

Revised Bylaws - DRAFT May 22, 2017

Sherman Oaks Elementary Charter School Governance Council Bylaws

ARTICLE I: NAME

The name of this Council shall be Sherman Oaks Elementary Charter (SOEC) Governance Council hereafter referred to as "The Governance Council" or "Council."

ARTICLE II: PURPOSE

SOEC's Governance Council shall be focused upon establishment of local policy rather than day-to-day administration or execution of policy and plans. The Council shall also fulfill the objectives and goals outlined in the school's Charter and within the policies of Los Angeles Unified School District.

The Council's duties shall include, but are not limited to:

- Assuring compliance with categorical programs
- Overseeing and evaluating effectiveness of school curriculum, programs, and appropriate assessments
- Developing the schedule of school activities, events, policies, and procedures
- Establishing and maintaining fiscally-sound budget practices
- Interviewing and selecting personnel through the Council's hiring committee
- Establishing and maintaining a Student-Parent-Teacher Compact in accordance with District guidelines
- Establishing and maintaining the effectiveness of the Council's committees
- Implementing and monitoring programs funded by private donations
- Facilitating communication and collaboration among members of the school community and between the school and the Sherman Oaks community at large
- Facilitating innovation, consensus, and problem solving to achieve all of the above
- Amending and revising the Council bylaws, as required
- Monitoring, supporting, and assisting in the execution of SOEC site-specific policies and plans in accordance with District guidelines, including developing the LCAP (Local Control Accountability Plan) and reviewing the SPSA (Single Plan for Student Achievement)

**ARTICLE III:
MEMBERSHIP**

A. Council Membership

The membership of this council shall be a representation of the staff and parents/guardians of SOEC.

Teacher Members	Total	Definition
Teacher Representatives	5	To be elected by the credentialed teachers employed at the school; may be self-nominated
Staff Members		
Principal	1	Automatic Member
Other Staff Representative	1	To be elected by other non-teaching staff employed at the school; may be self-nominated
Parent Members		
Parent Representatives	7	Shall be elected from and by parents whose children are enrolled in the school; may be self-nominated.

** LAUSD-UTLA Collective Bargaining Agreement calls for governance structure mirroring Article XXVII. In the event that less than five (5) Teacher Representatives are elected, the UTLA Chapter Chair and the Principal will sign a waiver accepting the change in composition of Governance Membership numbers.

Parent is defined as the parent or guardian of a student at the school, unless that parent or guardian is a paid employee of the school district at that site. A "parent" can be an employee of the district, but cannot be employed at the school in any capacity (e.g., teacher, substitute, recreational assistant, etc.).

Only one parent or guardian per household can serve on the Council at any one time.

B. Elections

1. Parent Representatives

Elections for the parent members of the Governance Council will be held each fall, on a date determined by the Election Committee, appointed by the Council each year.

Each elected term will be for two (2) years. Each parent nominee must submit his or her name, contact information, and a candidate paragraph stating why he or she wants to run for a seat on the SOEC Governance Council, at least seven days before the scheduled election. Any changes to the election process must be passed by two-thirds vote of the Council at least 30 days before Election Day.

2. Teacher Representatives

Elections for teacher members will be held each fall. Each elected term will be for two (2) years.

3. Alternates

There shall be up to two (2) alternate parent and two (2) alternate teacher Council members designated each year. The "First" alternate shall be the person with the highest number of votes who did not win a seat on the Council. The second alternate will be the person with the second highest number of votes who did not win a seat on the Council. Alternates will be asked to serve only if an elected member of the Council steps down or is asked to vacate the position, and shall remain in the position until the next Governance Council election. Alternates serve for a one (1) year term.

4. Other Staff Representative

The Other Staff Representative shall be elected by non-teaching staff employed at the school. The election will be held during the fall. The Other Staff Representative is a two (2) year term.

C. Termination of Membership

1. Any elected Council member who misses two (2) consecutive meetings without notification by email or phone to a member of the Executive Committee will be terminated. The first alternate will assume the vacant seat.
2. Violations of SOEC Governance Council's Code of Conduct may result in termination of membership (see Code of Conduct) by a two-thirds vote.
3. Any other termination shall be effected by a two-thirds vote. Written notice of no less than 30 days will be given to the Council before any vote of termination.

D. Resignations

1. A Council member may resign at any time. Such resignation will be in writing unless waived by majority vote of the remaining Council members. The Council's acceptance of the resignation will not be necessary to make it effective.

E. Vacancies

Vacancies on the Council will be filled by a temporary replacement member currently serving as alternate. The replacement must be elected by a majority vote of the remaining Council members. The replacement will fill the vacancy until the next election, at which time the replacement must be elected or appointed as specified in the governance regulations, or step down from the Council as soon as his or her successor is duly elected or appointed.

1. The Council will elect a new member to fill the unexpired term of the removed/resigned member no later than 60 days from the date of the meeting in which the member was removed or, in the case of a resignation, 60 days from receipt of the departing member's letter of resignation.
2. If there are no available Alternates to fill a vacancy, the Council will hold a special election, which shall be conducted according to guidelines set forth in Article III, Section B.

F. Potential or Actual Conflicts of Interest

Members of the Council shall excuse themselves from participating in decisions about matters that may involve potential or actual conflicts of interest. Such conflicts may arise whenever Council members may either receive some advantage or suffer some disadvantage because they have personal, business, or monetary interests in a matter before the Governance Council. Council members shall either excuse themselves voluntarily or be excused by a majority of voting representatives if the Council determines that there is an actual or potential conflict of interest, which may be brought to the attention of the Governance Council by any person.

G. Fiduciary Responsibility

The elected representatives have the fiduciary responsibility to represent their constituency.

**ARTICLE IV:
OFFICERS**

A. Officers

The officers of the Council shall include a Chair, a Vice Chair, a Secretary, and a Parliamentarian. These officers shall perform duties prescribed by the bylaws and Roberts Rules of Order.

B. Officer Elections

The officers shall be nominated and elected during the first Council meeting after the new Council has been elected, by a majority vote of Council members. The term of each officer shall be for one (1) year. All officers must be current members of the Council.

C. Officer Duties

1. Council Chair

The duties of the Chair shall be to:

- Oversee the decisions and actions taken by the Council
- Sit on the Executive Committee
- Prepare an agenda and distribute it to the members prior to all meetings. Said agenda is to be posted publicly 72 hours before each meeting and distributed to Council at least 48 hours before each meeting
- Conduct all meetings in accordance with these bylaws

2. Vice Chair

The Vice Chair participates as a vital part of the Council leadership. The Vice Chair understands the responsibilities of the board chair and is able to perform these duties in the chair's absence at regular Governance Council meetings, as well as Executive Committee meetings when called upon to do so, and to perform other duties as assigned by the Chair.

3. Secretary

The duties of the Secretary shall be to:

- Record the proceedings of all meetings of the Council, then distribute to Council members
- Keep all agendas, sign-in sheets, and meeting minutes in a file, which will be stored in the Principal's office
- Post meeting minutes publicly
- Provide meeting minutes and reports presented in Council meetings to the school's designated webmaster to be posted on the school website

4. Parliamentarian

The Parliamentarian is an expert in rules of order and the proper procedures for the conduct of Council meetings. The Parliamentarian assists in the interpretation of bylaws and rules of order and the planning and conduct of meetings. The Parliamentarian votes and takes part in discussion of items on the agenda.

D. Resignations

1. A Council Officer may resign at any time. Such resignation will be in writing unless waived by majority vote of the remaining Council members. The Council's acceptance of the resignation will not be necessary to make it effective.
2. The Council will elect a new Officer to fill the unexpired term of the resigned Officer no later than 60 days from receipt of the departing Officer's letter of resignation.
3. The replacement will fill the vacancy until the next election, at which time the replacement must be elected or appointed as specified in the governance regulations, or step down from the Officer position as soon as his or her successor is duly elected or appointed.

ARTICLE V: **MEETINGS**

A. Meeting Frequency

The Council shall meet at least nine (9) times per school year, on a regular basis, generally monthly.

B. Public Comments

Non-members who wish to speak to the Council may place their names on the "Public Comment" sign-up sheet prior to each meeting. Each speaker will be given two (2) minutes to speak during the appropriate time in the agenda.

C. Special Meetings

The Chair may call special meetings at any time, as long as all members and the public are notified at least 24 hours in advance of the meeting.

E. Quorum

A decision-making quorum shall consist of a majority of the Council.

G. Agenda

An agenda of the Council meeting will be available online and posted in public no less than three (3) days before the meeting.

ARTICLE VI:
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE VII:
COMMITTEES

A. Executive Committee

1. Executive Committee Responsibilities

SOEC shall have an Executive Committee that:

- Helps prepare the agenda for Governance Council meetings
- Deals with routine matters not requiring the attention of the full Governance Council or its committees
- Refers issues to the Governance Council or its committees as appropriate
- Generally meets monthly, but may convene more or less frequently as necessary to conduct its business

2. Executive Committee Composition

- The Executive Committee will be comprised of the Principal, one teacher elected yearly by the teachers who are voting members of the Governance Council, and one parent elected yearly by parents who are voting members of the Governance Council.
- The Principal and the Governance Council Chair are automatic members of the Executive Committee
- If the Council Chair is a Parent Representative, the third member of the Executive Committee must be a Teacher Representative, elected by a majority vote of sitting Council Teacher Representatives
- If the Council Chair is a Teacher Representative, the third member of the Executive Committee must be a parent, elected by a majority vote of sitting Council Parent Representatives
- Vacancies on the Executive Committee shall be filled immediately by a vote of Council members, according to procedure described above
- A vote to confirm the new Executive Committee will immediately follow the officer appointments

3. Executive Committee Limitations

The Executive Committee may not exercise the authority of the Governance Council with respect to material issues concerning the school's operation nor the terms and conditions of the Charter.

B. Standing and Ad Hoc Committee Definition

Committees will be formed to research issues and obtain input from all affected/interested groups. They will ensure participation of all stakeholders, present findings to the Council for a decision, create a more efficient way to handle decision making, provide a more effective way of communication and will assist in the selection of all senior members of the staff. This would include the Principal, Assistant Principal, Administrative Staff, and Teaching Staff. Standing and Ad hoc committees may be composed of Council members, Alternates, and community members, each serving with equal standing. Each committee, at a minimum, will strive to include one staff member and one parent member of the Council.

If required, the Council shall specify the size of the committee when the committee is established or at the beginning of the school year. The Council, as needed, may add additional participants as resource personnel for service on Standing or Ad hoc committees.

New Standing and Ad hoc committees shall be established by the Council.

If so requested, Council members and Alternates will serve on at least one (1) of the Council Committees.

- Committees are advisory.
- Committees may elect the Chairperson at their first meeting. In the event that no one accepts the Chairperson position, the Council may appoint a Chairperson.
- Committee Chairperson must have a meeting agenda and submit a summary of all meetings to the Council Secretary and Chair.
- Committee meeting days and times should be determined by the committee.
- Notice of meetings shall be posted on the school website and on the school's bulletin board in the main hallway at least 72 hours before each committee meeting.
- Committees shall follow the Governance Council's Committee Guidelines.

C. Standing Committees may include:

1. Budget and Finance: Prepares school budget each year, based on various sources of funding received and the needs of the school

2. Curriculum: Researches and develops curriculum recommendations based on the educational program outlined in the Charter

3. Grant Writing: Responsible for researching, evaluating, and applying for grants

4. Positive Behavior: Established to foster positive behavior in students by reviewing school policies and recommending best practices related to discipline, anti-bullying, citizenship, and character development.

5. Safety: Oversees the safety and security of students and all other community members both on campus and on the school's perimeter.

6. Technology: Surveys technology inventory, develops/refines the school technology plan, contributes to the school-wide technology curriculum, and works with the Grant Writing Committee on pursuing technology-related grants

7. English Learner Advisory Committee (ELAC): The responsibilities of the ELAC include:

- Advising the Council on the development of the Single Plan for Student Achievement (SPSA), especially those sections related to English Learners
- Assisting in the development of the school's needs assessment and language census
- Advising the Principal and staff on the school's program for English Learners
- Advising in the development and approval of the school's LEP budget

ARTICLE VIII: **STAFF SELECTION GUIDELINES**

A Staff Selection Committee will be established in the event of a position opening. The Governance Council and its Staff Selection Committee shall have responsibility for personnel selection decisions, including the setting of applicable interview and selection procedures and the determination of prerequisite job qualifications. As an Affiliated Charter School, SOEC's hiring responsibilities are subject to LAUSD Personnel Commission's established rules, procedures and qualifications.

A. Staff Selection Committee Composition

All candidates for the position of Principal/Administrative Staff/Teaching Staff will be interviewed and selected for recommendation to the District by a selection committee.

Selection/hiring of the Principal is under the purview of the LAUSD Superintendent.

The selection committee shall be composed as follows:

1. Administrator

1. Supervising Administrative Assistant or SAA Designee
- 2 Teachers
- 1 UTLA Representative
- 3 Parent/Community members (one member from the Governance Council designated by the Chair, one member from the Sherman Oaks Parents Association Board (SOPA), and one additional parent)

In the event of a time-sensitive hiring situation, if one or more members of the Staff Selection Committee are unavailable to participate in the interviews, the hiring process can proceed with: one Administrator, one Teacher, and one Parent Representative (from the Governance Council or SOPA Board).

B. Staff Selection Committee Procedures

To the extent that it is possible, Committee members must commit to interviewing all candidates from the eligibility list established by the LAUSD Personnel Commission for a particular position. Committee members will use the same questions for all candidates they interview. If a Committee member cannot attend an interview, the interview will go on without that member, as time is of the essence in most interviews/hiring.

No one Committee member can represent more than one group.

C. Staff Selection Committee Responsibilities

As an Affiliated Charter school, SOEC will have the autonomy to interview and select teachers and school-funded support staff from District approved lists of eligible candidates. Available lists will be determined by Human Resources.

- Develop interview questions applicable to the position and a timeline of interview process
- Prepare notification flyer and/or distribute such flyer where appropriate; all in accordance with District procedures
- Review resumes, statements, and applications as received and screen according to established criteria
- Establish interview schedule, criteria (questions that reflect preferred qualifications) and process (i.e., time limits, environment, ground rules, share questions among interview panel, time limit on portfolio presentation, confidentiality)
- Deliberate and select candidates to be recommended to the District or the funding source that supports the position

D. Principal Selection Guidelines

1. Duties of the Principal

The Principal of SOEC shall be the chief academic and financial officer responsible for both day-to-day and long-term operation of the school. The broadly defined duties of the Principal shall include, but not be limited to, the following:

- Implement the Charter and its philosophies and practices
- Participate in the governance of the school
- Supervise the school's curriculum and academic policies
- Prepare and manage the school's budget
- Supervise the preparation of any required audits or reports
- Represent the school in fundraising efforts, including grant applications and solicitations for support from private and public entities
- Interact with LAUSD, UTLA, local private and public schools, Charter School organizations, and the community on matters related to the school's operation and educational program
- Serve as an ombudsperson to investigate, mediate, or otherwise resolve complaints and problems that may arise in accordance with District's policies and procedures.
- Evaluate the job performance of all school employees
- Communicate with all stakeholders on a regular basis
- Manage the daily operations of the school

2. Qualifications of the Principal

The Governance Council shall determine the qualifications of the Principal based on the school's needs at the time it is necessary to fill the position. In general, SOEC will expect its Principal to have the following

abilities, experiences, and attitudes:

- A visionary who is on the cutting edge of educational reform
- Fluent with current educational theory and curriculum development
- Knowledgeable about District-Affiliated Charter Schools
- Demonstrates leadership and decision-making skills
- Demonstrates managerial skills to include goal setting, budget control, team building, and corrective actions
- Demonstrates ability to collaborate with parents, students, staff, and the community
- Demonstrates teacher advocacy skills
- Demonstrates accountability and communication skills
- Ability to demonstrate skills in utilizing a “broad vision”
- Demonstrates ability to work with special education, low achieving, and gifted/talented students
- Principal shall possess an administrative credential in accordance with LAUSD policies

ARTICLE IX:
AMENDMENTS

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting and posted for at least 30 days on the Council's website.

STANDING RULES

1. Meetings will be no longer than two (2) hours in duration.

Code of Conduct

1. Governance Council members must assure that all actions and decisions are done to better serve the Sherman Oaks community.
2. Governance Council members must maintain loyalty to the interests of SOEC's purpose and mission. This accountability supersedes the personal interest of any member.
3. Governance Council members must help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.
4. Governance Council members must avoid any conflict of interest with respect to their fiduciary responsibility, and shall comply with LAUSD's policy regarding Ethics and Conflict of Interest.
5. Governance Council members must maintain confidentiality of privileged information and refuse to use his/her board position in any way for personal gain, and shall comply with LAUSD's policy regarding Ethics and Conflict of Interest.
6. Governance Council members' interaction with the public, press, social media, or other entities must be in accordance with voted upon policies.
7. Governance Council members are not authorized to speak for the Governance Council.
8. Governance Council members must avoid spreading gossip and rumors.

Violations of Code of Conduct

Violations of the Code of Conduct will result in the following progressive discipline:

1. Verbal reprimand from Executive Committee
2. Written warning from the Executive Committee
3. Notification of council vote for termination (see Termination of Membership)