

**Hamlin Charter Academy  
Governance Council Bylaws**

**ARTICLE I NAME**

The name of this Council shall be Hamlin Charter Academy Governance Council (here in after referred to as the Governance Council).

**ARTICLE II PURPOSE**

A. The purpose of this Council shall be to focus on the establishment of local policy planning, direction and involvement in connection with the determination of the following:

- Developing and implementing schedule of school activities, events, special schedules, policies and procedures.
- Establishing and maintaining fiscally-sound budget practices.
- Facilitating communications and collaboration among members of the school community and between the school and the community at large.
- Interviewing and selecting personnel from the District's approved eligibility and priority lists.
- Developing school curriculum, programs and appropriate assessments.
- Evaluating the effectiveness of school curriculum, programs and assessments.
- Instituting and promoting the District's discipline policy.
- Coordinating needs with site maintenance and operations.
- Assuring compliance to categorical programs.
- Establishing and maintaining the effectiveness of school committees.
- Implementing District's site safety rules, policies, and procedures.
- Amending and revising the charter and its bylaws.
- Facilitating professional development.
- Implementing and monitoring programs funded by private donations.
- Complying with the District's Grievance policies and procedures for Parents and Students.
- Developing and implementing a locally-designed progress reporting system.
- Facilitating innovation, consensus, and problem-solving.

Additionally, in the event that campus issues or controversies are not successfully resolved by the appropriate parties using the appropriate channels, the Council shall serve as the forum for discussion, mediation and/or decision-making, as appropriate.

Hamlin's Governance Council activity shall be focused upon establishment of local policy and planning direction rather than day-to-day administration or execution of policy and plans.

All stakeholder groups shall have a voice as voting or non-voting members.

B. The Governance Council shall have the following functions and responsibilities:

- Developing and implementing schedules of school activities, events, special schedules, policies and procedures.
- Establishing and maintaining fiscally-sound budget practices
- Facilitating communications and collaboration among members of the schoolcommunity and between the school and the community at large
- Interviewing and selecting personnel.
- Developing school curriculum, programs and appropriate assessments.
- Evaluating the effectiveness of school curriculum, programs and assessments.
- Establishing a discipline policy with a code of student conduct, parent conduct and faculty conduct.
- Coordinating needs with site maintenance and operations.
- Assuring compliance to categorical programs.
- Establishing and maintaining the effectiveness of school committees.
- Developing and implementing site safety procedures.
- Amending and revising the charter and its bylaws.
- Facilitating professional development.
- Implementing and monitoring programs funded by private donations.
- Developing a dispute-resolution process for staff, students, and parents.
- Developing and implementing a locally-designed progress reporting system.
- Facilitating innovation, consensus, and problem-solving.

All Hamlin Charter Academy members will monitor, support and assist in the execution of Hamlin Charter Academy policies and Members of the (Charter School's) governing council, any administrators, managers, or employees, and any committees of the Charter School shall comply with federal, and state laws, nonprofit integrity standards and LAUSD's Charter School policies and regulations ethics and conflicts of interest and all LAUSD ethics codes.

### **ARTICLE III MEMBERSHIP**

Successful school governance is dependent on active staff, parent and community collaboration. Collaboration between parents and staff as well as community interest, enables us to provide the best education possible for all students

A. The membership of this Council shall conform with the UTLA CBA Article XXVII and will include the following:

**Four staff members** and two alternate teacher representatives including:

- The UTLA Chapter Chair;
- three teachers to be elected from and by the credentialed teachers employed at the school;
  
- **Four members as follows:**
  - One PTA representative elected by PTA;
  - One ELAC representative elected by ELAC;
  - Principal
  - Classified staff member

The District reserves the right to appoint a non-voting single representative the Hamlin governing council.

If no ELAC representative is nominated, a nominated parent at-large representative may fill the ELAC vacancy. This rule will also apply to the alternate ELAC vacancy.

Alternates: There shall be up to five (5) alternate Parent council members designated. The "First" alternate shall be the alternate with the most votes as compared to the other alternates. Alternates shall be asked to fill the role of PTA, ELAC, and at-large representatives who are not available to attend any meeting. Their votes will have equal weight to that of the missing representative/s.

B. Tenure of Membership: Members of the Governance Council will serve two-year terms; one-half of the teacher members and one-half the parent members will be elected each year.

C. Voting Rights: Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Governance Council. Alternates may cast one vote in lieu of each absentee member. Proxy voting and absentee ballots shall not be permitted.

D. Elections: Elections for the Parent Members of the Hamlin Charter Academy Governance Council will be held each fall at the School Back to School Night. Each elected term will be for two years. Each parent nominee must submit his or her name, contact information and a paragraph stating why he or she wishes to run for a seat on the Hamlin Charter Academy Governance Council (the paragraph must be 120 words or less, anything longer will be edited). The completed forms must be submitted to the school office at least seven days before the scheduled election. Representative information will be sent home to parents, posted on the website, and made available

on the night of voting. Parents and faculty will pick up a ballot as they enter the assembly area and sign in. There will be voting booths set up where they can mark their ballot. They will put completed ballots into the ballot box. Ballots will be counted the next working day and results will be posted in the Parent Center and on the Hamlin web page.

E. Termination of Membership:

- 1) Any elected Governance Council member who misses two consecutive meetings without communication to the Council will become an alternate; the First alternate will assume the vacant seat.
- 2) Any elected Governance Council member or alternate who misses three consecutive meetings without communication to the Council shall be terminated.
- 3) Any other termination shall be effected by a majority of voting members. Written notice shall be given.

F. Transfer of Member: Membership in the Governance Council is not transferable or assignable.

G. Resignation: Any member may resign by submitting a written resignation to the Governance Council.

H. Vacancies: Vacancies which occur after the regularly scheduled Governance Council election and before the next scheduled election will be filled within one month by a special election called by the Chair.

F. If so requested, members and Alternates will serve on at least one of the Governance Council Committees.

**ARTICLE IV: OFFICERS**

A. The Hamlin Charter Academy will have a recording secretary and a parliamentarian.

B. The secretary and the parliamentarian shall be on the Governance Council and shall be elected by a majority of the Council members each year as noted above. The term for each officer shall be for one year.

The recording secretary will:

- 1) Record the proceedings of all meetings of the Council, then distribute to stakeholders;
- 2) Read the minutes of the previous meeting at all meetings;

- 3) The secretary will keep each agenda, sign-in sheet and minutes in a file, and will return all such documents from the school year to the main office at the end of such school year;
- 4) Keep a roster of membership;
- 5) Facilitate communication within the committee by setting up a phone tree.

The Parliamentarian:

Will utilize Robert's Rules of Order to ensure that proper procedural flow of the meeting is maintained.

#### **ARTICLE V: AGENDAS**

A.

B. Governance Council members may submit Agenda items, support documents, and committee reports, at least 72 hours prior to the meeting.

C. Concerned individuals, not members of the Governance Council, who wish to speak to the Governance Council, may place themselves on the agenda by calling the school at least 72 hours prior to the meeting.

D. The agenda will have sufficient particularity so that, prior to the meeting, Council members will have had an opportunity to meaningfully consult with all interested parties.

#### **ARTICLE VI: MEETINGS**

A. As a committee of Hamlin Charter Academy, the Governance Council will comply with the Brown Act.

B. The Governance Council shall meet at least nine (9) times per school year, on a monthly basis. The duration of each meeting shall be no longer than two hours.

C. Each meeting of the Governance Council shall include a time for summarizing the proceedings of the meeting.

D. Each meeting will follow the agenda, but will allow time for individuals to present issues that are not on the agenda to the committee (each such speaker will be limited to three (3) minutes).

E. All business not completed shall be tabled until a future meeting. Items presented that were not on the agenda but are presented at a meeting as noted in Section C above may be discussed but will be officially tabled until the next

meeting, allowing other stakeholders to consider the feasibility of the item. The speaker may be asked to return and present further at a future meeting. A vote will not be taken on any such items until a future meeting.

F. The minutes of each meeting shall be circulated electronically to the Council members in advance of the next scheduled meeting. At the next scheduled meeting the minutes shall be approved by the Council members and then posted, both electronically on the Hamlin Avenue Elementary School website and in paper form on a designated bulletin board or such other location as the Council determines.

G. Special meetings may be called by the chair at any time, as long as all members and alternates are notified at least seventy-two (72) hours in advance of the meeting.

H. A decision-making quorum shall consist of at least 51% of the council, including the chair, or the chair's designee.

I. Decisions shall be made by the attainment of consensus whenever possible. Only if consensus cannot be reached shall decisions be made by simple majority vote at the next meeting.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

A. The attainment of consensus among all members of the Council shall be a primary goal. If consensus cannot be reached, decisions will be made by a simple majority vote of the members present.

B. In the event consensus fails at a meeting, Robert's Rules of Order shall be used to conduct any procedures requiring a vote of the members.

## **ARTICLE VIII: COMMITTEES**

### **Executive Committee**

Hamlin Charter Academy shall have an Executive Committee 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. Vacancies on the Executive Committee shall be filled immediately.

The Executive Committee shall:

- Deal with routine matters not requiring the attention of the full Governance Council or its committees.

- Refer issues to the Governance Council or its committees as may be appropriate.

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.

The Executive Committee will normally meet weekly but may convene more or less frequently as necessary to conduct its business. Members of the Governance Council shall excuse themselves from participating in decisions about matters that may involve potential or actual conflicts of interest. Such conflicts may arise whenever a council member 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 Governance 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.

**NOTE:** The committee should have a copy of the following documents:

- a) Single Plan for Student Achievement
- b) Budget
- c) By-laws
- d) School/Parent Compact
- e) List of Officers and Committee Members
- f) School Site Calendar

### **English Learner Advisory Committee (ELAC)**

- 1) Parents of EL students at the school shall elect 2 representatives and an alternate to the ELAC. The representative shall be a parent of a child attending Hamlin Charter Academy.
- 2) The chairperson may serve as the Zone representative by vote of the parents of children receiving compensatory education services at the school.
- 3) The elected representative may be any member of the ELAC.
- 4) An alternate shall represent the school on the Zone Compensatory Education Advisory Committee only when the elected representative is absent.

### **B. Committee Operations**

- 1) The Council, in order to promote its goals and objectives may, from time to time, establish and abolish standing and ad hoc committees as it deems necessary.
- 2) Committees are advisory.

- 3) Committee chairperson must have a meeting agenda and submit a summary of all meetings to the chair and/or the secretary.
- 4) Committees may elect the chairperson at their first meeting. In the event that no one accepts chairperson position, the Hamlin Charter Academy Executive Committee will appoint a chairperson.
- 5) Committee meeting days and times to be determined by Governance Council as needed.

### **C. Purpose of the Committees**

- 1) To research issues and obtain input from all affected groups.
- 2) To ensure participation of all stakeholders.
- 3) To present findings to the Council for a decision.
- 4) To create a more efficient way to handle decision-making and provide a more effective way of communication.
- 5) To assist in the selection of the Principal, Assistant Principal, Administrative Staff, Teaching Staff.

### **D. Examples of Committees/Responsibilities**

#### 1) Curriculum Development/Review and Professional Development

- Development and evaluation of academic programs.
- Development and evaluation of special programs.
- Facilitate testing.
- Recommend course offerings.
- Focus on literacy.
- Review data and propose appropriate professional development based on site needs.

#### 2) Budget & Finance

- Evaluate effectiveness of programs, personnel, and materials purchased in order to make future funding decisions.
- Create budget presentation to share with all stakeholders in order to gain consensus.

#### 3) Facilities/School Climate/Safety

- Monitor plant management as it pertains to safety.
- Develop School Safety/Discipline plan.
- Parking.
- Earthquake Preparedness.
- Calendar events, such as Open House, Pupil-free days, Minimum Days, and Back-to-School Night.

#### 4) Human Resources& Personnel Selection



- Principal/Assistant Principal/Administrative Staff/Teaching Staff Hiring committee (see below for more information).
- Support for new teachers.

5) Community Involvement

- Promote and coordinate school community activities.
- Recruit and coordinate volunteers (ELAC).
- Develop public relations strategies.
- Coordinate school/community support services (Parent Center).

6) Strategic Planning/Technology

- Coordinate satisfaction survey and other necessary surveys.
- Grant Writing.
- Monitors Site Plan.
- Recommendations to appropriate committees.
- Survey technology inventory.
- Develop technology plan.

**E. Committee Composition**

1) Standing committees may be composed of members and alternates, each serving with equal standing.

2) Additional participants, as needed, may be appointed by the Governance Council as resource personnel for service on ad hoc committees.

3) Finance committee will be composed of administrator and all grade-level chairs.

**F. Committee Limitations**

No standing or ad hoc committee may exercise the authority of the Governance Council, unless otherwise specifically authorized by the Council.

**ARTICLE IX:  
HUMAN RESOURCES GUIDELINES**

The Governance Council and its Personnel Committee shall have all responsibility for personnel selection decisions, including the setting of applicable interview procedures and determination of prerequisite job qualifications. All functions of this committee will be carried as consistent with District policies on affiliated charters schools, HR, and PC policies, and all legal mandates and collective bargaining agreements.

**A. Selection Committee Composition**

All candidates for the position of Principal/Assistant Principal/Administrative

Staff/Teaching Staff will be interviewed and selected for recommendation to the district by a selection committee. The selection committee shall be composed as follows:

- 1 Administrator
- 1 Clerical
- 2 Teachers
- 1 Union Representative
- 2 Parent/Community members (one member from Hamlin Charter Academy and one member from PTA)

Committee members must commit to interviewing all candidates in the pool for a particular position. As much as is possible, Committee members will use the same questions for all candidates they interview. If a committee member cannot make an interview, the interview will go on without that member. No one person can represent more than one group. If a replacement needs to be selected, it is done by simple majority vote of the represented stakeholders on the committee.

## **B. Process**

- Form a standing Staff Selection Committee.
- Develop a list of preferred professional and personal qualifications for open positions and a timeline of interviewing activities.
- 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 pre-established criteria.
- Establish interview schedule, criteria (questions which reflect preferred qualifications) and process (i.e., time limits, environment, ground rules - not side conversations, share questions among interview panel, time limit on portfolio presentation, confidentiality).

## **Duties of the Principal**

The Principal of Hamlin Charter Academy as determined by District policy 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 Affiliation 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 the Annual Financial Audit and Programmatic Performance Report.
- Represent the school in fundraising efforts, including grant applications and solicitations for support from private and public entities.

- Interact with LAUSD, 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 between students, parents, and community members.
- Evaluate the job performance of all school employees annually.
- Communicate with all stakeholders on a regular basis.
- Manage the daily operations of the school.

### **Qualifications of the Principal**

Selection of administrators will follow District guidelines.

In general, Hamlin Charter Academy will expect its Principal to have the following abilities and experience:

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

### **ARTICLE IX: AMENDMENTS**

Amendment to these Bylaws shall be made by a two-thirds vote of the Governance Council and submitted to the District for review.

### **ARTICLE X**

The bylaws shall be declared adopted when passed by 2/3 vote of the Governance Council and approved by the District.

### **ARTICLE XI**

Hamlin Charter Academy  
Petition for Affiliated Charter, March 20, 2012

In the event that a meeting is willfully interrupted in a manner that prevents the orderly conduct of the meeting, any member of the Executive Committee may order the meeting room cleared and may continue the session. Only matters appearing on the agenda may be considered in such a session. All Brown Act requirements for open meetings will be complied with.