



# Los Angeles Unified School District LOS ANGELES HIGH SCHOOL

## SCHOOL SITE COUNCIL BYLAWS

Revised as of October, 2016

### **ARTICLE I: DUTIES AND FUNCTIONS**

The School Site Council of Los Angeles High School, hereinafter referred to as the School Site Council or SSC, shall carry out the following duties:

- Review recommendations for improvement of the *Single Plan for Student Achievement (SPSA)* from the English Learner Advisory Committee.
- Develop and approve the SPSA and related expenditures in accordance with all District, state and federal laws and regulations.
- Recommend the plan and expenditures to the LAUSD Board of Education for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, school staff members and other stakeholders.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to LAUSD Board of Education for approval whenever a material change is made in planned activities or related expenditures.
- Annually, and at each semester or trimester, by assessing data, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Develop the comprehensive safe school plan.
- Carry out all other duties assigned to the School Site Council by the LAUSD Board of Education and by state law.

### **ARTICLE II: MEMBERSHIP**

#### **A. Composition**

The School Site Council shall be composed of 12 members, selected by their peers, as follows:

1. 4 Classroom teachers (must be the majority on the staff side)

**2. 1 Other school staff member**

**3. 3 Parents or community members, who must be elected by parents after parents vote to give a number of their seats to community.**

**4. 3 Students**

**5. The school principal is an automatic member of the School Site Council.**

**B. Term of Office**

**School Site Council members shall be elected for one (1) year terms.**

**C. Voting Rights**

**Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. Absentee ballots shall not be permitted.**

**D. Termination of Membership/Officers**

- 1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.**
- 2. Members/officers will be automatically terminated from the School Site Council when their affiliation with the school or position for which they are representing ends.**
- 3. Members/officers may also be terminated from LAUSD councils or committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Executive Director of the Parent Community Student Services Branch when they do not adhere to any one of the following:**
  - a. The District's Operating Norms and Code of Conduct for council members**
  - b. District policies regarding the purpose and operation of all local or central committees**
  - c. Bylaws regarding absences at meetings**
  - d. Statutes and policies regarding the use of public property, funds, and bullying**
  - e. Reimbursement and membership eligibility guidelines and requirements**
- 4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the SSC for a period of**

one school year, not including the year in which the membership was terminated.

5. The School Site Council may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

### **E. Transfer of Membership**

Membership on the School Site Council may not be assigned or transferred.

### **F. Vacancy**

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the SSC must conduct an election to fill the vacancy at the next regularly scheduled meeting. Public notification must be provided, and this item must be listed on the posted agenda. Elections are conducted in accordance to Section VII, Part B of Bulletin 6332.0.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying SSC members are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda.

## **ARTICLE III: OFFICERS AND DUTIES**

### **A. Officers and Terms of Office**

1. SSC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the School Site Council shall be the following:
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Parliamentarian

### **B. Officer Duties**

1. The Chairperson shall:
  - Preside at all meetings of the School Site Council.

- Sign all letters, reports and other communications of the School Site Council.
  - Perform all duties relevant to the office of the Chairperson.
  - Participate in planning of the agenda.
  - Have other such duties as are prescribed by the School Site Council.
2. The Vice-Chairperson shall:
- Represent the Chairperson in assigned duties
  - Substitute for the Chairperson in his or her absence.
  - Participate in planning of the agenda.
3. The Secretary shall:
- Keep minutes of all regular and special meetings of the School Site Council.
  - Transmit true and correct copies of the minutes of such meetings to members of the School Site Council and to the following other persons: The LAHS webmaster and staff.
  - Provide all notices in accordance with these bylaws.
  - Assist in keeping the records of the School Site Council.
  - Maintain a current roster of SSC members.
  - Perform other such duties as are assigned by the Chairperson of the School Site Council.
  - Participate in planning of the agenda.
4. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
  - Be knowledgeable about bylaws of the Council, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).
  - Participate in planning of the agenda.

## **ARTICLE IV: COMMITTEES**

### **A. Subcommittees**

The School Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the School Site Council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

### **B. Other Standing and Special Committees**

**The School Site Council may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the School Site Council. No such committee may exercise the authority of the School Site Council.**

**C. Membership**

**Unless otherwise determined by the School Site Council, the School Site Council Chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.**

**D. Terms of Office**

**The School Site Council shall determine the terms of office for members of a committee**

**E. Rules**

**Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the School Site Council or policies of the LAUSD Board of Education.**

**ARTICLE V: MEETINGS OF THE SCHOOL SITE COUNCIL**

**A. Schedule**

**The School Site Council shall meet regularly on the Last Tuesday of each month. Special meetings of the School Site Council may be called by the Chairperson or by a majority vote of the School Site Council.**

**B. Quorum**

**The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance; and no decision may otherwise be attributed to the School Site Council. A majority of the members of the School Site Council shall constitute a quorum. Any meeting may continue without a quorum for purposes of presentations or discussions; however, action or voting may not take place without a quorum.**

**C. Location of Meetings**

The School Site Council shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public or handicapped persons. Alternate meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

#### **D. Notice of Meetings**

Written public notice and agendas shall be given of all meetings at least seventy-two hours in advance of the meeting, except in the case of an emergency meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside, on the school website, and in the parent center. All required notices shall be provided to School Site Council and committee members no less than seventy-two (72) hours, and no more than 5 days in advance of the meeting, personally, by mail or by e-mail.

#### **E. Conduct of Meetings**

Meetings of the School Site Council shall be conducted in accordance with the rules of order established by California Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by the School Site Council.

#### **F. Special Emergency Meetings**

Emergency meetings are not allowed. All meetings must be posted in accordance with Article V. D. above.

#### **G. Meetings Open to the Public**

All meetings of the School Site Council shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

### **ARTICLE VI: BYLAWS OF THE SCHOOL SITE COUNCIL**

#### **A. Standard Bylaws by PCSB**

These bylaws must be used by the SSC, except when modified bylaws have been approved by the Educational Service Center Administrator of Parent and Community Engagement.

## **B. Amending Bylaws**

Sections of these bylaws in bolded text indicate where members may amend the item by informing members at least three (3) days prior to the meeting of the intent to amend the item(s).

## **C. Modified Bylaws**

If a school desires to operate under modified bylaws, a written request to do so must first be submitted by the principal to the Educational Service Center Administrator of Parent and Community Engagement. Once permission is granted by the Educational Service Center Administrator of Parent and Community Engagement, the SSC is authorized to draft modified bylaws. The draft bylaws must be presented to the entire SSC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed modified bylaws should then be submitted to the Educational Service Center Administrator of Parent and Community Engagement for final approval. Bylaws may never conflict with District, state, or federal policies, rules and regulations.

*These bylaws are provided by the Parent Community Student Services Branch (PCSB) for use by the School Site Council. A school principal, on behalf of the SSC, may request, in writing, permission to modify/amend bylaws. Permission to do so is granted by the Educational Service Center Administrator of Parent and Community Engagement who also approves the proposed modifications/ amendments. Bylaws may never conflict with District, state, or federal rules and regulations.*

*For additional clarification about these bylaws and related matters, refer to Section V of Bulletin 6332.0, Dated July 21, 2014 Attachment B1*

**LOS ANGELES HIGH SCHOOL  
SCHOOL SITE COUNCIL**

**We, the members, intend to amend/modify District bylaws pursuant to the procedures outlined herein. Once the amended/modified bylaws are approved by the SSC and principal, they will be submitted to the ESC Administrator for Parent and Community Engagement for final approval. In the interim, we will continue to use District bylaws.**

**School Site Council members' signatures indicate intention to modify/ amend provided bylaws.**

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**School Principal**

**SSC Chairperson**

**Date:** \_\_\_\_\_

**Approved:**

\_\_\_\_\_

PACE Administrator

Date: \_\_\_\_\_