in the best interest of the scholars based on data and the school mission.

(e) Constituents and Steering Committee will be meeting at each year's end to evaluate the effectiveness of the governance structure and identify what needs to be changed to improve functioning.

(f) Training will be provided for all staff and community members on the governance and decision-making process at NJB. It is the Steering Committee's responsibility to provide for this and execute it.

**2.5 Vacancies.** A seat may become vacant due to resignation, expiration of term, death, or removal from office. It is the duty of the Steering Committee to execute all efforts to fill such a vacancy (with a member of a constituency class if applicable) as prudently as possible, assuring the individual all updated materials and current events (or committees) so as to assure a competent participation in NJB's decision-making governance.

**2.6 Removal from Seat.** A two-thirds vote from all Steering Committee members after review using the NJB decision-making process can remove a member from their seat. A member being inexcusably absent for three (3) regular meetings over a twelve (12) month period could be grounds for such a discussion.

## Section 3.

### COMMITTEES

**3.1 Committee's Operational Parameters.** Listed are the operational parameters to guide each committee's work:

- Decide the decision-making model
- Decide their leadership structure. It is recommended that each committee have a chairperson and a secretary
- Decide when to meet and post the 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 for the staff to review in a timely manner

**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. Upon request, they will report to the Steering Committee. The Steering Committee will announce the formation of any additional committees that may be needed. A Safety Committee is an example.

**3.6 Parent Committees.** These committees act as independent advisory bodies to the Steering Committee. Two are necessarily planned due to Title I monies.

(a) School Site Council (SCC) – This committee has a District Advisor (elected) that attends the District Advisory Council meetings and reports back.

(b) English Learner Advisory Committee (ELAC) – This committee is district involved and again Title I specific in its focus.

**3.7 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.

**3.8 Pilot Programs.** These programs originate from proposals made to the Steering Committee by an individual, group of individuals, or a committee. The Steering Committee representatives bring the program to their constituency for input. If 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.** The ability to have a two-thirds vote by members in attendance meets the criteria of a quorum for the Steering Committee at NJB. Notable however, the Steering Committee will operate within a consensus-building model. Consensus is defined as “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. However, in the event there is no motion to table an item for further discussion, a two-thirds vote will move an issue forward. In complying with the process criterion stated in Section I, 1.2(e) of this document, there could always be the occurrence the objecting member has not had time to properly prepare to present their concerns through the prescribed process, and pending the matter is not time sensitive, a consensus of reasonable value for this allowance should be considered.

**4.2 Voting.** The Steering Committee for NJB shall conduct their voting process with transparency (as statutorily determined under the *Ralph M. Brown Act*), and operating under the U.S. Constitutional principal of “one person, one vote.” As our stated ideal is always a consensus, the formality of the actual vote will always exist in light of the necessary two-thirds. The president will chair all meetings instilling and keeping confidence, order, and integrity.

**4.3 Procedure to Revisit.** Constituents do have a process to revisit a decision in the event they have an 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 staff meeting and request of a vote upon the contested decision. Approval for support of their rebuttal will be determined upon gaining a simple majority of 51% of the staff present; or,

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

(c) Gathering the signatures of 20% of the parents with children registered at NJB and presenting this petition to the president of the Steering Committee within ten (10) days of the Steering Committee meeting where the decision was made.

**4.4 Revisiting by a Steering Committee Member.** A proposal that has already been voted on and passed may still be revisited. If a Steering Committee member is able to present new information, and is able to get the majority (51% of the decision-making members) to sign a

petition to revisit, then the item can be presented to the decision-making members for a possible revote.

**4.5 Parent Involvement in the Governance Structure.** On the counter at the main office at the NJB school-site there is a small white box dedicated to receiving community suggestions. Parents and ALL stake-holders are invited to submit a signed suggestion in this box as they are addressed at every Steering Committee meeting.

## 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 each school year, the Steering Committee will publish a list of regular meetings.

### **5.2 Procedures & Protocols.**

(a) If 60% of the voting members are not present, a vote may not take place even if it is an emergency meeting. If at least 60% of the members are present, a proposal may only pass if at least 51% (majority) of the members approve the proposal.

(b) 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
- Decide on decision-making process
- Notify constituencies as to the upcoming issue and when, where, and how they can have input.
- Gather appropriate research and information and prepare for 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 the 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.** The initial Steering Committee members will receive ongoing training in this process and various educational programs described in the charter. This will be provided pro bono by Dr. Dennis Mah.

**5.4 Regular Meetings.** These are the calendared meetings occurring at the pre-published time discussed in 5.1 of this section. They will be approximately an hour and a half long. As per the *Ralph M. Brown Act*, posting of these meetings will be well in advance (accompanied by the agenda and any necessary material to aid the membership with agenda items). Meetings will be organized and conducted in a parliamentary manner.

**5.5 Special Meetings.** 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. These meetings will be in compliance with the *Ralph M. Brown Act* regarding the necessary posting and public transparency.

- (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.

## Section 6.

### COMPENSATION & CONFLICT OF INTEREST

**6.1 Compensation.** It is never the intention of the NJB 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.

## 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 being able to live with it. For the issues that are of greater complexity with discussion yielding in the interest of time, section 4 of this document details the procedures to bring the matter to readdress.

**7.2 Grievances.** As all members of the committee have an actual stake in the success of NJB, at times there will be the potential for that beneficial value from the differing perspectives to become a narrowed focus blinded of all other perspectives. It is of absolute necessity that the Steering Committee remains open to discussion in the event of such circumstance, nurturing an opportunity for future insight and growth should such a conflict arise.

(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 the life force of this entity.

(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. This again speaks to our individual integrity as the conditions being addressed could be a topic for discussion.

**7.3 Affiliations.** As representatives of this Steering Committee (and ultimately the developers of NJB's environment), and also recognizing each member as a private individual protected to rightly and freely express themselves as such, it is prohibited to ever express yourself in a manner whereas a reasonable person could ascertain your expression is that of a pledge of support or endorsement for any political candidate, political party, religious affiliation, public issue, or controversy. As we are protected to have our personal opinions on all of these matters, never can we in anyway lead the public at large to have the reasonable impression it is the opinion of this institution (NJB).

## Section 8.

### AMENDING THE BYLAWS

**8.1 Amendment.** Any amendment to these bylaws of the Steering Committee may be adopted by approval of two-thirds (2/3) vote from the entirety of the current membership of the Steering Committee.

CERTIFICATE OF ADOPTION OF THE BYLAWS

I do hereby certify that the above stated Bylaws of the Steering Committee of the New Joseph Bonnheim (NJB) were approved by the Steering Committee of NJB on <weekday>, <month & day>, 2014 and constitute a complete copy of the Bylaws of the Steering Committee of the New Joseph Bonnheim (NJB).

Secretary \_\_\_\_\_

Date \_\_\_\_\_

CERTIFICATE OF ADOPTION OF THE BYLAWS

I do hereby certify that the above stated Bylaws of the Steering Committee of the New Joseph Bonnheim (NJB) were approved by the Steering Committee of NJB on *Friday, December 5, 2014*, and constitute a complete copy of the Bylaws of the Steering Committee of the New Joseph Bonnheim (NJB).

Secretary Sally J. Weisbecker 1/20

Date \_\_\_\_\_

Rose - Rose Ramos 1/20/15

Jan Johnson 1/20/15

Lisa M. Thomas 1/20/15

Frank, 1/20/15

Michael J. M. M. 1/20/2015

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