

Albert Einstein Academies School Site Council Bylaws

Effective November 15, 2022

Article I: Duties of the SSC

The Albert Einstein Academies (AEA) School Site Council (SSC) shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed AEA Local Control and Accountability Plan (LCAP), with a focus on components that fulfill the requirement for a School Plan for Student Achievement (SPSA) for programs funded through the consolidated application (collectively LCAP/SPSA), from all AEA Advisory Committees.
- Collaborate in the development and approval of the LCAP/SPSA and related expenditures annually in accordance with all state and federal laws and regulations, with specific consideration of:
 - Curriculum, instructional strategies, and materials responsive to the individual needs and learning styles of each and every pupil, including:
 - Multilingual learners, with instruction in language these pupils understand;
 - Educationally disadvantaged pupils, including, but not limited to, those pupils who are eligible for subsidized meals pursuant to Education Code Section 49552 or in foster care; and
 - Pupils with disabilities or exceptional needs.
 - Professional learning pathways for teachers, staff, and volunteers, including those participating in special programs;
 - Requirements of applicable special programs including, but not limited to, the Economic Impact Aid-State Compensatory Education, the Economic Impact Aid-Limited English Proficient, Title I, Title I Parent Involvement and Quality Education Investment Act programs, the Governor's Performance Award Program, and the Consolidated Categorical Aid Programs.
- Develop and approve a proposed budget related to the LCAP/SPSA (Budget) annually, ensuring that expenditures are in accordance with all state and federal laws and regulations.
- In collaboration with the AEA Administration, recommend the LCAP/SPSA and Budget to the AEA Board of Trustees (Board) for approval.
- Provide ongoing review and evaluation of the implementation of the LCAP/SPSA and expenditure of the Budget by:
 - Working collaboratively with the principal, teachers, and other school staff members;

- Accessing AEA data related to the use of state and federal funds, to school policies and costs of operation, and to academic performance.
- Recommend modifications to the LCAP/SPSA whenever the need arises.
- Submit the modified LCAP/SPSA for Board approval whenever a material change (as defined in Board policy) is made in planned activities or related expenditures, in collaboration with AEA Administration.
- Annually and at each semester evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties that may be established by the SSC and assigned by the Board or state law, including but not limited to:
 - Assisting in surveying families, teachers, and staff in order to ensure that AEA is best serving the overall interests of the AEA community;
 - Informing the AEA community about the SSC objectives, efforts, and projects;
 - Considering the needs of gifted and talented pupils.

Article II: Members of the SSC

Section A: Composition

The SSC shall be composed of ten members, selected by their peers. The candidates that receive the most votes will be elected. A member may be elected and re-elected. It is the goal of the SSC to be comprised of at least two Parents and one Teacher from each the elementary school and middle school. The membership is made up as follows:

- Three Teacher members. Teacher means a current employee of AEA that provides direct instruction for full-time employment and has students rostered to them.
- One Staff member. Staff means a current employee of AEA that is not a Teacher or Principal.
- Five Parent members. Parent means a mother, father, legal guardian, or one acting as a parent of a pupil that currently attends AEA. Parents may not be employees of AEA working at the school site.
- One Principal member. The Principal shall be an ex officio member of the SSC, and is not subject to the selection process.

Section B: Term of Office

SSC members shall be elected for a two-year term. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted.

Section D: Termination of Membership

- Ineligible: Any SSC member who no longer meets the eligibility requirements for his or her position shall automatically be terminated from continuing to serve on the SSC. The termination is effective the date the SSC member becomes ineligible.
- Absence: Any SSC member who is absent from three regularly scheduled meetings per academic year, may be terminated from continuing to serve on the SSC. The termination is effective at the start of the third regularly scheduled meeting that the member has missed.
- Expulsion: The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for cause. The expulsion of a SSC member is appealable to the Board. The expulsion shall be effective on the date the Board affirms the expulsion.
- Resignation: Any SSC member may terminate his or her membership by submitting a written letter of resignation to the SSC Chairperson. The resignation is effective immediately.

Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the SSC shall be filled by a new member selected at the earliest possible opportunity and in an appropriate manner, agreed upon by the majority of SSC members. This may include an election, an appointment to the SSC for the period of time until the next regular election, or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

Article III: Officers of the SSC

Section A: Officers

The officers of the SSC shall be a Chairperson, Vice-Chairperson, Secretary, and Compliance Officer. All officers must be current members of the SSC. All officers shall be elected by a majority of all SSC voting members. The principal is ineligible to serve as an officer.

The Chairperson shall:

- Preside at all meetings of the SSC.

- Prepare agendas for SSC meetings.
- Act as Communications Officer for the SSC, ensuring that purposes and goals of the SSC are conveyed to the AEA Community.
- Sign all letters, reports, and other communications of the SSC.
- Attend all regularly scheduled Board meetings, or designate a substitute to attend if the Chairperson is unable to do so, and update the Board on the activities of the SSC.
- Perform all duties incident to the office of Chairperson.
- Have other such duties as are prescribed by the SSC.

The Vice-Chairperson shall:

- Represent the Chairperson in assigned or delegated duties.
- Sign letters, reports, and other communications of the SSC if authorized to do so by the Chairperson.
- Preside over SSC meetings in the Chairperson's absence.
- Perform all duties incident to the office of Vice-Chairperson.
- Have other such duties as are assigned by the Chairperson or the SSC.

The Secretary shall:

- Provide all SSC meeting notices in accordance with these Bylaws.
- Keep minutes of all regular and special meetings of the SSC.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC.
- Ensure effective dissemination of communications created by the Chairperson to the AEA Community.
- Be custodian of the records and documents of the SSC.
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the Chairpersons of AEA Advisory Committees, and others with whom the SSC has regular dealings, as furnished by those persons.
- Perform all duties incident to the office of Secretary.
- Perform other such duties as are assigned by the Chairperson or the SSC.

The Compliance Officer shall:

- Ensure that the SSC meetings are conducted in accordance with *Robert's Rules of Order*, or the SSC approved adaptation.
- Ensure that the SSC adheres to all required laws including the Greene Act, California Education Code, Section 35147.
- Ensure that the SSC follows its Bylaws.
- Perform all duties incident to the office of Compliance Officer.
- Perform other such duties as are assigned by the Chairperson or the SSC.

Section B: Election and Terms of Office

The officers shall be elected by majority vote annually at the first meeting of the SSC and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the SSC members.

Section D: Vacancy

A vacancy in any office shall be filled for the remaining portion of the term of office at the earliest possible opportunity by a special election by the SSC members.

Article IV: Committees

Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and staff and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Membership

Unless otherwise determined by the SSC, the SSC Chairperson shall appoint members of committees - subcommittees, standing, and special. A vacancy on a committee shall be filled by appointment made by the Chairperson.

Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these Bylaws, rules adopted by the SSC, or policies of the Board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V: Meetings of the SSC

Section A: Meetings

The SSC shall meet regularly, based on a calendar decided by the SSC at its first meeting. Special meetings of the SSC may be called by the Chairperson or by a majority vote of the SSC members. The SSC members may meet informally, but members shall vote only at formal meetings.

Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by AEA, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the Chairperson or by majority vote of the SSC members.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting and shall include meeting date, time, location, and proposed agenda. Changes in the established date, time, location, or agenda shall be given special notice. All meetings shall be publicized in locations readily accessible to members of the public.

All required notices shall be delivered to the SSC and committee members no less than 72 hours in advance of the meeting by personal service, by mail, or by electronic-mail.

Section D: Quorum

A majority of the members of the SSC shall constitute a quorum. The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance.

Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by the Greene Act, California Education Code, Section 35147, subdivision c, and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI: Amendments

An amendment of these Bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of a quorum. Written notice of the proposed amendment must be submitted to SSC members at least seven days prior to the meeting at which the amendment is to be considered for adoption.

