

**T. CLAY WOOD ELEMENTARY SCHOOL  
ADVISORY COUNCIL BYLAWS – April 26, 2014**

**PURPOSE:**

Under the philosophy of site-based management in Prince William County Public Schools, the T. Clay Wood Elementary School Advisory Council will:

- represent and assess the needs of the school community and staff;
- help develop the School Strategic Plan and insure that it reflects the vision/mission of T. Clay Wood;
- act as an advisor to the school administration on the budget, and on the implementation, evaluation and modifications of the School Strategic Plan;
- identify concerns, obtain community and staff feedback, and support the educational system.
- will reflect equity and diversity in accordance with the School Division Strategic Plan - 3.1.4 -.

**MEMBERSHIP:**

The Parent and Staff representatives on the T. Clay Wood Elementary School Advisory Council shall consist of 12 rotating voting members, a non-voting Chairperson at Large, a permanent non-voting member from the administration (Principal and/or Assistant Principal) and 6 non-voting alternates (1 for each parent representative). In accordance with the School Division Strategic Plan - 3.1.4 - The membership of Division and school advisory councils will reflect equity and diversity.

The Voting members are as follows:

**STAFF**

**Total: 6 Staff Members**

- One K/1st Grade Teacher Representative
- One 2<sup>nd</sup>/3<sup>rd</sup> Grade Teacher Representative
- One 4<sup>th</sup>/5<sup>th</sup> Grade Teacher Representative
- One Encore/Resource Teacher Representative (Art, Music, P.E., Guidance, Librarian, Reading, Gifted, Drama, Science, Math. )
- One Special Ed/ESOL Teacher Representative
- One Classified Staff Representative

**PARENT**

**Total: 6 Parent Members**

- One Highland Village Parent Representative
- One Tartan Hills Parent Representative
- One New Bristow Village Parent Representative
- One Kettle Run/Schaeffer Lane Parent Representative
- One Student Resource Parent Representative - (Special Ed/ESOL/Gifted)
- One At Large Parent Representative - (Principal Appointed)

**NON-VOTING MEMBERS**

- One Advisory Council Chairperson at Large
- One Administration (Principal and/or Assistant Principal)
- One PTO/Advisory Council Liaison (This position can be dually held by a Parent Neighborhood Representative as well.)
- One Superintendent's Advisory Council on Instruction Representative (This position can be dually held by a Parent Neighborhood Representative.)
- Six Parent Representative Alternates (one alternate for each Parent Representative.)
- One Alternate to the Superintendent's Advisory Council on Instruction Representative (This position can be dually held by a Parent Neighborhood Representative.)

Council Members have an obligation to represent the neighborhoods for which they were chosen. Members will communicate information to and from the Council, for that neighborhood. With the permission of the Parent Advisory Council Members, their names and a way of contacting them (phone numbers and/or e-mail addresses) will be published on the website.

The only restrictions shall be that (a) members have students enrolled at T. Clay Wood ES for the term that they are serving; (b) there be only one member per family and (c) teachers whose own children attend

TCWES may not serve as parent representatives. Other staff members may serve as a parent representative, as needed.

In accordance with the School Division Strategic Plan - 3.1.4 - The membership of Division and school advisory councils will reflect equity and diversity.

## **SELECTION PROCESS:**

### **PARENT MEMBERS**

Selection for Advisory Council Neighborhood Representatives will be at the **May** meeting enabling them to attend one meeting and receive materials from the outgoing member before becoming a member. A notice will be sent out in **April** advertising the open positions for the next term on the Council. Those persons interested in serving on the T. Clay Wood Advisory Council should submit their name in writing to the current Chairperson/Principal and plan to attend the **May** Meeting. Open positions will be drawn in a lottery fashion.

Advisory Council members will be volunteers from the neighborhoods listed under membership. If more than one person volunteers to represent that neighborhood then a lottery will be held for each neighborhood that has more than one volunteer. The first name drawn for the neighborhood will be the Representative. The second name drawn will be the alternate. The Vice-Chairperson will oversee the election process, which will be held at the **May** meeting.

If no one volunteers from a designated neighborhood then the Vice-Chairperson will solicit volunteers for each open position and hold an election if necessary at the first meeting of the new school year.

### **STAFF MEMBERS**

The Principal and staff will meet and determine the selection process for the Staff members, in time for the new members to attend the first meeting of the new school year.

## **TENURE:**

Each Council Member serves a two-year term that runs from August to June. No full term member may serve consecutive terms, unless no other volunteer exists for the vacancy.

**Procedure for Resignation:** Resignations should be submitted in writing to the Chairperson with the effective date. The Chairperson will read the letter at the next meeting.

**Procedure for Removal of a Council Member:** A Council Member will be asked to resign if, two consecutive regular monthly meetings are missed, or if total of three regular monthly meetings are missed from August through June. The secretary will keep track of attendance and notify members who need to be asked to resign. Any member who joins the council as a replacement will be eligible for successive terms.

## **ATTENDANCE:**

Members are expected to notify one of the officers or the Principal if they must miss a meeting. If a Member misses two consecutive meetings without prior notice or excuse or three regular monthly meetings, the Secretary shall contact that person, and the Members will decide whether that person shall remain on the council. Leave of absence shall not be granted.

## **OFFICERS:**

Council Members will select the offices of Chairperson, Vice-Chairperson, and Secretary. The Chairperson, Vice-Chair and Secretary will be elected, by and from the sitting Council, at the April meeting. Each officer is elected for a one year term. All voting members **and alternates** are eligible to serve as officers. If there is a tie vote for any of these positions, a second vote will be taken. If the tie remains, the position is filled by a drawing. **The principal will coordinate the election process.**

**The Chairperson** can be re-elected for a second term, with a maximum of 2 years served as Chairperson. If the Chairperson still has time remaining in their term of neighborhood representative, a new

parent representative is selected for a 2 year term. In addition, an Advisory Council member from the previous school year (whose term was finished and is no longer a member of the Council) may serve as Chairman, provided they notify the Principal of their interest in this position prior to the April meeting and if no current Advisory Council member is interested in the Chairperson's position.

The Vice-Chairperson and Secretary may be elected for a second term provided this does not extend their term of representation (as defined in the "Tenure" section).

### **CHAIRPERSON (Parent member)**

The Chairperson will:

- ✓ Preside over the meetings and work with the Principal in planning and directing the business of the T. Clay Wood Advisory Council.
- ✓ Review with the Principal the planning and preparing of the yearly and monthly agenda.
- ✓ Send the agenda to members one week prior to the Advisory Council Meeting.
- ✓ Provide a copy of the agenda to **the principal who will add the agenda to the website.**
- ✓ Appoint committees and serve as an ex-officio member.

### **VICE-CHAIRPERSON (Staff member)**

The Vice-Chairperson will:

- ✓ Exercise all functions in the absence of the Chairperson.
- ✓ Assist the administration in coordinating programs that provide training and information to the T. Clay Wood Advisory Council.
- ✓ Oversee the election process at the May meeting.
- ✓ Collect and maintain all official material regarding Advisory Council activities.
- ✓ Deleted

### **SECRETARY (Parent or Staff member)**

The Secretary will:

- ✓ Keep full and accurate records of the proceedings of all Council meetings.
- ✓ Maintain a roster of the membership with phone numbers and addresses.
- ✓ Keep a written list of who attends each meeting and notify members when they need to be asked to resign for missing two meetings in a row or 3 meetings in a year.
- ✓ Create a phone tree and provide each member with a copy
- ✓ Provide minutes of the meeting to each Council member with the next month's agenda.
- ✓ Deleted
- ✓ Prepare official correspondence.

### **COMMITTEES:**

The Chairperson will form committees as needed and ask for volunteers, making sure there are staff and parent members on each committee. Committee members may be parents or staff not currently serving on the Council.

### **MEETINGS:**

The T. Clay Wood Advisory Council will meet once a month from August to June. The meetings will last no longer than two hours. If meetings need to go longer a vote to continue or reschedule the meeting will take place. Meetings will be publicized through the **(Word deleted)** newsletter. **The Advisory Council Meetings are open to all T. Clay Wood parents, staff and community members.**

If special meetings are needed or a meeting needs to be canceled the Principal will contact the Vice-Chairperson and the phone tree will be activated. The Principal and Chairperson may reschedule a canceled meeting. A notice of any changes will be updated on the website.

**QUORUM:**

A quorum of 7 members (comprised of 3 parents, 3 staff members and 1 administrator) must be present for an official meeting to take place.

**CITIZEN’S TIME:**

The first 15 minutes of each Advisory Council Meeting will be designated as citizen’s time and any staff member, parent, or member of the community may address the Advisory Council. Each Person will have adequate time to speak. Citizen’s time may be extended at the discretion of the Chairperson. **Speakers for citizen time are encouraged to email the Advisory Council Chair 48 hours in advance of a meeting with their topic to be put on a Citizen’s Time Open Chair Agenda.**

**The Principal will respond to issues, questions, and/or concerns raised during citizen’s time in one of three ways:**

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| <ol style="list-style-type: none"> <li><b>1. Address immediately</b></li> <li><b>2. Provide a written statement or contact the person(s) prior to the next meeting.</b></li> <li><b>3. Provide an answer at the next Advisory Council Meeting.</b></li> </ol> |
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**PRINCIPAL’S TIME:**

Any issues of concern for informational purposes will be shared during this time.

**AGENDA:**

A tentative agenda for the next meeting will be prepared at the end of each meeting by Council Members. A copy of the final agenda, determined by the Chairperson, Vice Chairperson, and the Principal, shall be distributed to each council Member at least one week prior to the next meeting. The Chairperson will contact the Principal prior to finalizing the agenda to determine if any changes or additions need to be made before sending it to the members. Agenda items may be submitted to the Chairperson, by any parent or staff member, two weeks prior to the next Council Meeting. **The Principal will post the agenda to the website as well as the yearly calendar in September. The agenda items for the upcoming month will be added to the newsletter.**

**DECISION MAKING:**

- ❖ Only current members as defined on page one of the bylaws under membership, are eligible to vote. Meetings will be conducted following Roberts Rule of Order.
- ❖ Decisions of the T. Clay Wood Elementary School Advisory Council regarding the planning process and the School Plan will be reached by consensus.
- ❖ Officers will be elected by ballot vote or by acclamation. Representatives will be elected by lottery drawing.

**AMENDMENTS:**

Bylaws shall be reviewed annually. Any suggested changes and/or additions will be discussed at the April meeting and a final vote will be taken at the May meeting to amend the bylaws. In special circumstances the bylaws may be reviewed and/or modified at any time.

**TRAINING:**

All Advisory Council Members are encouraged to attend the training provided by Prince William County Schools. The dates, place and times will be made known to all members as soon as they are made available to the Principal. It is recommended that all current members and alternates attend.

**COMMUNICATIONS:**

Communication with the entire community is essential. While each member is expected to report the details of pertinent concerns back to the constituencies, a synopsis of each meeting will also be prepared for publication and distribution to reach as wide an audience as possible. Public response and opinions should be invited and encouraged.

One member will represent the Council at all PTO Board meetings and the position may be rotated among the membership but may also be the same person.

**ALTERNATES:**

The second person's name drawn in the parent election will serve as an alternate. There should be an alternate chosen for each *neighborhood* represented. An alternate is a non-voting member. Alternates are encouraged to attend training. Alternates may be selected for an office. An alternate's main responsibility is to share information from an advisory council meeting to the parent representative in the alternate's neighborhood. An alternate will replace a parent member who is asked to resign or who can no longer serve. Alternates will be eligible to run in successive terms if they replace a parent member. An alternate can run for a neighborhood representative even after serving as an alternate for 2 years.