

---

# GOVERNANCE REQUIREMENTS FOR THE SCHOOL SITE COUNCIL AND ENGLISH LEARNER ADVISORY COMMITTEE

Reviewing Greene Act Requirements  
and Operating Guidelines



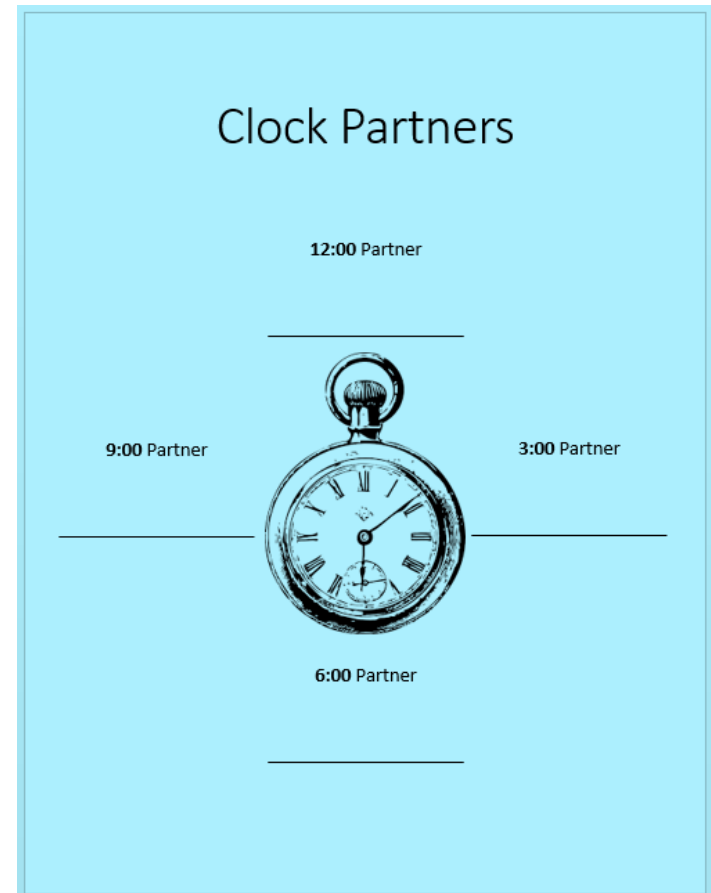
Presented by the *Office of Parent and Community Services*

# OBJECTIVES

1. Identify the Greene Act implications for school meetings
2. Understand guidelines for generating meeting documentation
3. Review common operating procedures as they apply to School Site Councils and English Learner Advisory Committees

# CLOCK PARTNERS ACTIVITY

1. Write down the names of 4 people that you don't know, one on each line.
2. None of the people should be seated at your table.



# DISTRICT GOAL AND THE DECISION-MAKING PROCESS

## District Goal

100% Graduation



## District Objectives

1. Proficiency for All
2. 100% Attendance
3. Parent and Community Engagement
4. School Safety
5. Solid Foundation for Early Learners

## Council Meeting Goal

Preserve the people's right to participate in the democratic process

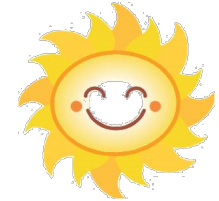


## Council Objectives

1. Formal Structure
2. Predictable Decision-making Process
3. Open Public Dialogue
4. Public Access to Materials
5. Official Meeting Record

# HISTORY AND RATIONALE

## 1953



- Ralph M. Brown, CA State Assemblyman, writes California's first "sunshine law," providing public access to government meetings.
- The Brown Act becomes a part of the California Government Code, establishing a "right to know" legal process for public meetings, requiring "legislative bodies" to publish information, promote openness, and provide stakeholders a means to communicate opinions.

# LEGAL REQUIREMENTS FOR COUNCILS CALIFORNIA EDUCATION CODE

## Section 35147: Exceptions

- (a) Except as specified in this section, any meeting of the councils or committees specified in subdivision (b) is exempt from the provisions of this article, the Bagley-Keene Open Meeting Act (GC § 11120), and the Ralph M. Brown Act (GC § 54950.5).
- (b) The councils and schoolsite advisory committees established pursuant to Sections 52063 (PAC), 52069, 52176 (DELAC and ELAC), and 52852 (SSC), subdivision (b) of Section 54425 (CEAC), Sections 54444.2 (state-level Migrant Ed.), and 62002.5, and committees formed pursuant to Section 11503 (Title I Parent Involvement Program) are subject to this section.

# THE GREENE ACT

## Section 35147

1. Any meeting held by a committee or council shall be **open to the public**.
2. Any member of the **public shall be able to address** the council or committee **during the meeting** on any item within the subject matter jurisdiction of the council or committee.
3. The council or committee **may not take any action** on any item of business **unless** a) the item appeared on the posted agenda, or b) the council or committee members present, by **unanimous vote**, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee **subsequent** to the posting of the agenda.
4. **Any materials provided to a school site council shall be made available to any member of the public** who requests the materials pursuant to the California Public Records Act. 7

# THE GREENE ACT

## Section 35 | 47

5. **Notice of the meeting** shall be posted at the school site or other appropriate place accessible to the public **at least 72 hours** prior to the meeting.
6. The meeting **notice shall specify the date, time, and location of the meeting and contain an agenda** describing each item of business to be discussed or acted upon.
7. **If a council or committee violates** the procedural meeting requirements of this section, upon the demand of any person, **the council or committee shall reconsider the items** at its next meeting, after allowing for public input on the item.
8. Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, **need not be described** on an agenda as items of business.



# THE GREENE ACT

Please meet  
with your **12**  
**o'clock**  
**partner** to  
complete the  
following  
activity.

## The Greene Act: 8 Rules

1. Any meeting held by a committee or council shall be \_\_\_\_\_ to the public.
2. Any member of the public shall be able to address the council or committee \_\_\_\_\_ the meeting on any item within the \_\_\_\_\_ jurisdiction of the council or committee.
3. The council or committee may \_\_\_\_\_ take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or committee members present, by \_\_\_\_\_ vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee \_\_\_\_\_ to the posting of the agenda.
4. Any materials provided to a school site council shall be made available to any member of the \_\_\_\_\_ who requests the materials pursuant to the California Public Records Act.
5. \_\_\_\_\_ of the meeting shall be posted at the school site or other appropriate place accessible to the public at least \_\_\_\_\_ hours prior to the meeting.
6. The meeting notice shall specify the date, time, and \_\_\_\_\_ of the meeting and contain an \_\_\_\_\_ describing each item of business to be discussed or acted upon.
7. If a council or committee \_\_\_\_\_ the procedural meeting requirements of this section, upon the demand of any person, the council or committee shall \_\_\_\_\_ the items at its next meeting, after allowing for public input on the item.
8. Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on \_\_\_\_\_ or \_\_\_\_\_ in the school or school district, or that can be resolved solely by the provision of information, need \_\_\_\_\_ be described on an agenda as items of business.



# THE GREENE ACT

## Meeting Agenda

- A meeting **agenda** is required under the Greene Act. It must be posted in an area ***accessible to the public at all times*** (outside of school building) at least 72 hours prior to the meeting time.
  - There are no special or emergency meeting provisions in the Greene Act.
- Discussion or action cannot occur during the meeting on any item not listed on the agenda.
- If action is taken without a proper posting or vote, the action will be nullified and put up for consideration at a subsequent meeting with the item agendized.

# THE GREENE ACT

## Meeting Agenda

- The meeting agenda must include the title, date, time and location of a meeting, as well as including the order of the topics to be discussed in the meeting.
- The agenda must state where the public can review the materials or obtain copies, and it should contain a statement about who to contact if accommodations are needed under the Americans with Disabilities Act.
  - This statement can be placed at the bottom of the agenda.

# THE GREENE ACT

## Public Comment

- The public can provide comments during the **beginning portion** of the meeting, before any business items are discussed.
- Reasonable regulations should be set and communicated on the agenda describing the time and manner of public comments. A registration sheet should be provided at the meeting.
  - Beneath the *Public Comment* item listed on the agenda, identify how many speakers will be allowed and for how many minutes each

# REVIEW

## Agenda Template



### ■ Sample Agenda A

➤ What do you notice about Agenda A?

### ITEMS TO NOTE:

- Public Comment listing (III)
- Placement of Roll Call item (VI)
- Business item description (VIII)
- Action items identification (XI)
- Description at bottom

LOS ANGELES UNIFIED SCHOOL DISTRICT

AGENDA  
A

**GREENE ACT COUNCIL OR COMMITTEE**

Happy High School  
Multipurpose Room  
18000 W. Temple Street, Los Angeles, CA 90026  
(213) 450-3300  
Thursday, October 21, 2017  
3:30 p.m. – 6:00 p.m.

**MEETING AGENDA**

I.	Call to Order	Rachel Robins, Chairperson
II.	Pledge of Allegiance	Member
III.	Public Comment Five speakers, two minutes each	Julis Ramirez, Parliamentarian
IV.	Principal Update	Robert <del>Boogie</del> , Principal
V.	Chairperson Report	Rachel Robins
VI.	Roll Call/Establish Quorum Minutes (Action Item)	Kathy <del>Keller</del> , Secretary Kathy <del>Keller</del>
VII.	School Safety Committee Presentation 2017/2018 School Safety Plan	Deborah Brooke, Coordinator Office of School Operations Peter Lee, Assistant Principal
X.	Announcements from Members	Michael <del>Ung</del> , Vice-Chairperson
XI.	Adjournment (Action Item)	Rachel Robins

Visitors' parking is limited. Please make plans to carpool or to arrive early. Childcare is not provided.  
To review or obtain copies of materials, please visit the main office of Happy High School. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), please call Jason ~~Boogie~~, secretary, at (213) 450-3300 or email him at [jboogie@gmail.com](mailto:jboogie@gmail.com) at least 24 hours in advance. Individuals wishing to speak under Public Comment must sign up at the meeting and should plan to arrive early.

13

# DOCUMENTING MEETINGS

## Meeting Minutes

- Minutes provide a legal record for what happens in a meeting. The headings should mirror the items listed in an agenda, in order, and include information about content reviewed and actions taken.
- Minutes must be approved by a council in a subsequent meeting to serve as a legal record. Minutes can be approved “with changes” or approved “as is” by the council.
- After minutes are approved by a council, they cannot be altered by any one member. Any changes to the approved minutes must be made by a quorum of the body voting to alter the minutes.

# DOCUMENTING MEETINGS

## Sign-In Roster and Bylaws

- Sign-In Roster must list school name, meeting name, date, time and have a space for name and signature.
- Bylaws define the purpose of a council or committee, including identifying requirements for membership and officers, rights and responsibilities, and governance guidelines. They are located in Bulletin 6745.2.
- Bylaws should be reviewed with a council and committee at the beginning of each year to help members understand why and how the council or committee functions.

# ADDITIONAL CONSIDERATIONS

## Public Participation

- People can video and audio record council and/or committee meetings if it's not disruptive.
- The public can only participate in the meeting during the public comment portion of the agenda, and the public should be seated separately from the members.
- Post a notice in the meeting room advising the members and the public that video and/or audio recording may be occurring.
- A sample notice can be found in Bulletin 6745.2.



# QUIZ

## True or False?



- T ■ Public Comment can be placed at the end of the agenda.
- T ■ An item, not listed on the agenda for action, was discussed and voted on. The council or committee must reconsider the item at the subsequent meeting after listing it as an “action” item on the agenda.
- F ■ A “special meeting” can be called to discuss an urgent budget decision.
- F ■ An agenda can be posted in the main office, on the website and emailed to members to meet the Greene Act requirements.
- T ■ By unanimous vote, the council members can determine that there is a need to take immediate action on an item not posted on the agenda and the need arose after the agenda posting.

***“The democratic process is only as great as the people who participate in it.”***

*–Jeff Miller, US House of Representatives*

**CONTACT INFORMATION:**

Office of Parent and Community Services

1360 West Temple Street

Los Angeles, CA 90026

213-481-3350

<https://achieve.lausd.net/pcss>