

**BY-LAWS OF THE  
STEERING COMMITTEE  
AT  
NEW JOSEPH BONNHEIM  
COMMUNITY CHARTER (NJBCC)**

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**BY-LAWS OF THE  
STEERING COMMITTEE  
AT  
NEW JOSEPH BONNHEIM COMMUNITY CHARTER (NJBCC)**

**ARTICLE I: NAME**

This entity's name is New Joseph Bonnheim Community Charter (NJBCC). Its physical location is 7300 Marin Avenue, Sacramento, California, 95820.

**ARTICLE II: PURPOSE AND FISCAL YEAR**

**SECTION 1: Purpose.**

The purpose of the Steering Committee shall be:

- a. NJBCC's primary decision-making body decides policy direction and acts as the site-based foundation for continuous school improvement, as determined by the charter, LCAP, and these bylaws
- b. All Steering Committee decision-making will strive for a consensus among members after the presented material meets the criteria for whether the information is being: 1) **mission-driven**, 2) **scholar-driven**, and 3) **data-driven**.
- c. To ensure the enforcement of NJBCC's mission *to raise responsible, respectful, and proactive citizens who will become caretakers of our community, state, country, and planet.*
- d. The NJBCC governance model from Article 24 of the SCTA-SCUSD negotiated agreement is a democratic structure encouraging and promoting 1) good decision-making, 2) implementing the decisions, and 3) evaluating the effectiveness of those decisions.
- e. It must always comply with the GREEN Act of 2021.
- f. 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 acknowledgment 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 the minimum age for public school attendance)).

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

### SECTION 2: 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.

## ARTICLE II: MEMBERS

### SECTION 1: Definition

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

### SECTION 2: Composition

The Steering Committee shall comprise five certificated staff (SCTA) members, one classified staff member, one principal (ex officio), and five parent/community members. It shall elect one president (not the principal), vice president, and secretary.

- a. The president, vice-president, and secretary will be elected at the first Steering Committee meeting. A parliamentary process will be observed for candidacy, including nominations from the floor, seconds, and acceptance. A vote will then be taken in compliance with the Green Act of 2021. Terms of office shall be up to two years.

### SECTION 3: Selection.

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

- a. The public stakeholder community will elect five parents or legal guardians/ community members annually. Community members ( those without family members attending the school) must commit to at least 10 hours a trimester for 30 hours of volunteer work associated with school activities annually.
- b. Five certificated non-management NJBCC employees will be elected annually by their certificated non-management NJBCC employees.
- c. One classified NJBCC employee will be elected annually by the classified NJBCC employees.
- d. The NJBCC principal shall serve as an EX Officio voting member on the committee.

- e. There shall be no shared positions on the steering committee.

#### SECTION 4: Elections

All members will be elected and serve for up to two years. The term begins on the first day of July and ends on the 30th day of June of each academic school year. Each class represented will be responsible for conducting its elections. As per *Cal. Gov. Code* § 54952.1, a person elected for enforcement shall " ...act as if he or she has already assumed office."

- a. Parent and Community Representatives: During the first week of May, nomination forms will be distributed throughout the school, and details for nominations will be posted on the NJBCC website. Nominees will be contacted; if they accept, they must submit a brief biography. A town hall meeting dedicated to candidate introductions will take place in the third week of May. The election is scheduled for the last week of May, with ballots sent home via state schools and voting conducted on the NJBCC website. Elected individuals will be informed immediately. At the first regular meeting in June, the elected members will be announced and are encouraged to attend this gathering. (Optional non-elected candidates can be utilized as alternates in the event of vacancies. The dates of meetings 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 by the certificated non-management NJBCC employees
- c. Classified: The representative will be determined from an election conducted by the classified NJBCC employees.

### ARTICLE III: ROLE OF MEMBERS

#### SECTION 1: Role of Members

Steering committee membership will strive for a consensus 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 (with input from the vice president and principal) will form the agenda. The president will also chair the meetings and ensure they are conducted in a parliamentary manner. The president is responsible for roll calls and timekeeping.
- b. The vice president assists the president with the agenda and assumes the role of president in their absence. If the president's position becomes vacant, the vice president assumes the position of *interim president* until either the president's or

vice president's role is filled.

- c. The secretary will be responsible for recording and distributing the minutes from the steering committee meeting.
- d. The principal will be responsible for posting the agenda, the deliverable packets, and the improvements at the physical locations at the school site and on the NJBCC website 72 hours before the regular meeting. All deliverables will be attached to the minutes.

#### SECTION 2: Vacancies

A seat may become vacant due to resignation, expiration of term, death, or removal from the 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 parentheses if one exists parentheses by holding an election, as explained in Article II Section 3.

- a. Resignation: If a resignation is submitted, it will take effect 24 hours after the president receives it. The president will be responsible for notifying members of the steering committee.
- b. Removal From Seat: After review, a two-thirds vote of all Steering Committee members can remove a member from their seat using the NJBCC two-step decision-making process. A due process of conflict resolution will be conducted for all members of the Steering Committee. decision-making

#### SECTION 3: Alternates

As stated previously, alternates are optional. Each represented group (classified, certificated non-management, and parent/community) is advised to provide an alternate at the time of new term membership. The alternate will be recorded on the membership roster as such. Still, it will only be recognized for discussion and vote at meetings when attending to fill a seat of an active member unable to participate.

### ARTICLE IV: COMMITTEES

#### SECTION 1: Committee Composition

The Steering Committee may create committees. Once a committee is formed, the president appoints a chairperson. Each union body has the right to be represented on each committee.

#### SECTION 2: Committees Operational Parameters

Listed are the operational parameters to guide each committee's work:

- a. Decide on a decision-making model
- b. Recommend a Chairperson and Secretary
- c. Decide when to meet and post meeting dates and times
- d. Report to the Steering Committee
- e. Determine their composition and number of members
- f. Take minutes at each meeting and publish them in a timely manner
- g. Not exclusive to Steering Committee membership.

### SECTION 3: School Staff

Certificated and Classified staff members are encouraged to serve on a committee.

### SECTION 4: Standing Committees

Standing committees have a mission statement, are ongoing, and meet regularly. The Steering Committee will identify these committees at the beginning of each school year and list them on each agenda. Upon request, they will report to the Steering Committee, which will announce the formation of any additional committees that may be needed. Standing Committees are subject to the Green Act of 2021 and act as independent advisory bodies to the Steering Committee.

- a. English Learner Advisory Committee (ELAC)
- b. Parent Teacher Association (PTA)
- c. Facilities/Farm
- d. Social

### SECTION 5: Ad-Hoc Committees

These committees meet for a specified time and task. When the committee's objectives are met, the committee is disbanded.

### SECTION 5: 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 steering committee deems the pilot successful, it will allow replicating the pilot in a different classroom or

wherever appropriate. Success MUST be based on criteria developed by the Steering Committee and agreed upon by the certificated staff. The Steering Committee may adopt the pilot as a new strategy without replacing it.

## ARTICLE V: VOTING, QUORUMS & REVISITING DECISIONS

### SECTION 1: Quorums

A quorum is established by a simple majority of the membership being present. The steering committee does strive to operate within a consensus-building model. That common or neutral ground for matters of disagreement will enable everyone to at least “live with” the group decision. If there is no motion on the table for an item for further discussion, a simple majority of the members present (if a quorum is established) will move an issue forward.

### SECTION 2: Voting

The Steering Committee shall conduct its voting process transparently and operate under the U.S. Constitutional principle of “one person, one vote.” All votes will be recorded in a roll call.

### SECTION 3: Procedure to Revisit

Members have a process to revisit a decision if 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 a request for a vote on the contested decision. Approval for the support of their rebuttal will be determined upon gaining a simple majority of 51% of the membership present or
- b. the option of gathering the signatures of 2/3 of their certificated non-management staff and presenting it to the president of the steering committee as a petition to revisit a decision within 5 days of the staff meeting following the steering committee meeting with the decision was made, or
- c. Gather the signatures of 20% of the parents with children registered at NJBCC and present this petition to the steering committee president within 10 days of the steering committee meeting where the decision was made.

## ARTICLE VI: MEETINGS

### SECTION 1: Steering Committee Meetings

The process for calling all meetings ( regular, special, or emergency) will adhere to the Green Act of 2021. At the beginning of the school year, the steering committee will publish and approve a list of regular meetings, which will be posted on the NJBCC website.



## SECTION 2: Procedures & Protocols

A quorum is required to vote on any proposal. Listed is the developmental process for determining school policies:

- a. form an ad hoc committee around a specific task
- b. develop a calendar for the completion of the task
- c. notify constituencies as to the upcoming issue and when, where, and how they can provide input
- d. gather appropriate research and information and prepare dissemination
- e. present findings in writing to the steering committee
- f. the steering committee either accepts the policy or recommends a revision
- g. If the steering committee approves the policy without objection from the constituents, it will choose an appropriate time frame and assessment methodology to evaluate its effectiveness. The proposed date for reviewing the new policy will be published in the steering committee minutes.

## SECTION 3: Governance Training

Members shall receive an overview and training on these bylaws and meeting procedures. This meeting will also address the charter, LCAP, and summarize the Green Act of 2021. Ongoing training can occur throughout the school year.

## SECTION 4: Regular Meeting Procedures

The presiding president will chair all meetings. Members in attendance will be prepared for discussion on materials for 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 the following format:

- a. Meetings will be held at various times for stakeholder accessibility
- b. Time will be allotted for public comment
- c. Stakeholders' “suggestion box” matters will be addressed
- d. Opportunity for Standing Committees to report
- e. Minutes from the prior meeting will be approved
- f. Line items will be classified as “new” or “standing” business

- g. “New” business will originate from Member requested agenda items, program considerations, Etc. These will be presented to the president
- h. 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.
- i. Line items should cross reference with NJBCC Charter and current LCAP
- j. Line items should originate as informational, and if considered become a “discussion,” and then move to “action” or “conference/action”.

#### SECTION 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 Green Act of 2021. 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. Limited-time meetings—These meetings occur when there is not adequate time to get constituent feedback. The first action the Steering Committee will take is to determine if any necessary decision-making is, in fact, time-limited. If this is determined, the Steering Committee will convene without following the usual decision-making process.
- b. Emergency Meetings—These occur when an issue occurs that requires immediate decision-making. In this situation, the Principal must take the initiative to act on the decision. The President will be contacted, and the Steering Committee membership will be informed of this action at the next regular meeting.

### ARTICLE VI: COMPENSATION, CONFLICT OF INTEREST & FUNDING OVERSIGHT

#### SECTION 1: Compensation

The Steering Committee shall not discuss, consider, or suggest any form of compensation for Steering Committee members.

#### SECTION 2: Conflict of Interest

The Steering Committee adheres to the Green Act of 2021 and SCUSD’s Policy of Conflict of Interest.

AMENDED DATE: 03/11/2025

### SECTION 3: Fundraising Oversight

No fundraising by any outside 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.

## ARTICLE VII: ETHICAL CONDUCT

### SECTION 1: Consensus-Building Model

This model promotes democratic compromise and negotiation, aiming for general agreement in policy discussions. The process ensures members can accept the collective decision if consensus is not reached. For complex issues requiring further discussion, ARTICLE IV outlines the procedure for reconsideration.

### SECTION 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 to all other perspectives. The Steering Committee must remain open to discussion in such an event, nurturing an opportunity for future insight and growth. The steering committee does not have any authority over personnel issues. These issues must be brought to the principal or the school district.

- a. Confidentiality - Steering Committee members must maintain high integrity if and when such an occurrence occurs.
- b. Retaliation - Retaliation against members of the Steering Committee and/or school community members will not be tolerated. All efforts will be made to be transparent.

### SECTION 3: Affiliations

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

## ARTICLE VIII: AMENDING THE BYLAWS

### SECTION 1: Amendments

AMENDED DATE: 03/11/2025

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.

#### ARTICLE IX: CERTIFICATION AND 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 Tuesday, March 11, 2025 and constitute a complete copy of the Bylaws of the Steering Committee of the New Joseph Bonnheim Community Charter (NJBCC).

Secretary: *Ian Johnson*

Date: 2025-03-13

# Audit trail

## Details

FILE NAME STEERING COMMITTEE BYLAWS Approved 3/11/2025 - 3/12/25, 8:11 AM

STATUS ● Signed

STATUS TIMESTAMP 2025/03/13  
16:26:27 UTC

## Activity



SENT

jasmine-piring@scusd.edu **sent** a signature request to:  
• Ian Johnson (ian-johnson@scusd.edu)

2025/03/12  
15:12:02 UTC



SIGNED

**Signed** by Ian Johnson (ian-johnson@scusd.edu)

2025/03/13  
16:26:27 UTC



COMPLETED

This document has been signed by all signers and is **complete**

2025/03/13  
16:26:27 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.