

HALE CHARTER COUNCIL BYLAWS

A. Hale Charter Council (HCC)

The Hale Charter Council (HCC) shall serve as the on-site Governance Council for Hale Charter Academy (HCA). HCC shall serve as a representative democracy. The mandate of the Charter Council, consisting of stakeholders of HCA, is to oversee the implementation of the guiding mission, vision, strategic plan and school-wide goals. In order to do so, the Hale Charter Council (HCC) shall be empowered to operate as the principal school site decision-making body in regard to school-wide policies, programs and procedures within the authority of the Local District Superintendent and LAUSD Board of Education. The administration is empowered to enforce the day-to-day operational issues at the school site. The administration initiates, through school-wide committees, and carries out the policies and procedures approved by the HCC.

The governance structure is designed to foster participation by all stakeholders and to ensure the effectiveness of local school control and accountability. HCC's major roles and responsibilities will include approving all major educational and operational policies, professional development approving all contracts. The HCC also oversees the selection and recommendation of administrators and staff pursuant to LAUSD policies and procedures.

All school-wide policies will be developed in accordance with the governance procedures as described in this charter document and the bylaws of the HCC and its standing committees and also applicable collective bargaining agreements. HCC guarantees the opportunity for participation by all stakeholder groups. Policies in effect at the time of approval of this charter will remain in effect unless and until amended, replaced, or eliminated by the HCC.

HCA shall insure that, at all times throughout the term of the Charter, the bylaws of the HCC are and remain consistent with applicable laws, LAUSD policy, any applicable LAUSD/UTLA waiver(s), and the provisions of the Charter.

B. Composition and Selection of Charter Council Members

The Charter Council shall consist of thirty members:

Description	Number	Alternate
One teacher per department: English, Social Studies, Math, Physical Education, Special Education, Science and Electives / UTLA chair (teacher)	8 certificated teachers with permanent status	1 per department / UTLA co-chair (8)
Two classified employees	2 Classified	1 Classified employee
Principal	1 Principal	1 Assistant Principal
Five community/parent members	5 combined	2 Alternates

	community/parent	
School president (non-voting)	1 Student	1 School Vice President
	17 regular members	13 Alternate members
		30 Total members

If a Charter Council position is vacated before the representative's term expires, the alternate from the same constituency who was elected at the same time as the representative will fill that position for the remainder of the vacated member's term.

C. The Charter Council oversees four categories. Each committee's responsibilities are as follows:

Categories	Committees	Brief Description
Student Services	<ul style="list-style-type: none"> Discipline, Restorative Justice, Above the Line 	<ul style="list-style-type: none"> Discipline, positive behavioral modification, and enforcement of District policies and procedures
Academic Support	<ul style="list-style-type: none"> Instructional Leadership Team Hale Hiring Committee Intervention 	<ul style="list-style-type: none"> Planning, organizing and arranging professional development, data analysis, RTI² Interview and select teachers or administrators Data analysis and student academic intervention planning
Community Outreach	<ul style="list-style-type: none"> PTSA Social 	<ul style="list-style-type: none"> Establish clear line of communication between school, community and parents, fundraising Programs to increase staff morale and attendance, teacher recognition
School Operations	<ul style="list-style-type: none"> Budget/Grant Writing Safety/Health Technology Charter Rewriting Committee 	<ul style="list-style-type: none"> Budget advisory and Charter Budget planning and oversight. Research and writing grants Safe School Plan, emergency procedures, health issues and facilities, planning Implementing school-wide technology program Facilitation of the Charter Writing process

Charter Council has the authority to create additional Ad Hoc committees on an as needed basis.

D. Charter Council Committees

Each Charter Council Committee addresses issues in areas it has been tasked to oversee and makes recommendations to the Charter Council on issues within its purview, based on input received from stakeholders. Since all stakeholders should have representatives on each Committee, the various constituencies can be assured that their concerns and new ideas will be focused on and addressed in Committee and, as needed, raised with and addressed in Charter Council.

Charter Council's standing committee descriptions and the Committees' respective responsibilities are, as follows:

- **Discipline/RJ Committee:** Primarily it's comprised of administrative and Counseling Department staff members, as well as teachers. The Committee is responsible for overall discipline at Hale, including implementing strategies for positive behavioral modification, and enforcement of District policies and procedures. The Discipline Committee assists individual teachers and the administrative staff, including Student Services, as needed, in reinforcing District policies and articulating behavioral expectations.
- **Instructional Leadership:** Primarily it's comprised of certificated staff representing different grade levels, core subjects and levels of technological proficiency and special education, if possible. This Committee plans, organizes and arranges professional development sessions for certificated employees. It fosters professional growth and innovative teaching strategies through professional development initiatives, including seminars, workshops and off-site training, as needed, to support the implementation of new curriculum and educational initiatives. The Committee also surveys staff members as to their professional development needs and goals, in addition to facilitating and scheduling programs and workshops.
- **Hale Hiring Committee (HHC):** This Committee is convened to interview individuals interested in filling specific full-time staff openings at Hale (such as administrators, certificated or classified employees) consistent with Hale Charter Hiring Waiver.

Subject to Hale's compliance with return rights or other placement rights created by legal mandates or the District-UTLA Agreement, when one or more full-time certificated and classified staff openings become available, Hale's principal and UTLA chapter chair will convene the Hale Hiring Committee to participate in selecting the candidate(s) that the Hale Hiring Committee will recommend to be hired by the District. The Hale Hiring Committee will review resumes and decide which qualified candidate will be interviewed, including the top candidate on current valid eligibility lists promulgated by the Personnel Commission.

The Hale Hiring Committee will attempt to reach consensus on the candidate to be selected; however, if consensus is not possible, affirmative approval of at least a majority of members is required.

Site-selection processes will be subject to all applicable provisions of the Education Code , LAUSD policies, and collective bargaining agreements. In the case of a Principal vacancy, the LAUSD Superintendent (or a Designee) will independently choose qualified candidates to be interviewed. Notwithstanding the fact that selection of the Principal shall remain the purview of the LAUSD Superintendent, the Hale Hiring Committee shall interview for and recommend the hiring by the Superintendent of a principal to fill a vacant Principal position at Hale. (The selection of a new principal is not subject to the concurrence of the current, in place, Principal.)

The Hale Hiring Committee Bylaws

Role-The Hale Hiring Committee (HHC) has the responsibility for selecting all administrative, certificated, and classified staff (with the exception of part-time, and non-managerial cafeteria and custodial personnel) at Hale Charter Academy.

Mission-To hire the best-qualified staff. Selecting individuals, who exhibit commitment to the position, demonstrate a genuine love of children, and who understand and embrace the philosophy and goals of our school.

Membership-The HHC is composed of Hale’s Principal, UTLA Chapter Chair, a Parent, and certificated and classified staff. The principal and UTLA Chapter Chair serves as co-chairs of the HHC.

Search Committees- When a vacancy occurs, the HHC co-chairs appoint a Search Committee for the position. Certificated and classified members of the Search Committee are selected based on the specific opening and the area of expertise of the member. The principal and UTLA Chapter Chair serves as co-chairs of individual Search Committees. Parent members are selected from the Hale Charter Council, SSC or PTA parent members based on availability.

Committee Composition- The composition of the Search committee varies, as follows, depending upon the nature of the opening.

Recruitment for Principal

2 Administrators

1 Classified Member

2 Parents

UTLA Chapter Chair/Designee

2 Certificated Bargaining Unit Members

Recruitment for Assistant Principal

2 Administrators (appointed by principal)

1 Classified Member

1 Parent

UTLA Chapter Chair/Designee

2 Certificated Bargaining Unit Members

Recruitment for Teacher:

2 Administrators (appointed by principal)

1 Classified Member

1 Parent

UTLA Chapter Chair/Designee

Chair of Department in which vacancy exists

1 Certificated Bargaining Unit Member from Department or core team

Recruitment for Classified Manager/ Classified Staff/ ESL and Special Education Assistant (In the case of full-time classified staff openings at Hale, the Hale Hiring Committee shall interview and select a candidate from the top three eligible candidates on current valid eligibility lists promulgated by the Personnel Commission):

2 Administrators (appointed by principal)

2 Classified Members

1 Parent

UTLA Chapter Chair or Designee

1 Certificated Bargaining Unit Member

It is the responsibility of the co-chairs of HHC to see that there is widespread distribution of the announcement of the vacancy. The HHC co-chairs are also responsible for scheduling meetings of the Committee, notifying applicants selected for interviews, scheduling interviews, and notifying those candidates not selected for the position. Committee members use the same pool of questions for all candidates they interview. If a committee member cannot attend an interview for an unforeseen reason, the interview is conducted without that member. Should the Principal/Designee be unable to attend, the interview may be rescheduled.

Additional Guidelines

- As soon as a position becomes available and is confirmed, the Principal/Designee notifies the co-chairs of the HHC. This excludes change of assignment.
- All discussions and information of the HHC will be held in the strictest confidence.
- Decisions are to be made through the consensus process. If consensus cannot be reached, decisions are made by majority vote.
- There is an ongoing evaluation by the Hale Charter Council of the entire staff selection protocol.

All members of Charter Council will meet and adhere to the selection process as detailed in the Charter Council Bylaws below.

➤ **Intervention Committee:** Primarily it's comprised of certificated administrators, teachers, coordinators and counselors. The intervention committee collects, disaggregates, and analyzes student academic data from the common assessment cycle and standardize tests to assess areas of need for individual students, student sub-groups and the school as a whole. In addition they plan, facilitate and monitor academic intervention.

➤ **Budget Committee:** Primarily it's comprised of the Principal (who serves as Chair) or alternate administrative designee, teachers, a UTLA Chapter representative, parent volunteers, and an SAA person. The Committee is responsible for developing and overseeing the annual Charter School budget which is for the categorical block grant. The Committee will develop the Charter School budget with input from stakeholders, taking into account previously-identified funding priorities. The Budget Committee is responsible for presenting the annual Charter School budget to Charter Council for approval, keeping Charter Council informed of any changes, obtaining input from any other Committees with regard to budget requests in their areas, and securing ratification by Charter Council as a whole of any budget cycle changes. The Committee will also be responsible for ensuring that the annual Charter School budget remains balanced. In addition committee members will research and write grants deemed beneficial to the Goals of Hale Charter Academy.

- **Health and Safety Committee:** Primarily it's comprised of administrative staff, certificated and classified employees, school site plant or maintenance staff, as well as interested parent volunteers. This Committee oversees the School Safety Plan, the education of school site and community members as to emergency procedures, and keeps the District updated on campus health issues, physical site conditions and facility safety measures, including student drop-off and pick-up procedures. The Committee helps the administration maintain a safe and orderly school environment conducive to learning. This Committee assists the administration in updating the Safe School Plan; it also organizes and coordinates emergency drills and emergency supplies, and trains staff members, as needed. Members may also be called upon to assist the Principal and Plant Manager as well as work with community representatives to conduct periodic site inspections to ensure that conditions and operations are in compliance with District and other health and safety requirements. They may also discuss incidents involving safety around the school, any accidents, regulatory notices and potential safety hazards, as well as community member notices, and make recommendations for any potential needed corrective actions.

- **Technology Committee:** Primarily it's comprised of certificated staff, parents/guardians and school site-dedicated informational systems professionals, if any. In addition to overseeing the roll-out of school-wide technology programs and initiatives, including the iPad, laptop, tablet adoption, this Committee works with the Curriculum and Professional Development Committees to plan and implement technology- focused professional development sessions. The Technology Committee may be called upon to make recommendations with regard to staff-submitted technology requests (covering hardware and software) and/or to evaluate the viability of specific technology on behalf of the Budget Committee and/or Charter Council as a whole. The Technology Committee may also be asked to assist with the development of budgets for new technology and software adoptions and/or school- wide technology plans, given that the sustainability of current programs and any new technology curriculum plans that may ultimately be approved by Charter Council will need to anticipate and budget for on-going system maintenance expenses, subsidized by current funding sources, as well as by PRIDE, earmarked fundraisers, third party grants or donations.

- **Charter Committee:** This Committee, comprised of administrative staff, certificated employees (including the UTLA Chapter Chair), classified employees, and interested parent volunteers is convened in charter renewal cycle years for the purpose of working on the charter documents to be submitted to the District in connection with renewal of the charter so that Hale Charter Academy retains its status as a District-affiliated charter school within the District.

E. Hale Charter Council Bylaws

The Hale Charter Council shall operate according to the provisions in Article XXVII of the Collective Bargaining Agreement with the following amendments:

1) The Council will meet on the 3rd Thursday of every school calendar month in the school library from 3:10 P.M. to 4:30 P.M.

2) Agenda items must be submitted to the co-chair seven (7) working days before the next publicized meeting to allow for typing and distribution. The timeline for notice giving to the public shall be in accordance with the Brown Act.

3) Agenda items will be stated on each agenda.

4) Meetings of the Charter Council shall be conducted in accordance with the rules of order established by Education Code section 3147 © and with Robert's Rules of Order and meetings shall also comply with the Brown Act or adaptation thereof approved by the Charter Council.

5) Members and alternates will be seated with equal representation at Council meetings. If consensus is not reached among the members, the majority vote will prevail. A quorum constitutes 11 voting members out of 16 total voting members.

6) Public input will happen as follows:

- a) By appearing at a meeting and signing up to speak. Time will be set aside at the end of each meeting for this.
- b) By participating in a subcommittee meeting.

Each speaker will be limited to a three (3) minute presentation and will be allowed to participate in the discussion that follows. Time may be extended if available, or the time may be moved to the following meeting's agenda with the presenter invited to return for the discussion on the item or item may be given to the appropriate standing committee for further investigation.

Members of the public (parents, teachers, and community) who are present will be allowed to have input on subjects discussed prior to the Council coming to a consensus. Equal time will be allowed for each person who wishes to speak, not to exceed three (3) minutes. The amount of time allowed will be determined by a co-chair and announced at the time that public input is invited.

7) All Hale Charter Council standing committees must have at least one elected Charter Council committee member. All standing committee reports shall be presented by the Charter Council members at the Charter Council meetings. Involvement on either the Charter Council or one of the standing committees or hosting a club is mandatory for all certificated teachers.

8) Elections for the Charter Council representatives shall be conducted according to the following guidelines:

- A. Elections for all staff members shall be held at the end of the school year. Elections for parents and students shall be held at the beginning of school year. The one-year term of office shall begin on the third Thursday of the first month after parent and student elections.
- B. Elections for student and parent/community representatives shall be held at Back to School Night at the beginning of the academic year, and the one-year term of office shall begin the day the election winners are determined. Ballots should be counted and winners are announced within three days of counting the ballots.

Parent/Community members serve until the day of the election process in the fall. Notification of the upcoming election and nomination/candidate forms will be sent home to the parent community, if possible, prior to the commencement of the academic school year and will also be disseminated and listed in school-wide communications, such as in the e-blast and on the Hale website, no less than two (2) weeks prior to the election.

A deadline for the return of nomination/candidate forms and Candidate Statements will be specified. The names of those whose nomination forms and Candidate Statements are received by Hale's Main Office by the specified deadline will be listed on the ballot as candidates.

Information about the candidates, including any Candidate Statements submitted by such candidates, shall be disseminated and/or sent home prior to Back To School Night to enable the parent constituency to be informed about the individual candidates before being asked to complete ballots at Back to School Night. Candidate Statements will also be available for review in the students' respective homerooms at Back to School Night, as well as in Hale's Main Office.

Since only one ballot may be cast by each student's parents/guardians (regardless of the number of parent/guardian households an individual student may have), parents/guardians will be encouraged to communicate before Back To School Night to ensure that they all agree as to which of them will be casting the ballot and which parent representative candidates they will jointly vote for via that one ballot.

Ballots will be handed out to parents/guardians during the sessions in the students' individual homerooms at Back to School Night. Ballots are to be completed by one of each student's parents/guardians in attendance and returned to the students' respective homeroom teachers at Back to School Night.

Teachers will hand out only one ballot to each student's parent/parent group (regardless of the number of parents/guardians in attendance on behalf of an

individual student), and parents/guardians will be asked to sign an attendance register in the homeroom, by student name, when turning in the ballot on behalf of said student's parents/guardians.

To enable each student's family to have an opportunity to vote for parent representatives, parents/guardians unable to attend Back to School Night may obtain ballots and vote in Hale's Main Office after Back to School Night through 4 pm on the Tuesday following Back to School Night.

To ensure that only one ballot is cast per student, Hale's Main Office will ask those submitting ballots in the Main Office to list the student's name and homeroom teacher on the reverse side of the ballot when completed in the office. Before the ballots are counted, Hale's Main Office staff will cross-reference the student's names/homerooms on the back of such ballots against the list of parents/guardians who signed in and submitted ballots in on behalf of students in homerooms at Back to School Night.

Any Office-submitted ballots filled out by parents/guardians on behalf of students whose homeroom class was visited by a parent/guardian on Back to School Night (as reflected by the register listing from the student's homeroom showing ballots submitted by a representative of said student's parents/guardians) shall be discarded as null and void.

A committee comprised of representatives from at least two (2) of the Charter Council constituencies will count the ballots as soon as practicable after the Tuesday 4 pm ballot deadline. The candidates with the most votes shall be the elected parent representatives, with the remaining candidates being named as alternates, and eligible to become regular representatives if any of the elected representatives vacate their position before their term expires.

Election results listing each elected representative and their alternate will be posted in Hale's Main Office and on the Hale website, as well as included in an e-blast and/or Connect Ed message.

The term of office of such elected parent representatives and their alternates will start on the day the election results are determined and continue until election results for their replacements are announced in subsequent academic years.

The Student Representative and alternate will be the Student Body President and Vice President.

- C. In the event that a Council member vacates his/her seat, the first alternate shall replace the member and elections are held for an alternate. If an alternate vacates his/her seat, an election shall be held to fill it. Elections are to be organized and conducted by each stakeholder group.

An amendment of the bylaws may be made at any regular meeting of the Charter Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the Charter Council members at least 14 days prior to the meeting at which the amendment is to be considered for adoption.

H. Decision-Making

The Charter Council encourages faculty, staff, parents, pupils, and administrators to bring their concerns and ideas to the monthly meetings, or one of the standing committees by attending and participating in open committee meetings by submitting written proposals. Each of the standing committees has majority faculty membership. All stakeholders may have representatives on each committee so that concerns and ideas may be brought to the attention of the committees through this representation. The standing committees meet once every month. Each committee will create recommendations to the Charter Council in the areas of their purview based on the input they receive from stakeholders. The Charter Council meets regularly on the third Thursday of the month, when school is in session, unless an emergency arises and a meeting is required. Action will be taken by a majority of the Charter Council or as otherwise required by the charter or bylaws. Any stakeholder group can defer a decision by one meeting to confer with their stakeholders prior to voting.

Each Charter Council decision will require a consensus. The guiding principle in the decision-making process is and shall be the creation of *consensus* among the Council's various member constituents. If a consensus cannot be reached, a simple majority will be required.

All council members participate in at least one Standing committee by voluntary selection. The co-chairs of the Council shall be the Principal and United Teachers Los Angeles Chapter Chair. They will automatically be ad hoc members of all committees. Committee membership and participation will be open to any and all teachers, parents, students and community members. Committees are the workshops of thought and creativity and meet monthly or as necessary. Committees will select their own chairpersons who will report regularly at the meetings of the Charter Council.

I. Standing Committees

Individual Standing Committees utilize consensus for decision-making. Chairpersons of each Standing Committee prepare agendas for each meeting and minutes are kept. Every faculty member is required to select a standing committee in which to participate and will attend meetings as designated by the standing committee or host a club. Classified staff is encouraged to participate in Standing Committees. Each standing committee will elect a chairperson annually. The chairperson is responsible for preparing meeting agendas and selecting a member to take minutes.

J. Communications

Stakeholders of the Council will communicate with their constituents in the following ways: Calendar of Professional Development days/topics, and posting of minutes for all meetings. All stakeholders and public will have access to the minutes through a posting on the Hale website. The parent/community stakeholders of the Council will select their own leadership. The communications may include Town Hall meetings, quarterly reports, website and email communication, and regular reporting at PTSA monthly meetings. The student members of the Council, elected by members of the student body, shall present regular reports to that body. Participating classified staff will communicate information to their colleagues. Other specific and direct information will be disseminated in written form via U.S. mail, email, Hale website, or in-house mail to various constituents.

K. Meetings; Quorum.

Charter Council shall meet monthly during the academic year on the Third Thursday of the month, unless an emergency arises and an alternate date or additional meeting is required. Additional meetings may also be scheduled, as needed. All meetings are open to the public and the school community. The Co-Chairs shall be the Principal and UTLA Chapter Chair, who shall share authority and responsibility for running the meetings. (The Co-Chairs will also automatically be *ad hoc* members of all standing Charter Council Committees.) Each Charter Council decision requires a quorum to be present and, specifically, for there to be at least five teacher members, the UTLA Chapter Chair (or their designee), one classified employee member, three parent members, and the Principal (or their designee) at the meeting.

L. Agenda; Meeting announcements.

Any member of a constituency represented on Charter Council may submit agenda items to any Charter Council member. The Principal shall be the Charter Council member having the authority and responsibility to gather agenda items and post the agenda for public review. Announcements about the date and time of meetings are included in e-blasts to the Hale community, on Hale's website and online calendar, on the marquee, on flyers and on announcement boards outside Hale's Main Office, as well as in school-site audio announcements within Brown Act guidelines.

M. Voting.

Charter Council governs by consensus. In the event consensus cannot be reached on a particular issue (which determination shall be made by majority vote), then decisions shall be made by a majority vote of the regular elected representatives serving on the Charter Council, or as may be otherwise required by District policy, the charter or Bylaws. Any stakeholder group can defer a decision by one meeting to confer with their stakeholders prior to voting.

N. Minutes.

The Principal shall be the Charter Council member having the authority and responsibility for ensuring that the Secretary transcribes and posts the minutes of Charter Council meetings for public review. A copy of the minutes will also be

available for inspection and copying in Hale's Main Office during regular school office hours.

O. Authority.

Charter Council sets policies and procedures for Hale and approves the allocation of funds it receives, consistent with District policy and all applicable federal and state laws and regulations. Charter Council's authority includes, without limitation:

- a. The establishment, supervision and approval of recommendations, activities and expenditures of all Charter Council Committees. Charter Council may also ask individual standing committees to review, research and/or make recommendations on specific matters under consideration.
- b. The approval of Hale's overall calendar and of the schedules and events at Hale, such as Back to School Night and grade-level activities.
- c. The implementation of the State Curriculum, CCSS and/or District Technology and Professional Development programs, policies and procedures, as recommended by Charter Council Committees. While all Committee recommendations and actions are subject to ratification by Charter Council vote, it may vote to task and empower an individual committee to take specific actions *within limited and designated parameters*, on Charter Council's behalf, without the need for further ratification.
- d. The approval of Hale's annual Charter School block grant.

Hale Charter Council and committees will comply with the Brown Act and meet every month while school is in session. All meetings are open to the public and the school community in accordance with the Brown Act. Hale will comply with the Brown Act including the following directives:

- 72 hour notice of all public meetings
- Posted agenda for meetings Announcements through Connect Ed
- Marquee
- Flyers displayed in the main office
- Posted meetings on the homepage of the school's website
- Posted on the monthly calendar

Minutes of these public meetings are open to inspection and copying at all times during Hale's school office hours. Every person has a right to inspect and copy these public records. Minutes are available for inspection or copying by the public in the main office of Hale at least 48 hours after the meeting was conducted.