

The Civic Leadership High School

Governance Document

The Civic Leadership High School will utilize input from Parents, Students and Staff in the decision-making process. Each constituency will create a senate which will meet monthly to develop legislative items and review proposals from other senates. Each senate will also have the sole responsibility to elect a president.

School Governance Council (CT State Law)

According to the 2010 CT State Law, the School Governance Council (SGC) is an advisory board consisting of teachers, parents, community members, and students who advise the principal in matters of budget, administrative hiring, and School Accountability/Improvement Plan. The list of responsibilities can be found at http://www.sde.ct.gov/sde/lib/sde/pdf/deps/sgc/SGC_Responsibilities.pdf. At Civic Leadership High School, the SGC responsibilities are handled by three senates: staff senate, student senate and parent senate. All three senates comprise the membership of the Council.

Staff Senate

Staff Senate will serve as the representative body of the school's staff. The senate will meet monthly to discuss and create proposals in the school. The senate president will attend at senate presidents' council.

Membership

All members of the school's staff, other than administrators, belong to the staff senate.

Meeting Dates and Time*

The senate will meet during the scheduled allotted times on the staff master calendar. This meeting is not open to the public, but guests may ask to be invited.

Student Senate

Student Senate will serve as the representative body of the school's students. The senate will meet at least monthly to discuss and create proposals in the school. The senate president and/or the Staff Advisor will attend at senate presidents' council.

Membership

The Student Senate will hold elections by grade level to select two representatives by grade. At the same time, the Student Senate will hold school-wide elections for the Senate's President, Vice President.

Meeting Dates and Time*

The senate will meet every Club Monday. This meeting is not open to the public, but guests may ask to be invited.

Advisor

The staff advisor to the Student Senate attends all meetings, including Presidents Council oversees elections, and assists with taking and distributing meeting agendas and notes.

Parent Senate

Parent Senate will serve as the representative body of the school's parents. The senate will meet monthly to discuss and create proposals in the school. The senate president and/or the Family Engagement Liaison will attend at senate presidents' council.

Membership

All parents and guardians of currently enrolled Civic Leadership High School students are members of the parent senate.

Meeting Dates and Time*

The senate will meet on the pre-selected dates at CLHS in Room 147 from 6:00 p.m. to 7:00 p.m. This meeting is not open to the public, but guests may ask to be invited.

**Date and time of meetings of all Senates, if changed, will be announced at the start of the school year. School will notify Senates of changes due to weather and/or unforeseen circumstances as soon as possible.*

Presidents' Council

The Presidents' Council meets from 3:00PM-3:45PM, on the Tuesday before Parent Senate in a main office conference room. The Council consists of the three Senate presidents, the Family Engagement Specialist (non-voting) and the administration. Senate Vice Presidents are also invited to attend, but do not vote, unless in the absence of the associated President. Meetings are not open to the public, but members of the CLHS community may be invited to attend portions of the meeting.

Responsibilities of the Presidents' Council include:

- Reading proposals, deciding on the feasibility of the proposals, and assigning the proposals to Senates.
 - Proposals that are not moved forward will be returned to the author with advice to improve the proposal.
- Reviewing finalized proposals for publication.
- Deciding to convene the School Governance Document Review Committee.

How an Idea Becomes a School-Based Policy

Any member of the school community may bring any idea or concept to the school's governance structure at any time. That idea should be submitted using the proposal template found in this document. Once an idea has been submitted, it is referred to the senate presidents' council. The senate presidents will assign it a proposal number and a by date and forward it to the senates. Once each body has read the proposal, they will vote on the item by the assigned vote date.

Timeline Example

| Date | Body | Action |
|-----------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------|
| October 30 th | Individual | Writes a proposal on the template and submits it to their senate president |
| November 6 th (All Senates provided 2 weeks to read Proposal) | Presidents' Council | Finalizes the language of the proposal, assigns a number, read by date and forwards the proposal to the senates. |
| Read by: November 20 th | Parent Senate | Reads and reviews the proposal |
| | Student Senate | Reads and reviews the proposal |
| | Staff Senate | Reads and reviews the proposal |
| Vote by Date: December 4 th (2 weeks after Read by date, unless amendment are needed) | Parent Senate | Votes on proposal |
| | Student Senate | Votes on proposal |
| | Staff Senate | Votes on proposal |
| Any time After December 4 th | Principal | Either signs or vetoes the proposal |
| | Webmaster | Uploads proposal to website |
| | Executive Assistant | Stores proposals in written form in the main office |

Reading of a Proposal

Senate Reading

The president of each senate will be required to place the item on the agenda for the next meeting. Senate members may suggest adjustments to the proposal for consideration, but will not take a formal vote on the item. The author of the bill may be present for the reading, and may answer clarifying questions.

Voting on a Proposal

Taking Action on an Item

After the proposal has been read by all of the senates, it is ready for action. Each senate will take a vote which will then be made public and recorded on the document. Once the vote has been taken, no other action will be taken on this item unless the Presidents' Council decides to send the item back to the senate for an additional reading and vote.

Amendments

Any member of senate may propose an amendment to a proposal during the voting process. If a proposal is amended, at the conclusion of the meeting the secretary for that body will be responsible to report out two votes on that item. One vote will be for the item as amended, and one vote will be for the item as originally written. Each body will limit itself to only two votes assuring that no item may be amended more than once.

Principal's Decision

After all bodies have voted, the principal will have one month to notify the Presidents' Council of his/her final decision.

Publishing the Proposal

The principal will publish decisions, with rationale, on the website, notify the community through the monthly newsletter, and place a hard copy in the main office.

The principal will also notify Senate presidents.

“Off-Limits” Topics for Proposals

- contractual issues
- salaries, stipends, or other earnings
- personnel issues (aside from hiring committees)
- individuals (discipline, promotion, etc.)
- budgetary allocations
- policies, statutes, laws, mandates (B.O.E., state, federal)
- discipline

Civic Leadership High School Proposal

Item # 2019-20

Proposal:

Impact:

Author:

Costs:

| Date | Action | Body | Advisory Only | Amended (must be attached) | Result |
|-------------|---------------|----------------|--------------------------|-------------------------------------------|---------------|
| | Read | Parent Senate | | | |
| | Read | Student Senate | | | |
| | Read | Staff Senate | | | |
| | Vote | Parent Senate | | | |
| | Vote | Student Senate | | | |
| | Vote | Staff Senate | | | |
| | Decision | Principal | | | |
| | Communication | Principal | | | |

Civic Leadership High School SAMPLE Proposal

Pink Pants

Item # 2008-09 - 14

Proposal: The school will add pink as an acceptable color for pants, skirts and shorts under the uniform policy.

Impact: This will result in students being able to wear pants, shorts and skirts which are black, white, navy blue, tan or pink.

Author: Pink Floyd

Costs: There are no direct costs to the school for this proposal.

| Date | Action | Body | Advisory Only | Amended (must be attached) | Result |
|-------------|---------------|----------------|--------------------------------------------------|---------------------------------------|----------------|
| 11/20/14 | Read | Parent Senate | | | completed |
| | Read | Student Senate | | | completed |
| | Read | Staff Senate | | | completed |
| 12/4/14 | Vote | Parent Senate | | | Approved 76-19 |
| | Vote | Student Senate | | | Approved 18-6 |
| | Vote | Staff Senate | | | Rejected 33-32 |
| 1/30/14 | Decision | Principal | Approved and implemented on July 1 st | | |
| 2/15/14 | Communication | | Uploaded to website, stored in office | | |