

# Vinedale College Preparatory Academy School Site Council Meeting

10150 La Tuna Canyon Road, Sun Valley CA 91381 767-0106 teléfono / (818) 768-2452 fax

Reminder to **all** School Site Council Members, Parents, and Community  
Members:

*Our next meeting is: **Monday, April 21, 2025***

3:35 p.m. Zoom #611 793 7620 or In Person in Room 7

We will repurpose funds and approve bylaws for 2025-2026.

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Recordatorio para los miembros del Consejo Escolar del Plantel  
Educativo (SSC), padres y miembros de la comunidad

*Nuestra próxima reunión será*

**El lunes, 21 de abril de 2025**

3:35 pm Zoom #611 793 7620

Reutilizaremos fondos y aprobaremos estatutos para 2025-2026.

*Sent out: 04/09/2025*



Vinedale Academy  
*Sample Elementary School*  
*School Site Council*

**Sign-In**

**Date:** Monday, April 21, 2025

**Time:** 3:35 pm

**Location:** Room 7 or zoom # 611 793 7620

<b>Membership:</b> 10	<b>Quorum:</b> 6	<b>Meeting Status</b> ( <input checked="" type="checkbox"/> Check One)
		<input checked="" type="checkbox"/> <b>Official</b> <input type="checkbox"/> <b>Informational</b>

<b>Composition of Elected Members:</b>			
<b>1 Principal/Designee</b>		<b>3 Classroom Teachers</b>	
<b>5 Parent/Community</b>		<b>1 Other School Personnel</b>	
	<b>Name</b>	<b>Signature</b>	<b>Officer Y/N</b>
	<b>1.</b> Alicia Bernal <i>Principal or Designee</i>	<b>Secretary</b>	Y
	<b>2.</b> Michelle Hawrylo <i>Register-carrying Teacher</i>		n
	<b>3.</b> Stacey Norvell <i>Register-carrying Teacher</i>		n
	<b>4.</b> Jennifer Cortez <i>Register-carrying Teacher</i>		n
	<b>5.</b> Diana Figueroa <i>Other School Personnel</i>	<b>Vice-chairperson</b>	Y
<b>Status</b>	<b>Please indicate if the member listed below is a Parent= P or Community= C in the "Status"</b>		
	<b>1.</b> Mellina Lathe	<b>Chairperson</b>	Y
	<b>2.</b> Dale Otterson	<b>Parliamentarian</b>	Y
	<b>3.</b> Robert Contreras		n
	<b>4.</b> Michelle Chayeb Odoy		n
	<b>5.</b> Jessica Quevedo		n

**School Site Council**  
**Repurpose Funds, Reflection, and Approve Bylaws (2025-2026)****Meeting Location: Room 7****Zoom link: # 611 793 7620****AGENDA****Monday, April 21, 2025****3:35 p.m.**

- I. Welcome/Call to Order M. Lathe
- II. Pledge
- III. Sign-In A. Bernal
- IV. Public Comment/ Two speakers, two minutes each M. Lathe
- V. Minutes (ACTION ITEM) from 1/21/25 & 4/7/25 A. Bernal
- VI. Review and approve Bylaws for 2025-2026 (ACTION ITEM) C. Dascalos
- VII. Repurpose funds in pending \$3,270 to teacher X non-tutor A. Bernal
- VIII. Fiscal year 2024-25 additional allocation \$11,592 to teacher x non-tutor (ACTION)
- IX. Close position Ed Aide III (30522867 & repurpose \$15,945) & fund teacher x non-tutor (ACTION)
- X. Reflection on the School Year
- XI. Announcements A. Bernal
  - a. 6/1/2025 Talent Show 5:30 p.m.
  - b. 4/21-4/23/2025 4<sup>th</sup> & 5<sup>th</sup> graders to Clear Creek
  - c. 4/24/2025 Armenian Genocide—No School
  - d. 4/25/2025 150 days of school: mismatch day
  - e. 4/25/2025 Chat with Mrs. Bernal at 8:30 am
  - f. 4/25/2025 2<sup>nd</sup> & 3<sup>rd</sup> field trip to Glendale Community College
  - g. 4/28/2025 Scholar of the month 8:30, 10:30, & 1:30
  - h. 4/30/2025 MS grades & April/May Attendance Challenge ends
- XII. Adjournment (ACTION ITEM) M. Lathe

To review or obtain copies of materials, please visit the main office of Vinedale School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call Chris, (TSP ) at 818-767-3588 or email at [ccd7977@lausd.net](mailto:ccd7977@lausd.net) at least 24 hours in advance.



**Distrito Escolar Unificado de Los Angeles  
Vinedale Academy**



**SSC**

**Reutilizar fondos y aprobar estatutos**

**Lugar de la reunión: Sala 7  
Enlace de Zoom: # 611 793 7620**

**ORDEN DEL DÍA**

**Lunes, 21 de abril de 2025**

**3:35 p.m.**

- I. Bienvenida/Llamada al orden** **M. Lathe**
  - II. Compromiso**
  - III. Registro** **A. Bernal**
  - IV. Comentarios del público/Dos oradores, dos minutos cada uno** **M. Lathe**
  - V. Actas (PUNTO DE ACCIÓN) del 21/1/25 y el 7/4/25** **A. Bernal**
  - VI. Revisión y aprobación del Reglamento para 2025-2026 (PUNTO DE ACCIÓN) C. Dascalos**
  - VII. Reasignación de fondos pendientes: \$3,270 al maestro X (no tutor) A. Bernal**
  - VIII. Asignación adicional para el año fiscal 2024-25: \$11,592 al maestro X (no tutor) (ACCIÓN)**
  - IX. Cerrar el puesto de Auxiliar de Educación III (30522867 y reasignar \$15,945) y financiar a un maestro x no tutor (ACCIÓN)**
  - X. Reflexión sobre el Año Escolar**
  - XI. Anuncios** **A. Bernal**
    - a. 1/6/2025 Concurso de Talentos 5:30 p.m.**
    - b. 21/4-23/4/2025 Estudiantes de 4th y 5th grado a Clear Creek**
    - c. 24/4/2025 Genocidio Armenio — No hay clases**
    - d. 25/4/2025 150 días de clases: día de desajuste**
    - e. 25/4/2025 Charla con la Sra. Bernal a las 8:30 a.m.**
    - f. 25/4/2025 2nd y 3rd viaje de estudios a Glendale Community College**
    - g. 28/4/2025 Estudiante del mes 8:30, 10:30 y 1:30 h. 30/4/2025 Calificaciones de secundaria y fin del reto de asistencia de abril/mayo.**
  - XII. Clausura (PUNTO DE ACCIÓN)** **M. Lathe**
- Para revisar u obtener copias de los materiales, visite la oficina principal de la Escuela Vinedale. Para solicitar una adaptación por discapacidad según la Ley de Estadounidenses con Discapacidades (ADA), llame a Chris (TSP) al 818-767-3588 o envíe un correo electrónico a [ccd7977@lausd.net](mailto:ccd7977@lausd.net) con al menos 24 horas de anticipación.**

Los Angeles Unified School District

Vinedale Academy

School Site Council (SSC)

Repurpose Funds, Monitor SPSA, & Attendance Update

MINUTES

Meeting Location: Room 7

Zoom Link: # 611 793 7620

Monday, April 7, 2025

3:35 p.m.

- I. Welcome/Call to Order—M. Lathe, chairperson, welcomes the members at 3:44 p.m.
- II. Pledge—M. Lathe leads the members in the pledge.
- III. Sign-In—The members sign in. In attendance are A. Bernal, M. Hawrylo, D. Figueroa, M. Lathe, D. Otterson, and C. Dascalos. There are 5 members present. There is no quorum.
- IV. Public Comment/ Two Speakers, two minutes each—There is no public comment.
- V. Minutes (ACTION ITEM)—The members review the minutes. There is no quorum.
- VI. Monitor SPSA Implementation and Budget Expenditures—C. Dascalos reviews the math (PDSA cycle), ELD, and ELA interventions spent with Title 1 funds. The math tutoring provided by the district will continue until the last day of school. These interventions support intensive and strategic students to achieve grade level standards.
- VII. Attendance Update—C. Dascalos shares the announcement sent from the PSA counselor, Mrs. Flores, that Vinedale was in the top 5 improved attendance schools in area north. He continues with a slide presentation sharing all the data from August 12, 2024 to Friday,

April 4, 2025, while the members ask and answer questions. The SPSA goals for attendance in 2025 are close to our current levels for excellent and chronic attendance.

- VIII. Update on 2025-26 SPSA and TSP approval—A. Bernal says the budgets and plans have been approved, and minor changes are still required for the plan's final approval.
- IX. Repurpose funds in pending \$3270 to teacher x non-tutor—no quorum.
- X. Fiscal Year 2024-2025 additional allocation \$11,592 (ACTION)—There is no quorum.
- XI. Close position Ed Aide III 30522867 & repurpose \$15,945 (ACTION)—There is no quorum.
- XII. Announcements
  - a. 4/10/2025 April/May Attendance Challenge
  - b. 6/01/2025 (New date) for the Talent Show 5:30 p.m.
  - c. 4/11/2025 Pajama Day
  - d. 4/14/-18/2025 Spring break
  - e. 4/21/-4/23/2025 4<sup>th</sup> & 5<sup>th</sup> graders to Clear Creek
  - f. 4/24/2025. Armenian Genocide-no school
  - g. 4/25/2025 150 days of school: mismatch day
  - h. 4/25/2025 Chat with Mrs. Bernal at 8:30
  - i. 4/25/2025 2<sup>nd</sup> & 3<sup>rd</sup> grade field trip to Glendale C.C.
  - j. 4/28/2025 Scholar of the month 8:30 am, 10:30 am, & 1:30 pm
  - k. K. 4/30/2025 MS grades & April/May Attendance Challenge ends
- XIII. Next Meeting (Approve bylaws and reflection) on Monday, April 21, 2025, at 3:35 p.m.
- XIV. Adjournment (ACTION ITEM)—M. Lathe adjourns the meeting at 4:16 p.m. There is no quorum.

These minutes were submitted by A. Bernal, secretary, and have been posted on the school website and were distributed to every member.

Distrito Escolar Unificado de Los Ángeles  
Academia Vinedale  
Consejo Escolar (SSC)  
Reutilización de Fondos, Monitoreo del Plan Único para el Logro  
Estudiantil (SPSA) y Actualización de Asistencia  
ACTA

Lugar de la Reunión: Salón 7  
Enlace de Zoom: # 611 793 7620  
Lunes, 7 de abril de 2025  
3:35 pm

I. Bienvenida/Apertura del Orden: M. Lathe, presidenta, da la bienvenida a los miembros a las 3:44 pm.

II. Compromiso: M. Lathe dirige el compromiso de los miembros.

III. Registro: Los miembros registran su ingreso. Asisten A. Bernal, M. Hawrylo, D. Figueroa, M. Lathe, D. Otterson y C. Dascalos. Hay 5 miembros presentes. No hay quórum.

IV. Comentarios Públicos/Dos oradores, dos minutos cada uno: No hay comentarios públicos.

V. Actas (PUNTO DE ACCIÓN): Los miembros revisan las actas. No hay quórum.

VI. Supervisión de la implementación del Plan Único para el Logro Estudiantil (SPSA) y los gastos presupuestarios: C. Dascalos revisa las intervenciones de matemáticas (ciclo PDSA), ELD y ELA realizadas con fondos del Título 1. La tutoría de matemáticas proporcionada por el distrito continuará hasta el último día de clases. Estas intervenciones apoyan a los estudiantes intensivos y estratégicos para que alcancen los estándares de su grado.

VII. Actualización de la asistencia: C. Dascalos comparte el anuncio enviado por la consejera del Plan Único para el Logro Estudiantil (PSA), la Sra. Flores, de que Vinedale se encontraba entre las 5 escuelas con que mejoraron la asistencia en la zona norte. Continúa con una presentación de diapositivas con todos los datos del 12 de agosto de 2024 al viernes 4 de abril de 2025, mientras los miembros hacen y responden preguntas. Las metas del SPSA para la asistencia en 2025 se acercan a nuestros niveles actuales de asistencia excelente y crónica.

VIII. Actualización sobre la aprobación del SPSA y el Plan de Apoyo Escolar (TSP) 2025-26: A. Bernal afirma que los presupuestos y planes han sido aprobados, y que aún se requieren cambios menores para su aprobación final.

IX. Reasignar fondos pendientes por \$3270 al docente x (no tutor) — no hay quórum.

X. Asignación adicional para el año fiscal 2024-2025 por \$11,592 (ACCIÓN) — No hay quórum.

XI. Cerrar el puesto de Auxiliar Educativo III (30522867) y reasignar \$15,945 (ACCIÓN) — No hay quórum.

XII. Anuncios

a. 10/4/2025 Desafío de Asistencia de abril/mayo

b. 6/1/2025 (Nueva fecha) para el Concurso de Talentos 5:30 p. m.

c. 11/4/2025 Día de Pijamas



d. 14/4-18/2025 Vacaciones de primavera

e. 21/04-23/04/2025 Alumnos de 4.º y 5.º grado a Clear Creek

f. 24/04/2025. Genocidio Armenio: No hay clases

g. 25/04/2025 150 días de clases: Día de desajuste

h. 25/04/2025 Charla con la Sra. Bernal a las 8:30

i. 25/04/2025 Excursión de 2do y 3er grado al Centro Comunitario Glendale

j. 28/04/2025 Alumno del mes: 8:30, 10:30 y 13:30

k. 30/04/2025 Finaliza el reto de asistencia de abril/mayo para los grados de secundaria y secundaria

XIII. Próxima reunión (Aprobación de estatutos y reflexión) el lunes 21 de abril de 2025 a las 15:35

XIV. Levantamiento de la sesión (PUNTO DE ACCIÓN)—La Sra. Lathe levanta la sesión a las 16:16. No hay quórum.

Estas actas fueron presentadas por el secretario A. Bernal, publicadas en el sitio web de la escuela y distribuidas a todos los miembros.



## LOS ANGELES UNIFIED SCHOOL DISTRICT

Los Angeles Unified School District  
Vinedale Academy

### School Site Council Meeting

#### MINUTES

Date: 01/21/2025 Time: 3:35 p.m.

Room 7 or Zoom # 611 793 7620

Spanish Oral Translation provided by: Alicia Bernal

Written Translation by: Alicia Bernal

#### **I. WELCOME | CALL TO ORDER**

M. Lathe, Chairperson, welcomed the members and called the meeting to order at 3:36 p.m. on 1/21/2025.

#### **II. FLAG SALUTE**

M. Lathe, Chairperson, lead the flag salute.

#### **III. PUBLIC COMMENT**

Chris Dascalos, coordinator, called for public comment. There were no speakers for public comment.

#### **IV. ROLL CALL:**

a. A. Bernal, Secretary, called roll. Member attendance is as follows:

First Name	Last Name	Title	Present	Not Present
Mellina	Lathe	Chairperson	*	
Diana	Figueroa	Vice Chairperson	*	
Alicia	Bernal	Secretary	*	
Dale	Otterson	Parliamentarian	*	
*****		Member (Principal)		
Robert	Contreras	Member	*	
Jennifer	Cortez	Member	*	
Michelle	Hawrylo	Member	*	
Stacey	Norvell	Member		•
Michelle Chayeb	Odoy	Member		•
Jessica	Quevedo	Member		•
		Member		

b. Quorum was established at 3:39 p.m. with 7 members present.

#### **V. APPROVAL OF MINUTES**

The members read the minutes from 01/13/2025. There were no corrections.

Motion to approve the minutes was made by M. Lathe and seconded by A. Bernal. A roll call vote was taken.

7 in favor, 0 against, 0 abstained. The motion passed and the minutes were approved.

#### **VI. PRINCIPAL'S UPDATE**

A. Bernal, Principal, gave an update regarding the following item:

- Target Student Population—The plan and budget is shared with the members. The TSP plan will support the academic and safety goals for Vinedale including the TSP coordinator, counselor, supervision staff, and library aide. The members ask questions and are informed about the plan and budget for 2025-2026.



## LOS ANGELES UNIFIED SCHOOL DISTRICT

### VII. UNFINISHED BUSINESS

- *Repurpose current year funds 2024-2025 in 7E046—Parent Involvement (ACTION ITEM) --\$200 needs to be repurposed from clerical overtime to supplemental instructional materials. D. Otterson makes a motion to repurpose the funds and D. Figueroa seconds the motion. C. Dascalos roll calls the members, and all approve, zero oppose, and zero abstain. The motion carries to repurpose the funds.*

### VIII. PRESENTATION(S)

- C. Dascalos, coordinator, presents the 2025-2026 School Plan for Student Achievement (SPSA) for Vinedale and highlights the changes/updates in the corresponding Plan sections. He took questions from the members and provided answers to the members.
- C. Dascalos, coordinator, also presents and reviews with members the funding supporting the goals of the SPSA. He presents 2025-2026 7S046 School Title I School Budget and the 2025-2026 7E046 School Title I Parent and Family Engagement Budget to all members. During the presentation, he took questions and provided answers to the members.

### IX. NEW BUSINESS:

- **Approve 2025 – 2026 School Plan for Student Achievement (SPSA)**

Chris Dascalos, coordinator, led a review of the 2025-2026 SPSA as presented. He asked the members if they had any questions; members had the opportunity to provide feedback and make final recommendations before moving to approve the School Plan for Student Achievement. C. Dascalos asked for a motion regarding the SPSA.

- A motion to approve the 2025-2026 SPSA was made by M. Lathe and seconded by M. Hawrylo.

- a. The votes on the motion are as follows: 7 members in favor; 0 members oppose; 0 members abstained.
- b. The motion to approve the SPSA passed.

- **Approval of the 2025-2026 7S046 School Title I Budget**

- C. Dascalos leads a review of the 2025 – 2026 7S046 School Title I Budget. He asks the members if they have any questions; members could provide feedback and make final recommendations before moving to approve the 2025 – 2026 7S046 School Title I Budget items.

After a period of discussion, C. Dascalos asks for a motion regarding the 2025 – 2026 7S046 School Title I Budget:

- a. A motion to approve the 2025-2026 7S046 School Title I Budget was made by R. Contreras and seconded by D. Otterson.
- b. The votes on the motion are as follows: 7 members in favor; 0 members opposed; 0 members abstained.
- c. The motion to approve the 2025-2026 7S046 School Title I Budget passed.

- **Approval of the 2024 – 2025 7E046 School Title I Parent and Family Engagement Budget**

Chris Dascalos, coordinator, leads a review of the 2024-2025 7E046 School Title I Parent and Family Engagement Budget as presented. He asks the members if they have any questions; members could provide



## LOS ANGELES UNIFIED SCHOOL DISTRICT

feedback and make final recommendations before moving to approve the 2025 – 2026 7E046 School Title I Parent and Family Engagement Budget items.

After a period of discussion, C. Dascalos asks for a motion regarding the 2025 – 2026 7E046 School Title I Parent and Family Engagement Budget:

- a. A motion to approve the 2025-2026 7E046 School Title I Parent and Family Engagement Budget was made by D. Otterson and seconded by J. Cortez.
- b. The votes on the motion are as follows: 7 members in favor; 0 members opposed; \_0 members abstained.
- c. The motion to approve the 2025-2026 7E046 School Title I Parent and Family Engagement Budget passed.

### X. ANNOUNCEMENTS

- A. Bernal, secretary, invited all members to join the next SSC meeting scheduled on Monday, February 10, 2025, at 3:35 pm. Additional announcements are as follows: 1/27/2025 Scholar of the Month, 1/31/2025 Chat with Mrs. Bernal, Hawk Some Celebration 1<sup>st</sup> semester, and 2/4/2025 100<sup>th</sup> Day of School.

### XI. ADJOURNMENT

Chris Dascalos, coordinator, asks for a motion to adjourn the meeting at 4:28 p.m. A Motion was made by A. Bernal and seconded by M. Lathe. A roll call vote was taken. 7 in favor, 0 against, 0 abstained. Motion passed. The meeting was adjourned at 4:28 p.m.

✓ These minutes were respectfully submitted by Alicia Bernal, SSC Secretary and posted on the SPSA.
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**Vinedale Academy**  
**SCHOOL SITE COUNCIL BYLAWS**

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.

**ARTICLE I: DUTIES AND FUNCTIONS**

The School Site Council of **Vinedale** School, hereinafter referred to as the School Site Council, 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 10 members, selected by their peers, as follows:

1. 3 Classroom teachers (must be the majority on the staff side)
2. 1 Other school staff members
3. 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 0 seats to community members.

4. 0 Students (**required for high school and middle school unless voted against by middle school SSC**)
5. 1 The school principal is an automatic member of the School Site Council.

B. Term of Office

School Site Council members shall be elected for a **(1)**-year term. 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 School Site Council's first meeting, each member's current term of office shall be recorded in the meeting minutes.

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: all interested parties.**
  - 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 any Monday 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 at the back of the school.** All required notices shall be provided to School Site Council and committee members no less than seventy- two (72) hours, and no more than **8 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

Notices and agendas must be posted twenty-four hours prior to the scheduled start time of the meeting. Notices should be posted in a visible and accessible area outside the meeting location and on the school website.

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 thirty (30) 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 (Section V). Bylaws may never conflict with District, state, or federal policies, rules and regulations.