

MIRA MESA HIGH SCHOOL GOVERNANCE DOCUMENT

Article I - Philosophy & Purpose

Section 1 - Mission Statement:

Through excellence in teaching and learning, it is the mission of Mira Mesa High School to educate all students in an integrated setting to become responsible, literate, thinking and contributing members of a multicultural society.

Section 2 - Vision Statement:

Staff, students, parents and community members are all educational stakeholders of Mira Mesa High School. We are individuals with clear roles and responsibilities, all working toward common goals.

Our vision includes recognizing the needs of our students and society and adapting our teaching techniques; our vision includes adapting and adjusting to changes in order to provide high quality services.

Our vision includes demonstrating pride and commitment to our individual jobs.

Our vision includes continuing to improve as individuals, teams and departments.

Our vision includes respecting each other and valuing the diversity of our stakeholders.

Our vision includes supporting and encouraging each other while pursuing our mission of providing quality student services.

Section 3 - Purpose Statement

The district's position with restructuring and site governance teams is "for the purpose of enhancing student achievement. The sole reason to move the focus of control to the Site Governance Team is for the improvement of the instructional program, not merely to empower the stakeholders at the site."

Article II - Method of Participant Selection

Section 1 - New Elections:

New elections will be held each year or as deemed necessary by the Site Governance Team. The stakeholder members shall be elected from their constituent groups by a simple majority of those members voting. The persons with the highest vote in each stakeholder group will be selected. A run-off election will be held when a tie exists.

Article III - Composition of Site Governance Team

Section 1 - Voting Participants

The Site Governance Team shall be composed of twelve voting members:

One (1) Principal or designee

Six (6) Credentialed staff (includes association rep)

Three (3) Classified members (includes the association rep)

Two (2) Parents

Section 2 - Non Voting Participants

- One (1) Student - ASB designee (non-voting)
- One (1) Business/Community member (non-voting)

Section 3 - Support Personnel

- One (1) Secretary (non-voting) to take minutes

Article IV - Terms of Service

Section 1 - Length of Terms

- a. The principal will serve for the length of assignment to the school and the association representatives will serve the length of time elected.
- b. All Site Governance Team members are elected for a two (2) year term, 1/2 alternating yearly.
- c. The student will be appointed by ASB to serve one (1) year.
- d. The community/business member will be invited to serve one (1) year.

Article V - Scope of Authority

Section 1 - The charge for the restructuring efforts of our governance team is to improve instruction for all students. The Site Governance Team shall generate or consider new programs brought to its attention by any stakeholder who recommends changes in existing programs. The Site Governance Team will be apprised of how budget and other resources affect these recommendations.

Section 2 - It shall remain the authority and responsibility of the principal to insure that all state laws, district procedures and contractual agreements are followed at all times by the stakeholders. The principal's authority is vested by the Board of Education, the Education Code, the principal's job description and s/he remains accountable for the school.

Section 3 - It shall be the responsibility of the Site Governance Team to collaborate with the principal to implement district policy and State/Federal mandates.

Section 4 - It shall be the responsibility of the Site Governance Team to implement the articles of this document.

Section 5 - It shall be the responsibility of the total school staff to implement Site Governance Team decisions.

Section 6 - It shall be the responsibility of the community to support the policies of the school.

Section 7 - It shall be encouraged that the Area Assistant Superintendent, Superintendent of Schools, the Board of Education and the San Diego Educators Association support the decisions of the Site Governance Team.

Section 8 - The Site Governance Team will make recommendations to the Board of Education for all administrators new to the site.

Section 9 - The Site Governance Team may assign tasks as necessary to those committees responsible for staffing, facilities and instruction.

Article VI - Decision-Making Process

Section 1 - Decisions of the Site Governance Team shall be made by consensus.

Section 2 - Failing to reach consensus, the Site Governance Team will put issues to a vote of the team. Failing a 2/3 vote of the Site Governance Team the issue will be put to a vote of the stakeholder groups. A simple majority will be needed for approval.

Section 3 - No decision will be made without a quorum. (7)

Article VII - Operating Procedures

Section 1 - The Site Governance Team shall meet monthly. Additional meetings may be scheduled by the Principal or the Site Governance Team Chairperson(s) as needed. (Bimonthly meetings are recommended.)

Section 2 - Any stakeholder may submit, in writing (signed), items for consideration to the Site Governance Team or make a presentation.

Section 3 - Committees will meet as needed or when requested by the Site Governance Team or Principal.

Article VIII - Responsibility of Committees

Section 1 - Staffing Committee

- a. Staffing Committees composed of the principal, a non-classroom certificated staff member, department chairperson(s) and teachers of the department where the vacancy exists will be convened as needed. A classified member may participate if the vacancy occurs in a non-classroom position. A staffing committee will be part of the selection process of all teachers and certificated support positions new to the site. This committee will make recommendations to the principal for vacant positions.
- b. At the conclusion of the Post and Bid process, if it is impossible to assemble a Staffing Committee due to long term vacations and/or limited time constraints regarding the filling of a vacancy, the principal will assemble staff members available at the time of the interview and complete the staffing process. This modified selection process applies only to teacher and counselor positions, not administrative positions.
- c. Staffing Committees for classified clerical positions composed of the principal, a non-classroom certificated staff member and the general school secretary or administrative assistant and will be convened as needed. A Staffing Committee will be part of the selection process of all classified.
- d. Staffing Committees for custodial positions composed of the principal, a non-classroom certificated staff member and the building Services Supervisor will be

convened as needed. A Staffing Committee will be part of the selection process of all custodial personnel new to the site. This committee will make recommendations to the principal for vacant positions.

Section 2 - Facilities Committee:

The Facilities Committee, composed of volunteers from the stakeholders groups will be convened as needed. The committee will make recommendations for facilities improvements.

Section 3 - Instructional Committee:

The Instructional Committee will be made up of the department chairpersons, (Instructional Council) with non-voting representation from other stakeholder groups if they wish to attend.

Section 4 - Other Committees:

The Site Governance Team may convene other committees as needed.

Article IX I- Ratification of Site Governance Document

Section 1 - prior to becoming official, the contents of this document are subject to 2/3 ratification by each stakeholder group of those choosing to vote in each stakeholder group.

Article X - Amendment Process

Section 1 - The Site Governance Team may amend any portion of this document by recommending such changes to the stakeholder groups. A 2/3 vote within each stakeholder group of those who choose to vote will be required to amend.

Article XI - Voting Process and Procedures

Section 1 - All elections will take place on the Mira Mesa High School campus.

Section 2 - Election

- a. All voting will be by secret ballot.
- b. All ballots must be signed for.
- c. Balloting will take place in the main office or place designated by the Site Governance Team.
- d. Balloting will take place on campus on three (3) successive school days.
- e. Completed ballots will be in a sealed ballot box.
- f. Counting of ballots will occur only after the completion of the balloting.
- g. All ballots will be counted by a three-member team appointed by Site Governance Team with representation from at least 3 stakeholder groups.
- h. No person whose name appears on the ballot may participate in the counting of the ballots for the election on which his/her name appears (this excludes write-in names).
- i. Staff members employed by San Diego Unified School district and on site at least sixty percent (60%) are eligible to be elected to the MMHS Site Governance Team.

Section 3 - Stakeholder Groups

- a. Each stakeholder group will be notified of ratification and/or amendment elections at least ten (10) school days in advance of each election.
- b. Voting Members:
 - (1) Certificated -- Certificated staff employed by SDUSD on site at least sixty (60%) are eligible to vote. This includes administrators.
 - (2) Classified -- Classified staff employed by SDUSD on site at least sixty percent (60%) are eligible to vote.
 - (3) Parents -- Parents of students currently enrolled in Mira Mesa High School are eligible to vote. There will be only one (1) vote per household.

Section 4 - The Site Governance Team will designate poll workers and publish information concerning time, location and poll workers for each election.

Section 5 - Amendment and all other voting will be conducted as outlined in Section 2.

