San Diego Unified School District
FRANKLIN ELEMENTARY STEAM MAGNET

SITE GOVERNANCE TEAM (SGT) BY–LAWS
2026-2027

MISSION STATEMENT

The Franklin team is committed to providing a safe and caring environment where all children are given the opportunity to grow in knowledge, responsibility, and self-esteem; and to experience a love of learning. Our common goal is to provide our students with future life skills for success in a diverse society.

ARTICLE I
NAME

The name of this governance system shall be the Site Governance Team (SGT) of Franklin Elementary STEAM Magnet, hereinafter referred to as the SGT.

ARTICLE II
PURPOSE

The purpose of the SGT is to promote involvement, shared decision making, and ownership by administrators, staff, parents, and community members in decisions that affect the operation of the school. The primary purpose in providing all stakeholders' involvement is to ensure student learning and achievement are the focus at Franklin Elementary STEAM Magnet.

The principal is the administrative leader of the school and has the authority and responsibility to make the decisions necessary for the proper operation of the school within district and state guidelines. The principal will carry out the SGT decisions that are made within the scope of their authority. The principal will make the required and requested reports to the SGT as needed.

Authority

The SGT is a decision-making committee that makes recommendations and decisions in the areas listed below and within the dictates of district procedures, education code, and collective bargaining agreements.

- Assessment, Instruction, Curriculum, and Technology
- Personnel
- Budget (except those funds under School Site Council (SSC) responsibility)
- School Operations (ie., facility, safety, district wellness policy, etc.)
- Parent & Community Involvement
- Staff Development
- Student Achievement

Decision Making

While the members will strive for consensus in decision-making in order to pass and implement any procedure, there must be two-thirds majority.

A. Decisions will be made only if a quorum of fifty-one percent or more of the members are present.
B. Decisions will be made by reaching consensus. In the event that consensus cannot be reached, a majority vote will decide the issue.
C. Any member may call for a secret ballot when a decision is being made.

ARTICLE III
MEMBERS

Section A: Composition

The Site Governance Team shall represent the various stakeholder groups and shall be composed as follows:

- At least 50% Certificated (including SDEA site representative)
- At least 35% Parents/Community (including at least 3 parents)
- At least 15% Others (classified)
- Principal (or designee) who is an ex-officio member and not elected.

Section B: Term of Office

Members are responsible for actively soliciting and presenting ideas from their constituents and for attending all meetings.

The Principal has no term limit. All other members of the SGT shall serve for two-year terms and can be re-elected.

To achieve staggered membership, one of the members representing parents and one of the members representing certificated staff shall initially serve for a one-year term. At the first regular meeting of the SGT, a chance method shall be used to determine which members shall serve one-year terms.

After the first year, the terms shall be for two years. (If, at any time after the first year, the staggered terms are confused, the whole SGT shall determine how to return the membership to staggered terms in accordance with the intent of these bylaws.)

The term of office shall coincide with the School Site Council (SSC) and District Advisory Council (DAC) calendars which begin with the month of November through the end of the next October.

Section C: Termination of Membership

- The SGT may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.
- Any elected member may terminate his or her membership by submitting a written letter of resignation to the chairperson.
- A member shall cease to be a member if he/she no longer meets the membership requirements under which they were selected (i.e., a parent becomes employed by the district, no longer a resident, etc.).

Section D: Transfer of Membership

- Membership on SGT is not transferable or assignable.

Section E: Vacancy

- Any vacancy on the SGT will be filled by vote of the SGT members selecting among willing candidates and in compliance with the composition requirements of Article III, Section A. Any vacancy occurring during the term of a duly elected member shall be filled by appointment of the SGT members for the period of time until the next regular election. If there is a current list of alternates, this list will be used to make appointments.

ARTICLE IV
ANNUAL ELECTIONS

Section A: Annual Elections

The officers shall be elected annually, at the first meeting of the SGT, and shall serve two years or until each successor has been elected.

Section B: Selection

- The representatives and alternates shall be elected by their constituent group (i.e., teachers by teachers, parent members by parents).
- A letter soliciting nominations will be distributed at the beginning of a school year or when a vacancy occurs.
- A list of nominees will be compiled and a ballot created for the appropriate stakeholder group.
- The nominee with the most votes will be placed in the position.
- A list of parent alternates will be compiled by rank order based on the number of votes received. If a vacancy occurs, the vacant seat will be filled by the next parent alternate on the list. Appointments may be made to fill a parent vacancy when there are no alternates available.
- The Principal is a member by virtue of his/her position.

ARTICLE V
OFFICERS

Section A: Officers

The officers of the SGT shall be a chairperson, recorder/secretary, and such other officers as the SGT may from time to time deem desirable.

The **chairperson** shall be elected to serve for two years and may be reelected as chairperson only once. If no one comes forward, nominations will take place. The responsibilities are to:

- Preside over the meetings ensuring the meeting abides by the by-laws, mandated school district and state educational policies and is well organized and on task.
- Collaborate with the Principal.
- May sign letters, reports, and other communications of the SGT.
- Follow "Robert's Rules of Order."
- Create the meeting agenda in collaboration with the Principal. Agenda items are due three working days prior to meeting and no new agenda items may be added unless agreed upon by the majority.
- Post agenda and meeting minutes on the parent/community board and website.

The **recorder/secretary** will volunteer or be nominated to take minutes and maintain a binder that records the SGT history. The recorder/secretary could also be appointed, but unless appointed to the SGT, he/she would not have a vote. The responsibilities are to:

- Keep minutes of all regular and special meetings of the SGT.
- Transmit true and correct minutes; emailed or hard copy provided to chairperson five days prior to meeting, posted for parents, staff and e-mailed or mailed to parents on the SGT.
- Keep a register of the names, addresses, and telephone numbers of each member of the SGT and others with whom the SGT has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the SGT team.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the SGT, and shall serve two years or until each successor has been elected.

Section C: Removal

Any member may be removed by a two-thirds (2/3) majority vote of members sitting on the team whenever, in the judgment of the team, the best interests of the team would be served thereby. Removal may not take place without due process and opportunity to challenge cause for action.

Section D: Vacancy

A vacancy on the SGT will be filled by vote of the SGT members selecting among willing candidates and in compliance with the composition requirements of Article III, Section C. for the remainder of the school year. If the unexpired term is for another full year thereafter, the regular selection process shall fill the term for that year.

ARTICLE VI
DECISION MAKING

Section A: Decision Making and Dispute Resolution Process

Team decisions are made by consensus. Consensus is defined as “a decision everyone present can live with”. When consensus cannot be reached, the following steps will be taken: the dissenter(s) or each faction will develop an alternative plan to submit to the whole SGT in an effort to reach consensus: if consensus still cannot be reached, a two-thirds vote will decide the issue.

Section B: Committees

The SGT may from time to time establish, use, and abolish such standing or special committees and sub-committees as it may desire. No committee or sub-committee may exercise the authority of the SGT.

ARTICLE VII
MEETINGS OF THE SGT

A minimum of six (6) meetings will be held throughout the year, unless canceled by mutual agreement of the SGT members. The principal will schedule the initial meeting no later than October. The remaining meeting dates and times will be established by the team. Emergency meetings may be called when necessary.

Meeting Dates for the 2024-2025 Academic School Year
2024: 9/10, 10/8, 11/29, 12/10
2025: 1/14, 2/11, 3/11, 4/15, 5/13
Meeting Dates/Times Subject to Change based on District Timeline for Budget

Section A: Place of Meetings

The SGT shall hold its regular meetings at the facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council. Virtual option will be available when possible.

Section B: Notice of Meetings

Written public notice of all meetings shall be given at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice.

All required notices shall be delivered to SGT members no less than 72 hours, and no more than ten days in advance of the meeting, personally, e-mail or by mail.

All meetings and/or notices shall be publicized in the following venues: parent/community board and school website.

Section C: Agenda Setting

Agendas for subsequent meetings will be determined during round table. Agenda items are due three working days prior to meeting and no new agenda items may be added unless agreed upon by the majority.
The agenda will also be posted on the parent/community bulletin board.

Section D: Quorum

The presence of 51 percent of the total membership, filled positions only, shall be required to constitute a quorum necessary for the transaction of the business of the SGT.

Section E: Conduct of Meetings

Meetings of the SGT shall be conducted in accordance with the rules of order established by California Education Code Section 35147© and with Robert's Rules of Order or an adaptation thereof approved by the SGT team.

Section F: Meetings Open to the Public

All meetings of the SGT shall be open to the public. Notice of such meetings shall be provided in accordance with Section B of this article.

ARTICLE VIII
AMENDMENT PROCEDURE

An amendment of these by-laws may be made at any regular meeting of the SGT by a vote of two-thirds of the members present. The by laws cannot be inconsistent with the policies of the San Diego Unified School District's governing board.

ARTICLE IX
MISCELLANEOUS

In the implementation of these procedures no person(s) shall be discriminated against, based upon race, creed, religion, gender, ethnicity, age, marital status, sexual orientation, and disability.

This process shall apply to all programs within school services division and all other divisions as appropriate.