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**BOARD-ADOPTED  
PROCEDURE**

The following will serve as guidelines to facilitate the development and operations of school governance structures. It is the intent of the School Board that every school will have a school governance structure that enables school staff, students when appropriate, parents and community to work together. It is the responsibility of the principal to develop and maintain effective organizational structures and processes for collaborative decision-making.

**Formation and Operational Guidelines**

1. Formation. Schools establishing a school governance structure may choose to develop a new entity or to adapt a presently existing one to function as the governance structure if the school staff and the school community have approved the structure through their customary decision-making process.
2. Recognition. School governance structures will receive official recognition from the Board upon submission and approval of bylaws fulfilling the following core requirements:
  - a. School governance structure goals are aligned with school and District strategic plans.
  - b. The proposed bylaws have been approved by the school staff and the school community.
  - c. A decision-making process will be developed and outlined in the bylaws.
  - d. Membership represents the diversity of the school and community populations, and a balance between school staff representatives and parent/community representatives. (See 4 below)
  - e. The members are selected through a fair and open election process. Each constituency elects its representative(s), e.g., school staff selects school staff representatives, students elect student representatives, parents select parent representatives, organized and generally recognized community groups select community representatives, or,

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alternatively, the principal may choose to appoint community representatives. (See 4 below)

- f. The school governance structure agrees to recognize and observe existing policies and procedures, collective bargaining and other agreements and projects, and laws. (See 6 and 7 below)
  - g. Meetings will be open. (See 5 below)
  - h. Procedures for amendments to bylaws and the process for discontinuing or reorganizing the governance structure must be included.
3. Goals and Self Evaluation. In accordance with school and District strategic plans, a school governance structure should set the governance structure's annual goals, develop plans, and establish mechanisms for evaluating its effectiveness.
4. Membership, Representation, Selection. Membership on the school governance structure will be determined by the bylaws of each school governance structure. School governance structures will not discriminate on the basis of race, gender, language, income, marital status, sexual orientation and other criteria as identified in existing Seattle School District contracts and policy.

Further, it is the intent of the Board to encourage school governance structures to assure that membership is representative of the student population and broader community; for example, principals, classified staff, certificated staff, parents, students, PTSA, parent groups, grade level, programs, minority and gender equity, interested community people, programs, and geographic representation.

It is expected that a school governance structure's membership will be representative of a school's diverse population and that the governance structure members can show that they have solicited and responded to input from the school's diverse population in the development and implementation of a school's strategic plan and other appropriate governance structure activity.

It is the responsibility of every member on the governance structure to communicate with and represent all segments of the school population.

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School governance structure members must be parents or guardians of a Seattle School District student, students of the Seattle School District, District staff members or resident(s) of the Seattle School District.

5. Open Meetings. School governance structure bylaws will be guided by the principles of the Open Meetings Law in assuring that governance structure meetings shall be open to the public unless the District's General Counsel, when consulted, advises otherwise.
6. Compliance. School governance structures will recognize and observe existing policies and procedures, collective bargaining agreements, other District agreements, and applicable laws.
7. Waivers. If current policies and procedures, contracts, laws and regulations or District agreements impede a school's restructuring process or strategic planning, the appropriate central administrative structure will assist the school governance structure with requests for a waiver or adjustment from the appropriate body.
8. Conflict Resolution. School governance structures experiencing conflicts will utilize the current District complaint/issue resolution process to resolve the problem.
9. Fundraising. School governance structures may not engage in fundraising, but school governance structure members may assist in the fundraising efforts of other, separate, non-District organizations (e.g., PTSA and nonprofit corporations formed to benefit schools) that are insured and observe District policy and procedures regarding fundraising activities.

### **Central Administration Guidelines**

Central Administration will be responsible for fulfilling the following tasks regarding school governance structures.

1. Assistance and Training. Provide information, advice, facilitation, training and other assistance, which will enable the establishment and ongoing functioning of each governance structure, consistent with each school's needs, the District's Strategic Plan, policies and procedures, and legal boundaries.



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2. Bylaws Recognition. Recommended to the School Board official recognition of school governance structures upon receipt and approval of bylaws fulfilling core requirements.
3. Bylaws Amendments. Recommended to the School Board the approval of amendments to school governance structure bylaws.
4. Waivers. Assist school governance structure with requests to the appropriate body for waivers or adjustments, if current policies or procedures, contracts, laws and regulations or District agreements impede a school's strategic plan.
5. Periodic Review. If a school governance structure is found to be out of compliance with its bylaws and/or District policy or procedures, after appropriate assistance has been provided, it may be recommended to the School Board that its District recognition be revoked.
6. Indemnification. The District will defend the school governance structure and its members against any claims or suits arising from, and will be responsible for all damages incurred in, the good-faith performance of the school governance structure's duties. This obligation does not extend to instances of gross negligence, intentional or wanton misconduct, violation of law or District policy, or criminal acts, and it is conditioned upon prompt notification to, and full cooperation in the investigation and defense by, the District's General Counsel of any claim.