

BYLAWS



Governing School Council (GSC)

Baldwin Hills Pilot Elementary School & Gifted/High Ability Magnet Center/SAS

5421 Rodeo Road, Los Angeles, California 90016

Telephone: (323) 937-7223

Principal: Dr. Letitia Johnson-Davis

Date Originally Adopted March 17, 2016
Amended: January 18, 2018
Further Amended: September 14, 2020

Date Revised	Article	Section
January 18, 2018	II	A, D, G
	III	B, C
	V	A, C, D, G, H, I
September 14, 2020	II	C1, D
	III	D

PREAMBLE

On April 14, 2015, Baldwin Hills Elementary School & Gifted/High Ability Center was approved by the School Board of the Los Angeles United School District to operate as an LAUSD pilot school, thereby establishing the **Baldwin Hills Pilot Elementary School and Gifted/High Ability Magnet Center** (hereinafter the “School”). The members of the Governing School Council, elected on September 9, 2015, hereby enact the following bylaws for the School.

ARTICLE I

Purpose & Functions

Section A. Purpose

The purpose of the Governing School Council (hereinafter the “GSC”) is to provide a forum for parents, students, teachers, community stakeholders and the school head to work together towards continuously improving student learning outcomes. The GSC will provide the opportunity and environment to:

- Develop shared responsibility in the children’s learning and holistic development.
- Encourage and facilitate effective community stakeholder participation in school improvement process focused on children’s learning and well-being.

Section B. Mission

The mission of the School, a culturally and linguistically diverse community, is to work in partnership with the children, families and community we serve in order to provide a strong academic, ethical, and culturally responsive education with measurable results. This is achieved by creating an environment where students’ diverse cultures, backgrounds and languages are highly valued, thereby building a bridge between home and school. These “bridges”, in turn, foster an atmosphere that enables educational ownership, life-long learning, higher-order thinking, problem solving, increased self-esteem, and the responsible citizenship necessary for success in a diverse, ever-changing world.

Section C. Functions

The core function of the Governing School Council (herein after referred to as “GSC”) is to maintain the Mission, Vision, and Values of our school. The GSC shall carry out the following duties:

- Set and maintain the school’s mission, vision and goals of the School
- Approve the annual budget
- Recommend selection of the Principal and overseeing the annual internal evaluation of the Principal
- Ensure compliance with all federal and state mandates, court orders, and safety policies related to the School’s operations
- Ensure the School has a written and approved dispute resolution process in place that includes an Internal Appeals Process (“IAP”)
- Ensure that there is an annual written and approved Election-to-Work Agreement (“EWA”) that every UTLA member signs prior to the beginning of each school year
- Annually review the School’s progress on indicators of student engagement and achievement, and ensuring a plan is in place to address gaps

The GSC will also be responsible for establishing subcommittees, as necessary or appropriate, to help fulfill the School's mission and vision.

ARTICLE II

Roles and Responsibilities

Section A. General Composition of the GSC Membership

The GSC shall be composed of no fewer than 12 elected members, and must include the following:

- The Principal (who is an automatic member of the GSC)
- 2 classroom teachers, and 1 classroom teacher alternate (elected by their peers)
- 1 other school personnel (elected by his or her peers)
- 6 parents and/or community members (elected by parents)
- 1 Friends of Baldwin Hills Representative and/or Parent-Community Representative (who is an automatic member)
- 1 UTLA Chapter Chair or other appropriate UTLA authorized representative

Section B. Member Definitions

Parent Members

A parent is a person who is a mother, father, or legal guardian of a student attending the School, but who is not employed at the School attended by such student.

GSC members chosen to represent parents may be employees of the Los Angeles United School District so long as they are not employed at the School.

Teacher Members

A teacher is defined as an employee of the School whose duties require him/her to provide direct instruction to the pupils for the full time for which she or he is employed.

Other School Personnel Members

Other School Personnel is defined as a person who does not provide direct instruction to pupils for the full time for which she or he is employed. This category may include classified staff, non-classroom teachers, and administrative staff other than the Principal.

Community Members

A community member is defined as an adult who resides or spends the major portion of each work day within the attendance area of the school, and who is neither a regular day-school student, nor a parent, a member of the staff, administration, or classified staff of the School with which the GSC is affiliated.

Section C. Term of office of GSC Members

Excepts as set forth above, GSC members shall be elected for a (1) year term, commencing at the beginning of the academic school year.

The term of office for GSC members shall not officially end until the new GSC board has been elected and called their first meeting to order (which typically occurs in September of the academic school year).

Section C.1. Term of Office for Vice Chairperson

In order to foster continuity and smooth transition from year-to-year, the GSC Vice Chair position shall operate as a two year term, unless the Vice Chairperson runs for and is elected to the position of Chairperson after the first year of his or her two-year term.

Section D: Voting Rights

Each GSC member is entitled to one vote and may cast that vote on any matter submitted to a vote of the GSC. Absentee ballots shall not be permitted. Only GSC members are permitted to cast votes on GSC matters or action items, although any stakeholder is invited and encouraged to participate in the discussion of any action items or Public Comment, as directed by the Parliamentarian to ensure order at meetings.

Teacher Votes/Alternate Teacher Voting

For any matter or action item submitted to a vote of the GSC, the maximum number of votes cast by any combination of teacher members and teacher alternates is two. This total of two votes does **not** include any vote cast by the UTLA Chapter Chair or other appropriate UTLA authorized representative. Alternative teacher votes are only permitted to cast a vote in lieu of a teacher member is not present for the vote.

A GSC vote count shall not exceed twelve (12) GSC votes of GSC members present when vote is called, and can only be counted as follows:

- six (6) parent votes,
- two (2) classroom teacher votes
- one (1) vote of Principal
- one (1) vote of Parent Community Representative
- one (1) vote of UTLA Chapter Chair Rep; and
- one (1) vote of Other School Personnel

Section E: Removal from the GSC Membership

The GSC may, by affirmative vote of two-thirds of all its members, suspend or expel a member for cause. Any elected member may terminate or resign his or her membership by submitting a written letter of resignation to the GSC chairperson.

Section F. Transfer of GSC Membership Prohibited

Membership on the GSC may not be assigned or transferred.

Section G: Vacancy

If any GSC member is not present for 3 consecutive GSC meetings, such member's position shall be declared "vacant."

At the discretion of the Chairperson, any vacancy on the GSC occurring during the term of a duly elected member shall be filled by either of the following methods:

- (1) by a duly noticed regular election;
- (2) by the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat); or
- (3) by special appointment of an interim replacement for the vacant position

The special appointment of an interim replacement must commence with a formal nomination by an officer or voting member of the GSC. Upon nomination, any such nominee must be voted in by consensus of the GSC, as set forth in Article V, Section F below. An interim replacement must comply with the requirements of Article II, Sections A and B set forth above (e.g., a parent cannot fill a teacher member vacancy, a teacher cannot fill a parent member vacancy, etc.).

ARTICLE III

Officers

Section A: Officers

The officers of the GSC shall be: chairperson, vice-chairperson, secretary, parliamentarian and other officers the GSC may deem necessary and/or appropriate. All officers are elected by the entire membership of the GSC.

Section B. Duties of Officers

The Chairperson shall:

- Preside at all meetings of the GSC
- Sign all letters, reports and other communications of the GSC
- Perform all duties corresponding to the office of chairperson
- Have other such duties as are prescribed by the GSC

The Vice-Chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The Secretary shall:

- Keep minutes of all regular and special meetings of the GSC
- Transmit true and correct copies of the minutes of such meetings to members of the GSC
- Provide all notices in according with these bylaws
- Be custodian of the records of the GSC
- Keep a register of the names, addresses and telephone numbers of each member of the GSC, the chairpersons of the school advisory committees, and others with whom the GSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the GSC

The Parliamentarian shall:

- Assist the chairperson in maintaining order
- Be familiar with the committee's bylaws, parliamentary procedures and Robert's Rules of Order
- Enforce time allotments.
- Act as facilitator and maintain impartiality.
- Be just and courteous to all.
- Maintain and enforce all Brown Act procedure and requirements.

Section C. Executive Board: Purpose and Membership

The Executive Board of the GSC shall consist of the Principal; GSC Officers and any other GSC members as requested by the Chairperson. The purpose of GSC Executive Board is to:

- Discuss, communicate and collaborate with GSC members to determine appropriate topics, issues, and information to be shared and discussed by and through the GSC
- Set and discuss any and all agenda items for GSC at large meetings;
- Regularly monitor, steer and assist any and all GSC committees as needed
- Ensure that all GSC meetings are in compliance with the Brown Act

Section D. Recommended Qualifications of Parent GSC Officers

In order to foster parent participation, engagement and continuity from year-to-year, the following recommendations are set forth regarding elected GSC parent members who hold GSC Officer Positions:

1. Chairperson- It is highly recommended that GSC Chairperson, if a parent, have had at least one year experience as a GSC parent member or active participant in the GSC or a GSC subcommittee. Experience has shown that the GSC Chair must be sufficiently familiar with the requirements and deadlines of the GSC from the start of the school year. Having prior experience with the GSC fosters a smooth transition for the GSC from year-to-year. Knowing these requirements and deadlines at the beginning of a school year may prove challenging for a parent member who has had no experience on the GSC.

2. Vice Chairperson- As stated above in Article II, Section C.1., the position of Vice Chairperson shall be a two-year appointment, unless the Vice Chairperson runs for and is elected to the position of Chairperson after the first year of his or her two-year term. The reason for this recommendation is to promote continuity and smooth transition from year-to-year for GSC business and operation.

3. Secretary- It is highly encouraged and recommended that the GSC Secretary, if a parent, be a **new** parent member with no prior experience on the GSC. The purpose of this recommendation is to create an opportunity for active participation from a new parent at the School. The position of Secretary is an ideal position for a new parent who seeks to learn the process and procedures of the GSC, while contributing and playing an active role in the leadership of the GSC and School at large.

ARTICLE IV

Subcommittees, Special and Standing Committees

Section A: Subcommittees

Upon motion and approval of the GSC Officers, the GSC may establish and abolish subcommittees, special, ad hoc, and/or standing committees of their own membership to perform duties as shall be prescribed by the GSC. At least one member representing teachers and one member representing parents shall make up the subcommittee, unless otherwise discussed with the GSC and approved by the GSC Chairperson.

Section B. Membership and Participation in Subcommittees

The GSC Chairperson shall appoint members, volunteers and participants of subcommittees, standing or special committees. Non-GSC members may volunteer and/or participate in subcommittees. However, at no time shall non-GSC members have any voting rights in any GSC matters. No subcommittee may exercise the authority of the GSC. A vacancy on a committee shall be filled by appointment made by and at the discretion of the Chairperson.

Section C: Term(s) of Office of Subcommittees

The GSC shall determine the terms of office for members of a subcommittee, or the duration or expiration of the committee itself.

Section D: Rules of Conduct and Order of Subcommittees

Unless otherwise prohibited by GSC officers, any committee may adopt rules for its own governance not inconsistent with these bylaws or rules adopted by the GSC, or policies of the Los Angeles United School District.

ARTICLE V

Meetings of the GSC

Section A: Meetings

The GSC is required to meet, at a minimum, on a monthly basis during the school year. The regularly scheduled meeting time and location must be established at the beginning of the school year, or as soon as reasonably possible after Officers have been elected for the term.

At any time, the Chairperson may call a special or emergency meeting of the GSC provided that 24-hour notice is provided to GSC members and provided the meeting is open to the general public. All meetings must be open to the public, except any closed session meetings defined and set forth in the School's Internal Appeals Process, if applicable. Also, under special circumstances only, the GSC membership may vote, by consensus, to hold a special closed session meeting on a particular item or matter.

All GSC meetings shall operate pursuant to *California Government Code* § 54950 et seq.; commonly referred to as “the Brown Act”.

Section B: Place of meetings

The GSC shall hold its regularly scheduled meetings at the School, or a suitable facility provided by the School, unless such facility accessible to the public, including disabled persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the GSC.

Section C. Notice of meetings

Pursuant to the Brown Act, written public notice shall be given of all regularly scheduled meetings at least 72 hours in advance of meeting. Sufficient “written public notice” includes but is not limited to email notice or posting on the School's marquee. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized and posted in the School’s Main Office, the Parent Center and/or on the School’s Website, if available. All required notices shall be delivered to GSC and committee members no less than seventy-two hours in advance of the meeting, personally, via mail or email.

Section D. Meetings open to the public

Pursuant to the Brown Act, all regularly scheduled meetings of the GSC, and regularly scheduled committees established by the GSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this Article. Any member of the public may address the GSC on any item within the jurisdiction of the GSC,

Section E. Quorum

One-half plus one (1) of the GSC membership then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the GSC, except where otherwise required by these Bylaws.

Section F. Voting By Consensus

Decisions of the GSC shall be made by consensus of all members present at a meeting. The GSC is committed to operating by consensus. If, however, a consensus cannot be reached, the Chairperson shall so declare and actions shall be taken by majority vote of GSC Members present.

Section G. [OMITTED by GSC Amendment]

Section H. Conduct of meetings

Meetings of the GSC shall be conducted in accordance to the rules of order established by *California Education Code* § 54950 (“the Brown Act”), and with Roberts Rules of Order or an adaptation thereof approved by the GSC. The Parliamentarian shall manage all meetings to ensure conduct is in compliance with the above stated policies and rules.

Section I. Recording and Publication of the GSC Minutes

The Secretary shall be responsible for keeping the minutes for all official GSC Meetings. The Secretary shall have the authority and discretion to keep minutes for any other GSC related meetings or events, to the extent she or he deems necessary and/or appropriate.

Upon completion of a GSC meeting, the Secretary shall record the minutes in written form. The Secretary shall email the proposed minutes to GSC members for review, prior to the next GSC meeting. Prior to the next GSC meeting, any and all comments, additions, deletions, corrections or clarifications to the proposed minutes must be communicated to the Secretary for consideration. Prior to the next GSC meeting, the Secretary shall have authority to accept or reject any changes, corrections, additions, deletions, clarifications to the proposed minutes.

The Secretary shall have the minutes finalized and presented at the next regularly scheduled GSC regularly scheduled meeting for final approval by the GSC. The secretary is not required to read aloud the minutes during the meeting. The final minutes shall be voted on and approved by the GSC at the next regularly scheduled GSC meeting.

If there is any dispute or concern regarding the minutes unresolved by the Secretary prior to the next regularly scheduled GSC meeting, anyone may raise the dispute or concern prior to the final motion for approval of the minutes by the GSC. After any such dispute or concern is presented to discussed by the GSC, a motion must be raised in order to amend the minutes, if necessary or appropriate. If such amendment is approved by the GSC, the Secretary shall revise the minutes accordingly, prior to or as part of the final vote and approval of the minutes by the GSC.

Once the minutes have been approved by the GSC, the Secretary shall post the final, approved minutes at an appropriate location on campus accessible to interested members of the School (e.g., Main Office, Parent Center, School Website, etc.).

ARTICLE VI *Amendments*

An amendment of these bylaws may be made at any regular meeting of the GSC. A vote of two-thirds of the members present is required for any such amendment to be adopted by the GSC. Written notice of proposed amendment must be submitted to GSC members at least **30** days prior to any meeting at which the amendment is to be considered for adoption.

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Letitia Johnson-Davis
Principal

Delmar S. Thomas /s/
GSC Chairperson

GSC Membership (2020-21)

Melissa Ali	Magnet Coordinator, Staff Member
Denise Braxton	Parent Member
Sean Curley	Teacher Member
Leticia Johnson-Davis	Principal
Jasiri Jenkins-Glenn	Parent Member and Secretary
Justin Goodman	UTLA Representative Member
Danielle R. Lawton	Teacher Member (Alternate)
Jheri Murdock	Parent Community Representative Member
Kara Poole	Teacher Member (Alternate)
Tunette Powell	Parent Member (SSC Chair)
Delmar Thomas	Parent Member and Chairperson
Lauren Turner	Parent Member and Vice Chairperson
Arian White	Teacher Member
Walidah Williams	Parent Member – Parliamentarian