

# Ashland Elementary School

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## Advisory Council Bylaws

These bylaws of Ashland Elementary School's Advisory Council were made and effective September 18, 2017.

The organization of these bylaws follows the outline in PWCS Regulation 230.01-1. Items italicized are quoted from the regulation. Items in normal font are added by the Ashland Elementary School Advisory Council to add further detail.

I. *Each school shall have a school advisory council as required by Prince William County Policy 230.01.*

II. *All segments of the school community shall be represented on the school advisory council. The membership of the school advisory council shall be balanced between school staff and parents. Students and/or community members may be included on the advisory council if the school so determines. Whenever possible, constituents shall select their representatives on the school advisory council.*

A. All council member positions shall be filled by volunteers and shall be representative of the Ashland Elementary School community. No two members of a single family shall serve unless there is insufficient membership

B. Staff Representatives (Voting Privileges)

1. Kindergarten-1<sup>st</sup> grade Teams
2. 2<sup>nd</sup> grade-3<sup>rd</sup> grade Teams
3. 4<sup>th</sup> grade-5<sup>th</sup> grade Teams
4. Resource and Encore Teams
5. Special Education Team
6. Classified Staff

C. Parent/Guardian Representatives (Voting Privileges)

1. Neighborhood Representation
  - a. Ashland
  - b. Winding Creek
  - c. South Lakes
  - d. Spriggs Road East communities (Lake Terrapin, Ewells Mill Estates)
  - e. An at-large representative for all other neighborhoods and students not otherwise represented.
2. PTO Board Representative (Voting Privileges)
3. Superintendent's Advisory Council Representative (Voting Privileges)

D. The non-voting membership shall include:

1. The Chairperson of the Council (except when a voting tie exists)
2. Principal
3. Assistant Principal
4. Other personnel as requested including community members

III. *The advisory council shall develop and approve written bylaws to govern the operation of the council. These by-laws shall include the following components:*

A. *Definition of the purpose of the advisory council*

1. *Representative function of gathering information from the students, staff, parents, and community to represent the school – Concerns or improvements are to be brought up by stakeholders with the intent to help problem-solve for solutions.*
2. *Advisory function of providing recommendations pertaining to the school plan to the school principal*
3. *Advisory function of providing feedback and recommendations to general practices based on alignment with the school vision.*

B. *Definition of the responsibilities of the advisory council*

1. *Assistance and support for the principal and school leadership team in the following:*
  - a. *Developing the school plan to include objectives, strategies, and action plans*
  - b. *Aligning the school plan and action plans with the Division Strategic Plan*
  - c. *Aligning the school budget with the school plan*
  - d. *Reviewing the alignment of the school professional development plan with the school plan*
2. *Monitoring and evaluation of the implementation of the plan*
3. *Assumption of other responsibilities as deemed appropriate by the principal and school leadership*

C. *Description of the membership of the advisory council*

1. *Delineation of categories of membership (staff, parent, student, community)*
2. *Description of process for selecting members*
  - a. *Selection of new or replacement council members shall occur at the beginning of each new school year.*
  - b. *The council will begin to actively seek volunteers for vacancies three months before a normal rotational vacancy. In case of resignation, a volunteer will immediately be sought to fill the vacancy. If more volunteers apply than are vacancies, members will be chosen by lottery.*
  - c. *The principal may appoint staff members as staff representatives are needed.*
3. *Definition of terms of membership to insure rotation of council members*
  - a. *Council members will serve a term of three years.*
  - b. *Council membership terms will be reviewed at the end of the second term to prevent all council members' terms from expiring at the same time.*
  - c. *No full-term member may serve consecutive terms in the same role unless a volunteer does not exist for the vacancy.*
  - d. *Terms will begin at the member's first meeting.*

4. *Definition of conflict of interest for a council member:* No member of the council will benefit with financial gain from their position on the Advisory Council.

5. *Description of process for removal of a member*

- a. Any member who must resign shall submit a letter to the council. A replacement member will be sought from that member's constituency. If more than one volunteer applies for a vacancy the member will be chosen by lottery.
- b. A member who moves out of the school district must resign from the Advisory Council.
- c. If it becomes necessary to grant a leave of absence, submission of a letter of request shall be presented to the council by the requestor, and then the Advisory Council shall grant the leave of absence.
- d. If it becomes necessary to remove a member from the Council, submission of a letter showing cause must be given to the Advisory Council, a discussion will take place where all opinions and facts will be heard, and then a vote shall be taken.
- e. Members are expected to notify the Chairperson in advance if they cannot attend a meeting. If a member does not notify their absence for two meetings and/or a member misses 25% of the scheduled meetings, a vote will take place to see if that member will remain on the board.

D. *Development of guidelines for meetings of the advisory council*

1. *Provision for publication of meeting times and locations*

- a. Meetings shall be publicized via email, the school's newsletter, the school's webpage, social media, and posted in the office.
- b. Meeting dates and times shall be decided at the first meeting of the school year. A notice will be sent home via email of the dates and times for the entire school year.

2. *Provision for preparation and publication of agendas*

- a. A tentative agenda for the next meetings will be prepared at the end of each meeting by the chairperson.
- b. A copy of the final agenda determined by the chairperson, vice chairperson, and the principal shall be distributed to each council member prior to the next regularly scheduled monthly meeting.

3. *Provision for preparation and publication of minutes*

- a. Minutes will be recorded by the Advisory Council Secretary during the meeting.
- b. Minutes will be published via the webpage after approval by the Advisory Council.

4. *Provision for accommodations for citizens who are not members of the advisory council to speak at council meetings*

- a. Anyone who is interested may attend council meetings.

- b. The chairperson will recognize and assign a speaking time to those who have signed in and wish to speak.
- c. The first ten minutes of each meeting may be designated as open chair. An extended open chair may be included in the agenda at the discretion of the chairperson.

E. *Description of officers, their duties, and the selection process for officers*

1. *Establishment of officers for advisory council*

- a. *Chairperson*
- b. *Vice-Chairperson*
- c. *Secretary*
- d. *Other officers established by the council*

2. *Description of duties of officers*

a. *Chairperson*

- 1) The chairperson shall preside over meetings and have general supervision of the affairs of the council.
- 2) The principal is not eligible to hold the office of chairperson.
- 3) The chairperson will work with the principal and the Advisory Council in planning and directing the affairs of the council, including committee progress.
- 4) The chairperson is a non-voting member who will have tie-breaking responsibilities.
- 5) The chairperson, along with other council members, will prepare the agenda for all meetings prior to the conclusion of each meeting.
- 6) The chairperson will have the authority to modify or change the agenda if it is determined to be in the best interest of the council's work.
- 7) The chairperson shall appoint temporary standing committees (ad hoc) as needed and shall be an ex-officio member of all committees.

b. *Vice-Chairperson*

- 1) The vice-chairperson shall exercise all functions in the absence of the chairperson.
- 2) The vice-chairperson will work with the principal and the chairperson in planning and directing the agenda of the council and reviewing committee progress and will assist the chairperson as needed.
- 3) The vice-chairperson will maintain a listing of membership and keep attendance records.

c. *Secretary*

- 1) The secretary is responsible for keeping the minutes of each meeting and providing a copy of summary minutes to all members prior to the next meeting.

- 2) The secretary will maintain a record of minutes, the current bylaws, and any approved related information.
- 3) The secretary will create information packets, including a copy of the bylaws, for new members.

3. *Description of selection process for officers*

a. *Terms shall be established for all officers*

- 1) Officers will be nominated and chosen by vote at the September meeting each year.
- 2) Only voting members are eligible to hold office positions.
- 3) No one may serve consecutive terms in the same office unless no other nominee exists for the position or at the desire of the council as displayed by a two-thirds vote.
- 4) In the event of a tie, a second vote will be taken. If the tie remains the chairperson will break the tie.
- 5) An election will be held at the earliest possible meeting to replace any officer who must resign before the completion of his/her term.
- 6) Officers may be recalled at the desire of the council by display of a two-thirds vote.
- 7) A replacement officer may be nominated for a second term.

b. *The principal or assistant principal shall not be an officer of the council*

F. *Inclusion of a requirement for members of the school advisory council to receive training related to school-based management, school planning, and the roles and responsibilities of the advisory council on a regular basis. Training shall be provided through the Department of Student Learning and Accountability.*

G. *Provision shall be made for the annual review, revision, and adoption of advisory council bylaws – Bylaws shall be reviewed annually and updated as necessary at the beginning of each school year.*

IV. *All members of the school community shall have input through their advisory council representatives into the development of the school plan with its supporting budget.*

V. *School plans shall be aligned with the Division Strategic Plan. The school advisory council shall help identify strategies and design action plans to meet the Division Strategic Plan goals and objectives. Councils shall use the continuous improvement planning process [PDSA cycle] for the development of the school plan:*

*PDSA Cycle Plan [P]*

1. *Collect and analyze data*
2. *Establish priorities*

3. *Conduct gap analyses*
4. *Conduct root cause analyses*
5. *Research best practice theories/processes*

*Do [D]*

1. *Develop SMART (Specific, Measurable, Attainable, Results-oriented, Time bound) objectives if necessary*
2. *Design strategies to implement best practice theories/processes*
3. *Write action plans*

*Study [S]*

1. *Monitor plan*
2. *Monitor student and school results*
3. *Conduct formative evaluation*

*Act [A]*

1. *Determine changes that should be made to the plan*
2. *Determine best practices that should be continued.*
3. *Determine best practices that should be shared*

VI. *The principal is responsible for reporting progress toward plan objectives in measurable terms to the advisory council.*

VII. *The principal shall provide school budget information related to the progress toward plan objectives to the advisory council on a regular schedule.*

VIII. *Provision shall be made for regular and systematic communication between the school advisory council, staff, and school community on the implementation of the school plan as well as on the effectiveness of the strategies selected in reaching plan objectives.*

IX. *Principals shall submit school plans to the appropriate area associate superintendent and to the supervisor for quality management by the established yearly deadline. Schools shall make their plans available to their staff members, students, and parents. Principals will be responsible for the implementation of this regulation and area associate superintendents will be responsible for the monitoring of this regulation.*

X. *The Advisory Council is designed to provide input, feedback, and insight. The school principal has authority to make decisions on matters of school function. Decisions may need to be made by the Advisory Council such as those on process, officers, agenda items, and action plans. These decisions shall be made by gaining consensus through discussion and activities, but shall also be done through a simple majority of the meeting quorum. A two-thirds of the Advisory Council shall be present at the meeting to have a quorum.*