



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
COMMUNITY SCHOOLS STEERING COMMITTEE  
LOS ANGELES, CA**

The Community Schools Initiative Steering Committee is a deliberative body representing the shared interests of LAUSD, UTLA, parents and the community in the mission of Community Schools to advance all students' access to academic excellence within a social justice construct. To accomplish this end, the steering committee's function is to provide oversight and advocacy for the advancement of the CSI in collaboration with staff and key partners.

**ARTICLE I. CSSC CHARGE**

*WHEREAS, the Memorandum of Understanding between United Teachers Los Angeles and Los Angeles Unified, entitled: "Establishing and Convening a Community Schools Steering Committee", was agreed to on March 14, 2019 thereby approving the creation of a Community Schools Steering Committee (CSSC) and determining composition of membership and the convening format for the CSSC; and WHEREAS, the CSSC has evolved with the CS Initiatives expansion, the CSSC is poised to clarify their function and purpose which is to provide advocacy for the initiative and oversight of the implementation of the initiative via the following key roles:*

1. **Resourcing:** Working to ensure there are adequate resources that build shared understanding and best practices to sustain the CS Initiative's core infrastructure and to support the growth of Community Schools.
2. **Community School Selection:** Advising the District as to how to grow the Community School strategy in any given year, supporting outreach and recruitment of prospective schools, and approving the application/selection process and criteria for new school selection.
3. **Continuous Learning and Improvement:** Receiving regular progress reports on implementation, including highlights, challenges to success, and outcomes of the CSI in order to inform continuous improvement through dialogue with LAUSD and UTLA leadership including, but not limited to the CS Director and the CS Lead Coach.
4. **Awareness and Advocacy:** Developing and implementing a plan to share the successes and learnings of the Community School model with key groups, such as the school board, city council, media, school and community stakeholders, and state and national audiences.

**ARTICLE II. CSSC MEMBERSHIP**

Article XXV-C, Section 1.0, of the Collective Bargaining Agreement between LAUSD and UTLA states:

## ARTICLE XXV-C

### COMMUNITY SCHOOLS

1.0 A Community Schools Steering Committee (CSSC) shall be maintained to support implementation, expansion, and maintenance of the Community Schools program. The Community Schools Steering Committee (CSSC) shall further work to expand the number of Community Schools in the District and the CSSC shall determine a process by which schools apply to begin the Community Schools Transformational Process. The CSSC shall be composed of sixteen (16) members, with eight (8) appointed by UTLA and eight (8) appointed by the District, and shall be co-chaired by one appointee from each entity. By June 30, 2025, the CSSC shall produce an assessment of the Community Schools transformation process at district Community Schools and provide recommendations. The CSSC will receive collaborative support from the Community Schools Initiative Director, the LAUSD and UTLA Coaches, and from UNITE-LA.

#### **Section II.1 Membership Composition and Selection**

The Steering Committee will consist of 16 members composed of partners that share a commitment to support the purpose and core values of the community schooling model. Each party (UTLA and LAUSD, represented by the Division of Instruction) will determine the organizations that need to be represented in the CSSC. Each party will select 8 members.

#### **Section II.2 Terms of Membership**

All members shall be selected for a one-year term, with eligibility for re-appointment at LAUSD's or UTLA's discretion. Terms begin in September and end in August of the following year.

#### **Section II.3 Resignations, Removal, and Absences**

Resignation from CSSC members must be in writing and received by the Co-Chairs. If a member must resign, the party who initially appointed the member shall select a new nominee, with priority consideration for a person of the same organization or of similar capacity or expertise. CSSC members may be removed from the CSSC due to excess absences, which is defined as more than two absences from CSSC meetings in a year.

#### **Section II.4 Vacancies**

Vacancies must be filled within a month of notification of the vacancy.

### **ARTICLE III. CSSC MEETINGS**

*"The CSSC will receive collaborative support from the Community Schools Directors, the LAUSD and UTLA Coaches, and from UNITE-LA." (Article XXV-C, 1.0)*

#### **Section III.1 Structure of Meetings & Roles**

The meetings will be facilitated by the CSSC Co-Chairs, or a designee appointed by them, following the agenda items and time limits established by the Planning Team.

CSSC Co-Chairs: Co-chairs will be appointed by each entity (LAUSD and UTLA) and serve for 1 school year. They provide input and co-create the meeting agenda with the Planning Team, and are responsible for facilitating each CCSC meeting. Co-Chairs will manage the agenda and member/visitor participation, uphold shared agreements and norms, manage group dynamics, initiate and summarize decisions and/or action items, and invite process observations from UNITE-LA.

Planning Team: The Planning Team consists of the LAUSD CSI Director, UTLA Lead Coach, CSSC Co-Chairs, and a third party intermediary. They meet bi-monthly (at minimum) to discuss CCSC operational tasks and action items (as outlined in Article I above), co-create CCSC meeting agendas, and collaborate as thought partners in driving the CSSC as a whole.

Process Observer: A third party intermediary will serve as a Process Observer during CSSC meetings, ensuring collective adherence to established group norms, positive member engagement and interactions, and effective collaborative and decision-making processes. The third party intermediary will provide ongoing observations and feedback to improve the CSSC's learning, awareness, and

A co-convenor appointee will maintain and distribute meeting documents to include meeting minutes, agendas, bylaws, etc.

#### **Section III.2 Quorum**

A quorum will consist of 50% +1 of the membership (9 members). A quorum of the Steering Committee must be present to conduct business (make decisions). If quorum is not achieved, the meeting may proceed as "informational" only, with the consent of the members who are present.

#### **Section III.3 Frequency**

The CSSC will meet a minimum of 5 times a year and maximum of 10 times a year for regular meetings. Special meetings of the CSSC may be held at any time upon forty-eight (48) hour notice, oral or written, in person or virtually.

#### **Section III.4 Notice of Meetings**

A schedule of meetings will be provided to each member at the beginning of each year. Meetings will be noticed to the public on the LAUSD Community Schools website.

#### **Section III.5 Virtual Meetings**

Members of the CSSC may participate in a meeting by means of video or teleconference. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

### **Section III.6 Process of Decision-Making**

Matters will be discussed with a goal of seeking *complete consensus* (*complete consensus* means that there is unanimous agreement amongst present members that they can abide by the decision). If it becomes apparent that complete consensus cannot be reached at the meeting, the Co-Chairs will determine whether the issue must be decided at the meeting or can be tabled for the next scheduled meeting. Only if consensus cannot be reached shall decisions on the matters set forth be made by majority vote of the CSSC members present at the meeting, after quorum has been established. As necessary, the Planning Team and Co-Chairs will solicit membership input before a vote takes place. With respect to procedures governing voting matters, Robert's Rules of Order shall be applicable to issues not addressed herein.

### **Section III.7 Translation**

There will be oral translation and/or ASL interpretation provided for committee members and meeting attendees in necessary languages during committee meetings.

### **Section III.8 Visitor Participation**

CSSC meetings are open to visitor observation and guest presenters. Ten minutes will be allocated at every meeting for visitors to provide public comment on agenda or non-agenda items. Each visitor will be given one-minute for public comment. Other participation by visitors in the meeting outside of public comment will be at the discretion of the meeting facilitators (CSSC Co-Chairs or a member of the Planning Team). If small group breakout sessions are planned in virtual or in-person meetings, the meeting facilitator(s) will announce if visitors will be assigned to participate in groups in addition to members, prior to the breakout. Guest presenters present by invitation only from CSSC Co-Chairs or the Planning Team. They will have a specific portion allocated for their presentation and will participate in the remainder of the meeting as determined by the meeting facilitator(s).

## **ARTICLE IV. PLANNING TEAM AND STANDING COMMITTEES**

### **Section IV.1 The Planning Team**

The Planning Team, consisting of the CSI Director, the UTLA CS Lead Coach, one or both CSSC Co-Chairs, and a third party intermediary will meet at least bi-monthly:

- a) to provide updates to members as needed;
- b) engage in ongoing planning and execution of tasks related to CSSC's decisions and inquiries;
- c) represent the CSSC upon request;

- d) make best efforts to engage steering committee on strategic decisions related to the CSSC charge (see Article 1 above)
- e) make interim operational decisions between meetings as issues arise;
- f) call emergency meetings of the full Steering Committee;
- g) co-create agendas for the regularly scheduled CSSC meetings.

#### **Section IV.2 Subcommittees**

The CSSC will form and convene subcommittees based on capacity and need, including for the purpose of establishing deeper community engagement with parents/caregivers and partners.

### **ARTICLE V. AD-HOC WORKING GROUPS**

#### **Section V.1 Ad-Hoc Working Group Formation**

Ad-hoc working groups in the areas of funding, community school selection, evaluation, and awareness/advocacy may be established at the discretion of the Planning Team and/or the CSSC, as needed and for a finite period of time. Each member of the CSSC may be part of a working group. Participation in the working groups is not limited to CSSC members. All appointees (non-CSSC members) are selected by consensus of the CSSC.

#### **Section V.2 Ad-Hoc Working Group Meetings**

Ad-hoc working groups will meet as needed, either in person or virtually, and should report out during regularly scheduled CSSC meetings.

### **ARTICLE VI. AMENDMENTS**

The CSSC shall review and reauthorize the bylaws at its first meeting of the new school year. In order to amend the bylaws, notice of the proposed amendment shall be delivered in writing to the Planning Team at least two weeks prior to the next regularly scheduled meeting. The bylaws may be amended by two-thirds votes from members in attendance, after quorum has been established.

Bylaws presented on: 09/18/2025

Bylaws approved by: [X] consensus

Date Approved: 09/18/2025