AMERICA'S FINEST CHARTER SCHOOL

SCHOOL SITE COUNCIL BYLAWS

Article I
Duties of the School Site Council

The School Site Council shall carry out the following duties:

- Obtain recommendations for and review of the proposed *LCAP goals* from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the governing board for approval.
- Provide ongoing review of the implementation of the plan with the executive director, principal(s), teachers and other school staff members.
- Make modifications to the plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by California state law.

Article II
Members

Section A: Composition (per AB 716, can be defined in various ways)

The School Site Council shall be composed of 10 members from the joint elementary and secondary site as selected elected by their peers in parity, as follows:

TK-12 School Site Council (SSC) Composition:

5	School Personnel	4 1	Parents/Community Members Secondary Students
5	Total	5	Total

Elected parent representatives may be employees of the school district as long as they are not employed at the school.

Section B: Term of Office

School Site Council members shall be elected for either 1 or 2-year terms. 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 School Site Council, each member's current term of office shall be recorded in the minutes of the meeting.

2022 First Regular Meeting

2023 First Regular 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 School Site Council. Absentee ballots shall *not* be permitted.

Section D: Termination of Membership

The School Site Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

- The members can no longer uphold the duties for which they were elected.
- The (teacher/staff) member no longer works at the school/district
- The (community) member no longer resides in the school attendance boundaries.
- The (parent) member no longer has a student enrolled at the school
- Automatic termination for unexcused absence from 3 consecutive meetings. (Written warning given after 2nd missed meeting will be issued by the President and/or Vice President)

Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council President. In the event the President is terminating their position on the SSC, they will submit a written letter of resignation to the Vice President.

Section E: Transfer of Membership

Membership on the School Site Council may not be assigned or transferred for any reason.

Section F: Vacancy

Any vacancy on the School Site Council occurring during the term of a duly elected member shall be filled by:

1st) President appointing the candidate from original election who obtained the next highest number of votes;
2nd) New school-wide election whereby top vote getter will complete the term of the vacancy;
3rd) New school-wide election whereby the top vote getter will fulfill a complete term as identified in Article II, Section B: Term of Office.

Article III
Officers

Section A: Officers

The officers of the School Site Council shall be a President, Vice-President, Secretary, and other officers the School Site Council may deem desirable.

The President shall:

- Preside at all meetings of the School Site Council.
- Sign all letters, reports and other communications of the School Site Council.
- Perform all duties incidental to the office of the President.
- Attend governing board meetings and share recommendations and/or findings.
- Prepare agenda in conjunction with the SSC committee members.

- Have other such duties as are prescribed by the School Site Council.

The Vice-President shall:
- Represent the President in assigned duties.
- Substitute for the President in his/her absence.
- May be appointed to preside over special committees.
    - Submit monthly updates on the assigned special committees.
- Perform other duties as assigned by the President.

The Secretary shall:
- Keep and take minutes of all regular and special meetings of the School Site Council.
- Transmit true and correct copies of the minutes of such meetings to members of the School Site Council and to the school website.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the School Site Council.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the School Site Council, the chairpersons of school advisory committees, and others with whom the School Site Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the President or the School Site Council.
- Keep accurate and updated copies of the School Site Council bylaws.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the School Site Council 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 two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the School Site Council, for the remaining portion of the term of office.

Article IV
Committees

Section A: Subcommittees

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

Section B: Other Standing and Special Committees

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

Section C: Membership

Unless otherwise determined by the School Site Council, the School Site Council President shall appoint members of standing or special committees. (Membership on special committees may be open to nominations from the floor at the direction of the School Site Council). A vacancy on a committee shall be filled by appointment made by the President.

Section D: Terms of Office

The School Site Council 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 or rules adopted by the School Site Council, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the School Site Council. 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 School Site Council

Section A: Meetings

The School Site Council shall meet at least five times a year. Special meetings of the School Site Council may be called by the President or by a majority vote of the School Site Council.

Section B: Place of Meetings

The School Site Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the President or by majority vote of the School Site Council.

Section C: Notice of Meetings

In accordance with the *Greene Act*, written, public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venue: school website, on public display in the school office, and on public display outside the school office.

All required notices shall be delivered to School Site Council and committee members no less than 72 hours, personally or by mail (or by email).

Section D: Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority (50%+1) of the members of the School Site Council shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the School Site Council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147c, and with *Robert's Rules of Order* or an adaptation thereof approved by the School Site Council. The America's Finest Charter School Site Council will adhere to the district-wide agenda template to conduct efficient and organized meetings.

Section F: Meetings Open to the Public

All meetings of the School Site Council and of committees established by the School Site Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. Public input may occur on any item on the current agenda, with prior notification to the President, not to exceed three (3) minutes per speaker.

From unanimous feedback from the 2022-2023 SSC, meetings will now be hosted and available online for members of the public and voting members. Absentee voting is still forbidden.

Article VI
Amendments

An amendment of these bylaws may be made at any regular meeting of the School Site Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to School Site Council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.