



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Harry Bridges Span School
1235 Broad Ave.
Wilmington, CA 90744

SSC BYLAWS

These bylaws are provided by the Office of Parent and Community Services (PCS) for use by the school's SSC. A school principal, on behalf of the SSC, may request, in writing, permission to amend bylaws. Permission to do so is granted by the Local District Administrator of Parent and Community Engagement who also approves the proposed amendments. A school does not need permission to modify the bylaws by completing the bolded and/or blank areas indicated below. Once the identified blank areas of these bylaws are modified, which do not constitute an "amendment", a school should keep these final versions on file and review them with stakeholders. Bylaws may never conflict with federal, state, or District rules and regulations.

ARTICLE I: DUTIES AND FUNCTIONS

The SSC of **Harry Bridges Span School**, hereinafter referred to as the SSC, shall carry out the following duties:

- Review recommendations for improvement of the *School Plan for Student Achievement (SPSA)* from the ELAC.
- Develop and approve the SPSA and related expenditures in accordance with all federal, state and District laws and regulations.
- Recommend the plan and expenditures to the District 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 Integrated Safe School Plan.
- Carry out all other duties assigned by the LAUSD Board of Education and by state law.

ARTICLE II: MEMBERSHIP

A. Composition

The SSC shall be composed of 10 members, elected by their peers, as follows:

One Half (school site staff)

3 Register-carrying teachers (must be the majority of this half)



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1 Other School Personnel, considered non-teaching staff
The principal or his/her designee is an automatic member.

Other Half

- 5 Parents or community members, who must be elected by parents after parents vote to give a number of their seats to community members. Parents voted to give ___ **seats** to community members.
- 0 Students (required for all schools with high school students)
(NOTE: There must be parity between the number of parent/community members and student members.)

The election of alternates for the council seats is **optional**. If alternates are elected for one stakeholder group, then they should be elected for all stakeholder groups. Alternates may only replace members upon a termination or replacement of membership. They do not have voting privileges and are not counted for the establishment of quorum **until** seated to replace a member that can no longer serve. At the first regular meeting following the resignation of the current member, the agenda must reflect the seating of the alternate member. The alternate receiving the most votes during the initial election meeting is to be seated first. Once seated, an alternate will complete the term of the member they are replacing.

B. Term of Membership

SSC members shall be elected for a **1** year term. If established on two-year terms, half, or the nearest approximation thereof, of each representative group shall be elected during odd years; and the remaining number shall be elected during even years. At the SSC's first meeting of each new school year, each member's current term of membership shall be recorded in the meeting minutes. An alternate taking the place of a member due to resignation or termination will complete the term for which the member was elected.

The election of community members in the place of parent seats must take place annually. At the beginning of each school year, parents must first vote to determine whether to offer their seats, and how many of their seats, to community members. Subsequently, parents may elect which community members can serve in their seats for one school year.

C. Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots are not permitted.

A. 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.



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2. Members/officers will be automatically terminated from the SSC when their affiliation with the school or position for which they are representing ends.
3. Members/officers may also be terminated from the SSC by the Local District Administrator of Parent and Community Engagement and/or the Office of Parent and Community Services when they do not adhere to any one of the following:
 - a. The LAUSD Operating Norms and Code of Conduct for council members
 - b. District policies regarding the purpose and operation of councils and 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. Members/officers will be automatically terminated from the SSC when they are absent from **three** meetings in one school year.
6. The SSC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

B. Transfer of Membership

Membership on the SSC 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 before the next regularly scheduled meeting unless the vacancy can be filled by an alternate. Public notification must be provided, and an election must be listed on the posted agenda as an action item.
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 as an action item.



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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 SSC shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. Officer Duties

1. The Chairperson shall:
 - Preside at all meetings of the SSC, ensuring all rules and bylaws are followed.
 - Sign all letters, reports and other communications of the SSC.
 - 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 SSC.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Serve as the Chairperson in his or her absence.
 - Participate in planning of the agenda.
3. The Secretary shall:
 - Keep minutes of all meetings of the SSC.
 - Transmit true and correct copies of the minutes of such meetings to members of the SSC **and to the following other persons: Title I Coordinator**
 - Assist in keeping the records of the SSC.
 - Maintain a current roster of SSC members.
 - Perform other such duties as are assigned by the Chairperson of the SSC.
 - Participate in planning of the agenda.



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4. The Parliamentarian shall:
 - Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Vote on any matter submitted for a vote.
 - Be knowledgeable about bylaws of the SSC, parliamentary procedure, prescribed Robert's Rules of Order and the Greene Act.
 - Participate in planning of the agenda.

ARTICLE IV: COMMITTEES

A. Standing and Special Committees

The SSC may establish and abolish standing or special committees, such as ad hoc committees, with such composition to perform such duties as shall be prescribed by the SSC. A beginning and end date must be determined by the SSC through a motion and documented in the meeting minutes. No such committee may exercise the authority of the SSC.

B. Membership

Unless otherwise determined by the SSC, the SSC shall determine the members of the aforementioned committees by vote.

C. Terms of Membership

The SSC shall determine the terms of membership for members of the committees.

D. Rules

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

ARTICLE V: MEETINGS OF THE SSC

A. Schedule

The SSC shall meet on the following days every 3rd week of the month and times: 7:30am. A minimum of six (6) meetings must be held each school year. Additional meetings of the SSC may be called by the principal in consultation with the officers or by a majority vote of the SSC.



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B. Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance; and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC 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 SSC 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. Alternative meeting locations may be recommended by a majority of the council but must be approved by the school administrator.

D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the 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 of the school building and at the meeting location. It is also advised that notice of meetings be posted online on the school's website, when feasible.

E. Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California Education Code, section 35147, and with prescribed Robert's Rules of Order or an adaptation thereof approved by the SSC.

F. Meetings Open to the Public

All meetings of the SSC shall be open to the public and conducted in accordance with the Greene Act. Notice of such meetings shall be provided in accordance with Section D of this article.

ARTICLE VI: BYLAWS OF THE SSC

A. Standard Bylaws by PCS

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



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A. Modifying Bylaws

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

B. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Local District Administrator of Parent and Community Engagement. The amended 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 amended bylaws, agenda, minutes and attendance roster should then be submitted to the Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules and regulations.



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Attachment B1

**Harry Bridges Span School
1235 Broad Ave.
Wilmington, CA 90744
SSC**

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

SSC members' signatures indicate intention to amend the provided bylaws.

SSC Chairperson's Signature

School Principal's Signature

Date

For Use by Local District Parent and Community Engagement (PACE) Administrator

Approved by the PACE Administrator: _____
Print Name Signature Date

A copy of this approved form will be returned to the school principal within two weeks of receipt.