

Learning Community Charter School (LCCS)

Early Childhood Advisory Council (ECAC) Bylaws

Article I: Name

The name of this body shall be the **Learning Community Charter School Early Childhood Advisory Council (LCCS ECAC)**.

Article II: Purpose and Authority

Section 1: Mission

The Early Childhood Advisory Council at LCCS is committed to supporting the academic, social, and emotional development of all young learners. Through collaboration with families, educators, and the community, the Council promotes equitable access to high-quality early childhood programs and resources that support school readiness and long-term success.

Section 2: Purpose

The LCCS ECAC serves as an **advisory body** to school leadership in accordance with applicable New Jersey Department of Education (NJDOE) guidance. The Council provides a structured forum for stakeholder input regarding the planning, implementation, and continuous improvement of early childhood education programs.

Section 3: Responsibilities

The ECAC shall:

1. Participate in the review of program data to identify strengths, needs, and priorities within the early childhood program;
2. Provide input on program planning and resource allocation to support high-quality PreK–Grade 3 programming;
3. Review and provide feedback on program initiatives, reports, and policies when requested by school leadership;
4. Promote collaboration among families, school personnel, and community-based organizations;

5. Support family engagement and equitable access to services and supports.

The Council may establish standing or ad hoc committees to carry out its responsibilities.

Article III: Membership and Representation

Section 1: Composition

The ECAC shall consist of no fewer than nine (9) and no more than twenty (20) members. Membership shall reflect a balanced representation of stakeholders, including school personnel, parents/guardians, and community representatives.

Membership shall commence upon a member's attendance at their first official ECAC meeting.

Section 2: Membership Categories

A. School Representatives (Mandatory Stakeholders)

Appointed by LCCS leadership and may include:

- Head of School
- Assistant Heads of School
- Community Parent Involvement Specialist (CPIS)
- Early childhood staff and teacher representatives

B. Parent Representatives

Parents/guardians of students enrolled in PreK through Grade 3 at LCCS.

C. Community Representatives

Individuals with demonstrated connections to the community and/or expertise in areas such as early childhood education, health, social services, or family support.

Section 3: Current Membership

The ECAC membership includes the following individuals:

- Colin Hogan, Head of School
- Angel Melendez, Assistant Head of School
- Tatiana Antczak, Assistant Head of School
- Kacie Anderson, Community Parent Involvement Specialist / School Social Worker
- Antoinette Lucas, Preschool Intervention Referral Specialist
- Jess Porter, Preschool Coordinator
- Toni Cameron, Pre-K Teacher Representative
- Lauryn Landron, Kindergarten Teacher Representative

- Franni Russo, 1st Grade Teacher Representative
 - Evelina Andres, 2nd Grade Teacher Representative
 - Michelle Smith, 3rd Grade Teacher Representative
 - Marisa Gerke, Parent Representative
 - Justine Yambao, Parent Representative
 - Maria Bernado, Parent Representative
-

Article IV: Membership Selection and Appointment

School-based members shall be appointed by LCCS leadership.

Parent and community representatives shall be identified through outreach, recommendations, or demonstrated interest and shall be approved by the Council to ensure balanced representation.

Selection processes shall be aligned with maintaining diversity of perspectives and stakeholder representation.

Article V: Terms of Service

A term of service shall be defined as the academic year (September 1 through August 31).

Members shall serve two-year terms and may be reappointed or re-elected for additional terms, contingent upon continued participation and Council approval.

Article VI: Officers

Section 1: Officers

The ECAC shall include the following officers:

- Co-Chairperson (School Representative/CPIS)
- Co-Chairperson (Elected Member)
- Secretary

Section 2: Selection of Officers

Officers shall be selected annually at the first meeting of the academic year. Officers may serve multiple terms.

Section 3: Duties

Co-Chairperson (School Representative/CPIS):

- Presides over meetings
- Develops and disseminates meeting agendas
- Ensures alignment with NJDOE expectations

Co-Chairperson (Elected Member):

- Assists in meeting facilitation
- Serves in the absence of the primary chair

Secretary:

- Records and maintains meeting minutes
- Documents attendance and Council actions
- Distributes meeting minutes in a timely manner

Section 4: Member Responsibilities

Members shall:

- Attend scheduled meetings (no more than three absences per academic year);
- Participate in Council committees or initiatives, as applicable;
- Support family engagement and early childhood program activities.

Failure to meet participation expectations may result in review and possible removal by Council vote.

Article VII: Meetings

The ECAC shall convene a minimum of four (4) to six (6) times per academic year.

A meeting calendar shall be established annually. Notice of meetings shall be provided in advance. Special meetings may be convened as needed.

Article VIII: Decision-Making

Section 1: Quorum

A quorum shall consist of a simple majority (50% plus one) of current members.

Section 2: Process

The Council shall strive to reach decisions by consensus. When consensus cannot be achieved, a majority vote of members present shall determine the outcome.

Voting may occur in person or through approved electronic means.

The ECAC functions in an advisory capacity; final authority for program decisions remains with LCCS leadership.

Article IX: Procedures

The ECAC shall operate using a collaborative and consensus-based process. Formal parliamentary procedures are not required but may be utilized as needed to ensure orderly meetings.

Article X: Amendments

These bylaws may be amended by a two-thirds (2/3) vote of members present at a meeting with a quorum.

Proposed amendments shall be distributed to members at least seven (7) days prior to the vote.

The bylaws shall be reviewed periodically to ensure alignment with NJDOE guidance and school practices.

Article XI: Confidentiality

All ECAC members shall maintain the confidentiality of sensitive information discussed during Council activities.

Members acknowledge that:

- Participation is voluntary
- The Council serves in an advisory capacity
- Official statements on behalf of the ECAC shall be made only by designated representatives

Failure to adhere to confidentiality expectations or bylaws may result in removal from the Council.