



PROPOSED REVISIONS TO BYLAWS
COMPENSATORY EDUCATION SCHOOL ADVISORY COUNCIL
BYLAWS

ARTICLE I: NAME OF COUNCIL

The name of this council shall be the _____ Compensatory Education School
School Name
Advisory Council (SAC) of the Lynwood Unified School District.

ARTICLE II: OBJECTIVES

The objectives of this Council shall be to advise and assist the School Board and the District in planning, implementing and evaluating the Title I/ ~~State Compensatory Education (SCE)~~ **Local Control Accountability Plan (LCAP)** programs. In achieving this objective, the Council shall:

- Encourage and involve community resources, which can assist with the needs of educationally disadvantaged youth.
- Assist with distribution and explanation of materials relative to objectives and activities of the Title I/ ~~State Compensatory Education (SCE)~~ **Local Control Accountability Plan (LCAP)** programs.
- Become aware of the student performance objectives and activities of the Title I/ ~~State Compensatory Education (SCE)~~ **Local Control Accountability Plan (LCAP)** programs.
- Hear individual or group ideas for changes in the Title I/ ~~State Compensatory Education (SCE)~~ **Local Control Accountability Plan (LCAP)** programs.
- Make recommendations to the district concerning needs, which can be served through the Title I/ ~~State Compensatory Education (SCE)~~ **Local Control Accountability Plan (LCAP)** programs.
- Promote parent involvement at the school level in planning, implementing, and evaluating these programs.
- Advise on the School's Single Plan for Student Achievement (SPSA)

The Bylaws shall in no way be construed as giving the **SAC** a vote over Title I /~~SCE~~ **Local Control Accountability Plan (LCAP)** Programs. The Council shall be an advisory council in order to further the purpose of education and specific purposes of these programs. Its rules in advising shall be:

1. Inquiring
 - Asking about
 - Searching into
 - Information
 - Making known
 - Giving information



2. Suggesting
 - Proposing
 - Offering for consideration
3. Recommending
 - Formally stating suggestions
 - Evaluating
 - Advising
4. Evaluating
 - Judging
 - Rating

The **SAC** shall have no power to enter into contracts of any nature or to spend public funds. In the absence of his/her written consent, no member shall be required to provide any sum of money, property or service other than services described herein. The **SAC** shall have no power to bind any member of the School District to any debt, liability, or obligation in the absence of an express written authorization from the party to be bound. The **SAC** shall have no powers beyond those expressly set forth herein.

ARTICLE III: MEMBERS

Section 1: COMPOSITION AND SIZE OF ADVISORY COUNCIL

The total membership of the **SAC** shall be a minimum of eight (8) members. Parents must be 51% of the membership. The total membership shall consist of: 1) Parents (inclusive of legal guardians) of Project Participants (students), 2) Members-At-Large.

Parent Members or legal guardians shall comprise the majority of the committee and shall be parents of project participants as elected by parents of project participants. Parent members must reside in the school attendance area or be on an appropriately approved district permit.

Members-At-Large may be a Resource Teacher, Community Aide, **Principal**, Classroom Teacher, other school staff (elected by school staff) or a community member who resides in the district as elected by parents of project participants (students). **Staff serving on the advisory council cannot serve on the School Site Council (SSC).**

The English Learner Advisory Committee (ELAC) shall appoint one (1) parent representative to serve as a non-voting liaison to attend SAC meetings.

Section 2: TRAINING OF MEMBERS AND POTENTIAL MEMBERS

The school/district shall train members and potential members of SAC to inform them of the roles and responsibilities of the advisory council.



Section 3: TIMELINE FOR ESTABLISHING MEMBERSHIP

Membership of the SAC shall be established no later than the fifth Friday of each school year. District personnel will support membership meetings by invitation.

Section 2-4: ALTERNATES

Persons not elected as voting members by parents of project participants in the district shall be designated as alternates. A rank order of votes shall be used to establish the alternate lists. Separate alternate lists shall be maintained for parents and members-at-large. An alternate from the appropriate alternate list, in attendance at a monthly meeting, shall have the opportunity to be seated in the absence of an elected parent member or member-at-large. A maximum of one (1) alternate per voting member.

Section 3-5: ATTENDANCE AT MEETINGS

All elected members are required to attend monthly meetings. If an elected member is unable to attend a meeting, it is their responsibility to notify the chairperson and the school prior to the meeting. The school will notify any elected member who has two consecutive unexcused absences by mail, alerting them to their membership status and reminding them of their responsibility to attend monthly meetings.

Federal and State funded Resource Teachers and Community Aides are NOT REQUIRED to attend all SAC meetings unless determined by the site Principal.

Section 4-6: VACANCY

A vacancy shall be declared after an elected member has accrued two unexcused absences from SAC meetings during one school year. The seat shall be declared vacant at the beginning of the third meeting after roll call. Each vacancy on the council shall be filled immediately from the appropriate alternate list, so that a majority of the members are parents of project participants.

Section 5-7: VOTING RIGHTS

Each elected member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SAC. When the elected member is not present at the time a vote is taken, a seated alternate from the appropriate alternate list may cast a vote on that matter, and any subsequent matter for the remainder of the meeting.

ARTICLE IV: MEETING OF ADVISORY COUNCIL



Section 1: REGULAR MEETINGS

The **SAC** shall meet regularly (minimum **4-6-5-6** times a year). Meetings will be called as necessary during July, August. Regular dates and times of meetings shall be agreed upon at the first meeting of the school year. **Elementary, middle, and high schools must collaborate and coordinate meeting schedules in order to avoid concurrent meetings and foster more parent participation opportunities.** Parents shall receive notice of meetings abiding by Greene Act requirements including: posting of meeting notice and agendas at school site/ District at least 72 hours in advance of the meeting, including date, time, location and items to be discussed or acted upon. **Multiple forms of outreach shall be implemented by Community Liaisons, Parent Volunteers, and/or Student Volunteers in preparation for each meeting, including:**

- Flyer
- Phone call
- Posters in visible places such as drop-off and pick-up zones
- Maintain updated marquee (if applicable)
- Other suggested methods such as PBIS tickets, phone banking by parent volunteers or school personnel, use school mascot to display meeting invitation, use applications such as ClassDojo or Remind, and AERIES Commucation

Section 2: OPEN MEETINGS

Meetings shall be open to anyone interested, but voting rights shall be restricted to those elected members or seated alternates. Each member, at any time, may invite interested persons to attend meetings as guests.

Section 3: QUORUM

A **SAC** quorum shall be the presence of a majority of the council members (51%). If the elected member is not present at the time of roll call, any seated alternate from the appropriate member category may complete the quorum for the entire meeting.

Section 4: PLACE OF MEETINGS

The **SAC** shall hold its regular meetings and special meetings in a facility provided by the district. In special cases it may be necessary to locate at a non-district facility.

Section 5: ADDRESSING THE SAC

Any person attending the SAC meeting has a right to address the SAC on matters listed on the agenda or any other matter during Open Forum.



Section 6: ACCESS TO MEETINGS

Meetings shall be open to the public. No exclusions based on race, gender, sexual orientation, ethnic and cultural background or disability.

ARTICLE V: OFFICERS

Section 1: OFFICERS

The officers of the **SAC** shall be a chairperson, vice-chairperson, and such other officers, as the council may deem desirable (sergeant of arms). Minutes of all meetings shall be recorded, approved and filed. **Non-voting school personnel must take minutes unless secretary position has been established and elected from the membership. In the absence of an elected secretary, non-voting school personnel must keep minutes.**

Section 2: ELECTION AND TERM OF OFFICE

Officers of the **SAC** shall be elected at the first meeting of the school year. Officers **and members** will serve for a term of one school year. Officers may be reelected for a second term. Officers may not serve more than two consecutive years in the same position. The offices of chairperson and vice-chairperson shall be open to elected members not employed by the school district. Effective July 1, 2003 the offices of chairperson and vice chairperson shall not be open to school site or district consultants. SAC leadership (elected president) cannot serve concurrently as ELAC leadership.

Section 3: ELECTION PROCEDURES

- A. Each member shall be elected by the parents of project participants.**
- B. The Elections must be on the Agenda and detailed on Minutes.**
- C. Floor nominations will take place, if possible during the first meeting of the year and nominees must be present to accept nomination.**
- D. Voting shall be by ballot. There shall be a roll call for the distribution and collection of ballots.**
- E. When possible, the counting of ballots shall be completed by two voting or non-voting members (i.e. Instructional Lead, Community Liaison)**
- F. The candidate receiving the majority of votes for each office shall be declared elected.**
- G. If there is a tie, another vote must take place to break the tie.**

Section 4: VACANCY

A vacancy shall be declared after an officer has accrued two unexcused absences from SAC meetings during one school year. The seat shall be declared vacant at the beginning of the



third meeting after roll call. Each vacancy shall be filled immediately by a special election so that the new officer will carry out the remainder of the term.

Section 5: REMOVAL/RESIGNATION

Any officer may be removed by a two-thirds vote when it serves the best interests of the council. Officers may resign in writing to the Chairperson of the SAC and the Principal or Designee.

Section 6: CHAIRPERSON

The chairperson shall preside at all meetings of the **SAC** and may sign all letters, reports and other communications. In addition, he/she shall perform all duties incident to the office of chairperson and such duties as may be prescribed by the **SAC** from time to time. The chairperson must be an elected representative and, under no circumstances, should the chairperson be a school district employee. The Chairperson and Vice-Chairperson shall meet and consult with the Principal or Designee prior to each **SAC** meeting, to review the previous **SAC** minutes and to plan the upcoming **SAC** meeting agenda.

The Chairperson and Vice-Chairperson are required to have at least one year of participation in an advisory capacity at the school site or district level; in addition, the school site principal or designee must certify that the candidates for these two positions have a good participation record in that council (good attendance).

If an emergency occurs where the Chairperson and Vice-Chairperson are unable to continue to perform their duties, the Secretary or Sergeant of Arms of the council shall conduct the meeting. This duty will be temporary in nature and the election of the Chairperson and Vice-Chairperson must be conducted as soon as feasible.

Section 7: VICE-CHAIRPERSON

The duties of the vice-chairperson shall be to attend all meetings of the **SAC**, to represent the chairperson in assigned duties, to substitute for the chairperson during the chairperson's absence, and to perform other duties as may be assigned by the chairperson or by the **SAC**. The vice-chairperson and chairperson shall meet and consult with the Principal or Designee prior to each **SAC** meeting to review the previous minutes and to plan the upcoming meeting agenda.

Section 8: Representatives to the DAC (District Advisory Committee)

Each year, the Chair and Vice Chair will represent the school as members of the District Advisory Committee (DAC), as well as one member at large if possible. One alternate per member representative shall be elected. If the Chair and Vice Chair are not able to represent the school at the DAC, two other parent members of the SAC can be selected to represent the school.

ARTICLE VI: COMMITTEES



Section 1: MEMBERSHIP OF COMMITTEES

The **SAC** shall establish special committees or subcommittees for the purpose of performing special tasks. Committee members shall be selected from members of the Advisory Council.

Section 2: ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

The ELAC shall have one (1) appointed representative to attend all **SAC** meetings. The representative may place items on the agenda and present information related to the agenda item by consulting with the **SAC** chairperson and the Principal or designee, prior to the **SAC** formal meeting day. The representative shall report the **SAC** minutes to the ELAC.

ARTICLE VII: See Uniform Complaint Procedures Board Policy.

ARTICLE VIII: See District Parent Involvement Policy must be reviewed annually.

ARTICLE IX: School Parent Compact Review and update School Parent Involvement Plan Annually.

ARTICLE X: Non-Discrimination Statement

The Lynwood Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities.

The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin or nationality, ethnic group identification, age, religion, political affiliation, family status, marital status or parental status, veteran status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, genetic information, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports.

Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.



LUSD prohibits harassment on the basis of a sex. Sexual harassment consist of any unwelcome sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Please reference Education Code section 212.5 for further information on this topic.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. To file a complaint or additional information, employees contact Title IX Coordinator and CC of R Title V Compliance Officer: Assistant Superintendent of Human Resources 11321 Bullis Road Lynwood, CA 90262 (310) 886-1490; students contact Title IX Coordinator and CC of R Title V Compliance Officer: Director of Student Services 11321 Bullis Road Lynwood, CA 90262 (310) 886-1618.

ARTICLE ~~X~~ XI: AMENDMENTS

These bylaws can be amended by a majority vote of members. These bylaws will be reviewed annually.

These bylaws were approved and adopted by the District Compensatory Education Advisory Council of Lynwood Unified School District on the 24th day of April 1975.

Revisions:

- | | |
|-------------------------------|-------------------------------|
| 1. Amended March 28, 1978 | 8. Amended March 18, 1999 |
| 2. Amended June 7, 1979 | 9. Amended March 8, 2001 |
| 3. Amended March 26, 1981 | 10. Amended April 26, 2001 |
| 4. Amended May 28, 1982 | 11. Amended March 6, 2003 |
| 5. Amended September 20, 1984 | 12. Amended February 18, 2004 |
| 6. Amended February 16, 1992 | 13. Amended March 17, 2005 |
| 7. Amended October 1, 1992 | 14. Amended April 14, 2005 |
| | 15. Amended October 26, 2011 |