

Los Angeles Unified School District  
**MAYWOOD ACADEMY HIGH SCHOOL**

**Expanded School Based Management Model (ESBMM)**

**School Leadership Council  
Bylaws**

**Approved: November 17, 2016**

Central to ESBMM is control over financial resources, hiring staff, supplemental and enrichment curriculum, professional development, bell schedule and school calendar.

## I. OVERVIEW

In the spring of 2010, Maywood Academy High School submitted a proposal under the Public School Choice Initiative to operate as an Expanded School Based Management Model (ESBMM) school. Upon the recommendation of the Superintendent, Ramon C. Cortines, the proposal was accepted and approved by the Board of Education.

### *Vision*

Maywood Academy High School students will be responsible citizens with the ability and integrity to thrive in a culturally diverse and technologically advanced society.

### *Mission*

Maywood Academy High School is committed to facilitating a rigorous and personalized, student centered learning experience that is grounded in effective pedagogical strategies.

## II. COUNCIL COMPOSITION

The School Leadership Council will be the primary decision making body. It will be comprised of representatives from the school and the community:

- Principal
- UTLA Chair
- UTLA represented employees (7)
- Classified employees (1)
- Parents / Community Member (5)
- Students (1)

All members of the Council will be elected by their respective group. Our governance plan will include the federally mandated School Site Council, the decision making body for use of categorical funds, and the Title 1/English Learner Advisory Committees with the objective of increasing student achievement and supporting the mission and vision of the school. The chairpersons or a designee of the two decision making councils (School Leadership Council and School Site Council) will be required to attend the meetings for both councils to provide input on categorical funds and to coordinate the most efficient use of school funds to support the school's vision and mission.

To increase participation and diversity amongst the councils, during the initial nomination period for the Leadership Council, four students, one per grade level, will be selected to represent their class in the council; however, students will maintain their one person vote. Additionally, individuals, with the exception of the Principal and UTLA Chair, may only apply to serve on one of the two councils. If there are vacant seats after the election, any member of a respective group may nominate him or herself to fill the vacancy.

### III. COUNCIL RESPONSIBILITIES

The School Leadership Council will have determination of all matters included in the collective bargaining agreement as established between the United Teachers of Los Angeles and the Los Angeles Unified School District (Article XXVII). The School Leadership Council will also have additional determination over financial resources, hiring staff, supplemental and enrichment curriculum, professional development, bell schedule and school calendar as approved by the Board of Education. The School Leadership Council will file waivers to the LAUSD/UTLA contract and other bargaining units' contracts as needed.

*The Vision, Mission, and ESLR's will be reviewed annually to ensure that they continue to meet student, global, national and local needs, as well as community conditions. This review will take place in the fall of each school year via a special committee; the composition of which will be determined by the Council.*

### IV. TERM OF MEMBERSHIP

Elections for membership on the Council (with the exception of the Principal and UTLA Chapter Chair) will take place annually during the first week of May.

#### *A. Alternates*

Stakeholder groups may opt to elect one alternate member. The alternate member shall attend all meetings, but will not have voting rights and will not participate in the decision making process. In the event that a member of a stakeholder group resigns, the alternate will replace said council member and will become a voting member.

#### *B. Vacancies*

Any vacancy occurring during the term of a duly elected member in which an alternate is not already elected for shall be filled by a regular election

#### *C. Termination of Membership*

The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member, if the member violates the operating norms. Any elected member may terminate his or her membership by submitting a written letter of resignation to the chairpersons. A council member will be terminated if they miss three consecutive scheduled meetings.

#### *D. Transfer of Membership*

Membership may not be assigned or transferred.

#### *E. Voting Rights*

It is the intent of the Council to make decisions based on consensus of the elected members. If a vote is necessitated, each member is entitled to one vote and may cast

that vote on any matter submitted to a vote. A simple majority will determine the outcome of a vote. Absentee ballots shall not be permitted.

#### *F. Officers*

*Consistent with Article XXVII of the UTLA Collective Bargaining agreement, the Principal and UTLA Chapter Chair will serve as the Council co-chairs. Other officers shall include: secretary, parliamentarian, and other officers deemed desirable.*

Chairperson(s) shall:

- Preside at all meetings
- Sign all letters, reports and other communications
- Perform all duties incident to the office of Chairperson
- Have other such duties as are prescribed by the Council
- Prepare meeting agendas

Secretary shall:

- Keep minutes of all regular and special meetings
- Transmit true and correct copies of the minutes to members of the Council, faculty and staff of MAHS
- Provide all notices in accordance with these bylaws
- Be custodian of records
- Keep a register of the names, addresses, telephone numbers, and email addresses of each member and alternate of the Council, the Chairpersons of school advisory committees, and others with whom the School Leadership Council has regular dealings, as furnished by those persons.
- Perform other such duties as assigned by the Chairpersons or the Council

Parliamentarian shall:

- Ensure that the agenda is followed
- Will serve as timekeeper
- Ensure that Robert's Rules of Order are followed unless suspended by the Council

#### *G. Election and Terms of Office*

The officers shall be elected annually, at the first meeting and shall serve for one year, or until each successor has been elected.

#### *H. Removal of Officers*

Officers may be removed from office by a two-thirds vote of all the members, if any, of the operating norms are violated.

#### *I. Vacancy*

A vacancy in any office shall be filled at the earliest opportunity by a special election for the remaining portion of the term of office.

## V. MEETINGS

### *A. Meetings*

The Council shall meet regularly, on the 2<sup>nd</sup> Thursday of each month. Special meetings may be called by the chairperson or by a majority vote of the Council.

### *B. Place of Meetings*

The Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote.

### *C. Notice of Meetings*

Written public notice shall be given of all meetings at least 72 hours in advance. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: newsletter, bulletin, website, connect-ed, monthly calendar & outside door on Pine Ave. All required notices shall be delivered to Council and committee members no less than 72 hours and no more than 5 days in advance of the meeting, personally, by mail or e-mail).

### *D. Quorum*

The act of a majority of the members present shall be the act of the Council, provided a quorum is in attendance and no decision may otherwise be attributed. 50% plus 1 of the members shall constitute a quorum.

### *E. Conduct of Meetings*

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

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

All meetings of the School Leadership Council and the sub-committees established by the Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

## VI. SUBCOMMITTEES

### *A. Standing and Special Committees*

The School Leadership Council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by

the Council. No such committee may exercise the authority of the School Leadership Council. All sub-committees will be expected to maintain agendas, sign-ins, and meeting minutes to the secretary, whom shall be responsible for maintaining documents submitted.

### *B. Terms of Office*

All standing sub-committees shall have a chair person who will communicate directly with the Council. The Council shall determine the terms of office for members of a committee.

### *C. Rules*

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the Council, or policies of the district governing board.

### *D. Sub-committee Quorum*

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **VII. HIRING COMMITTEE**

A Hiring Committee approved by the Council will be charged with interviewing candidates for administrative, certificated, and classified positions at MAHS. After interviewing such candidates, the Hiring Committee will make recommendations to the Council for the hiring of new employees.

The Committee will have seven seats and, when hiring for a **certificated** position, will be constituted as follows:

- An administrative designee and the UTLA Chapter Chair will serve as co-chairs
- One parent of a student
- One classified employee
- Two teachers from the department in which the position is open (one seat to be reserved for the department chair or designee)
- Small Learning Community lead teacher from the SLC in which the position is open

If teachers from the department in which the position is open are not available or if the SLC lead is not available, the department chair and/or the SLC lead shall delegate their seat(s) to individuals of their choosing.

The Committee will have six seats and, when hiring for a **classified** position, will be constituted as follows:

- An administrative designee and the UTLA Chapter Chair will serve as co-chairs

- One parent of a student
- Two classified employees, one from the area in which the position is open
- One teacher

When hiring for an administrative position the Committee will be elected during the first week of May—with the option of electing one alternate member—will have eight seats, and will be constituted as follows:

- An Administrator and the UTLA Chapter Chair will serve as co-chairs
- ESC Local Instructional Area Superintendent or Designee (only when hiring a principal)
- One parent of a student
- One classified employee
- Three UTLA members

Commonly developed interview questions and rubrics will be utilized so as to ensure a standardized interview/hiring practice. At the time of the interview, if a member of the hiring committee is absent, the interview process shall proceed. If the absence of a member of the hiring committee is known ahead of time, members of the affected stakeholder group shall determine how best to fill the seat prior to the interview.

Reviewed and Approved as presented on Thursday, November 9, 2016 by:

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Deborah Arce, UTLA Teacher

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Sonia Barreda, Classified

\_\_\_\_\_  
Rocio Barrera, Parent

\_\_\_\_\_  
Charles Brenneman, UTLA Teacher

\_\_\_\_\_  
Maria Cedano, Parent

\_\_\_\_\_  
Diana Cortez, Parent

\_\_\_\_\_  
Maria Diaz, Parent

\_\_\_\_\_  
Maria Enriquez, Parent

\_\_\_\_\_  
Jose Gonzalez, Principal

\_\_\_\_\_  
Mathew Hudnall, UTLA Teacher

\_\_\_\_\_  
Catherine Lander, UTLA Counselor

\_\_\_\_\_  
Cora Prado, UTLA Teacher

\_\_\_\_\_  
Brithany Sigala, Student

\_\_\_\_\_  
Todd Smith, UTLA Chair

\_\_\_\_\_  
Stephen Tomlin, UTLA Teacher

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Laura Vasquez, UTLA Teacher