

Superintendent’s Advisory Council on Instruction

Prince William County Public Schools BYLAWS

I. NAME

The name of this organization shall be the Superintendent’s Advisory Council on Instruction (SACI pronounced sassy), hereafter referred to as the Council.

II. PURPOSE

The purpose of the Council is to promote communication between central office, Student Learning and Accountability staff, and parent representatives to ensure that citizens are informed and knowledgeable and to provide advice to the Superintendent from parents and community members regarding curriculum and instructional program planning.

III. FUNCTION

- A. The primary function of the Council is that of an advisory body, but may also include that of an oversight committee and advocacy group for curriculum and instructional programs and initiatives. The functions of the Council are the following:
 - 1. Review the curriculum and instructional program and priorities.
 - 2. Provide guidance for improving, expanding, and implementing curriculum and instructional initiatives.
 - 3. Communicate information on current programs, new initiatives, and implementation strategies to parents, guardians, students, and other organizations within the school community, including individual school advisory councils.
- B. The Council is non-sectarian and non-partisan.

IV. RESPONSIBILITIES

The Council advises the Superintendent and Student Learning and Accountability staff in the following ways:

- A. Reviewing annually the Student Learning and Accountability plan and its implementation.
- B. Reviewing annually the Superintendent’s proposed Budget.
- C. Reviewing current curriculum and instructional priorities to help determine initiatives.
- D. Evaluating Divisionwide needs, on current priorities and helps develop strategies for meeting those needs and implementing new programs.
- E. Providing information, as needed, on current priorities, new initiatives, and implementation strategies to parents, guardians, students, and other organizations in their school communities as well as to other advisory groups.
- F. Fulfilling other responsibilities as needed or requested by the Superintendent.

- G. Providing, at the conclusion of each academic year/session, an annual report to the Superintendent which details the Council's commendations and recommendations regarding current and future curriculum and instructional programming as well as initiatives in support thereof.

V. **MEMBERSHIP**

A. Categories of Membership

Council membership **must** include individual school representatives who are parents or guardian representatives from each Prince William County Public School. Individual School Representatives shall include "primary" members and "alternate" members. Council membership **may** also include an at-large representative(s) who are appointed by the Superintendent.

B. Number of Members

The Council shall consist of no fewer members than the number of schools in the Prince William County School Division.

C. Selection Criteria and Procedure for Members

1. All members are appointed by and serve at the discretion of the Superintendent.
2. Individual School Representatives shall have at least one student who is enrolled in the school the parent or guardian represents. Primary members are recommended by each school community through the school's advisory council and principal to the Superintendent with the advice and recommendation of the appropriate Level Associate Superintendent. Alternate members shall be identified using the procedure defined for the selection of primary members.
3. At-Large Representatives may or may not have students enrolled in Prince William County Public Schools.

D. Tenure of Members

1. Terms of Members

The appointment of a member shall be for a one (1) year term. The term of any member who represents a school community shall end when the parent or guardian no longer has at least one student enrolled in the school the parent or guardian represents. Terms expire at the end of the school year for which the member was appointed.

2. Appointments

Appointments are made in August of each year upon notification from the Superintendent.

3. Reappointments

Following satisfactory completion of one term, the Superintendent may reappoint members for a subsequent one (1) year term. Members may be reappointed twice in succession for a total of three continuous terms on the Council in the same position. Alternate positions are considered separate positions for the purposes of determining eligibility for reappointment. Term limits may be exceeded if there is no other person willing to serve in the position.

4. Resignations

Members may resign upon submission of written notification to the Superintendent and Council chair. When a vacancy occurs that includes a primary member, the alternate for that member

automatically becomes the new primary member for the remainder of the unexpired term. If a vacancy occurs that involves an alternate member, the Superintendent may fill the vacancy for the remainder of the unexpired term as described in section (V) (C) "Selection Criteria and Procedure for Members".

5. Leaves of Absence

Leaves of absence are permitted on a limited and exceptional basis by the Superintendent in consultation with the respective Level Associate Superintendent and Council Chair. Leaves of absence are not permitted to extend past the end of any current school year (June 30).

6. Membership Changes

Associate Superintendents may recommend membership changes to the Superintendent at the end of any school year.

E. Membership Roster

The membership roster shall be maintained by staff of the Director of Student Learning and shall be provided to the Council Chair prior to the first meeting of the Council in October.

F. Responsibilities of Members

Members are expected to:

1. Become knowledgeable about curriculum and instructional requirements in the Commonwealth of Virginia and in Prince William County Public Schools.
2. Attend meetings regularly. If a member is not present for two consecutive meetings or any three meetings within a term, then the member shall be contacted regarding his or her availability to serve on the Council. If the member is unable to attend Council meetings regularly, he or she will be asked to resign. The resulting vacancy shall be filled as described in section (V) (D) (4) "Resignations".
3. Keep the alternate member informed and updated and ensure attendance of the alternate at any meeting the primary member cannot attend.
4. Participate actively as a member of a subcommittee, task force, or study group when asked by the Council Chair or when determined by the Superintendent that it is necessary for the efficient operation of the Council.
5. Accept assignment to perform an occasional in-depth review or analysis of a specific area of curriculum or instruction and report to the full Council as necessary.
6. Work continually to improve effective community support for curriculum and instructional programs and initiatives.
7. Represent their school or constituent community's interests to the Council.
8. Report proceedings of the Council in a timely fashion to their respective individual school advisory council or constituent community.
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11. Report proceedings of the Council in a timely fashion to their respective individual school advisory council or constituent community.

F. Conflict of Interest

Council members shall be free from actual or potential conflicts of interest between their individual job responsibilities and their roles as members on the Council. Members shall inform the Council Chair of potential or actual conflicts of interest and the Council Chair in consultation with the Superintendent shall determine if any actual or potential conflict of interest exists and may make appropriate membership changes.

VI. OFFICERS

A. Officers

The Council officers consist of an Associate Superintendent, Council Chair, five (5) Vice Chairs (one representing each of the Associate Superintendents) and a Secretary. These officers form the Executive Committee. Any Council member may serve as an officer.

B. Duties of Officers

Duties of elected officers are as follows:

1. Council Chair
 - a. Presides at all Council meetings.
 - b. Prepares and/or approves the meeting agenda in advance of each meeting.
 - c. Ensures the agenda is available to each Council member at least one week prior to each regularly scheduled meeting.
 - d. Appoints subcommittee, task force, and study group chairs and members, as appropriate. Membership of such panels shall be selected to reflect the diversity of the Council.
 - e. Serves as an ex-officio member, as appropriate and as necessary, of all subcommittees, task forces, and study groups.
 - f. Serves as the primary spokesperson for the Council.
 - g. Oversees the preparation of and presents the Council's annual report to the Superintendent.
 - h. The Council Chair will designate one Vice Chair to serve as Chair in the absence of the Chair.
2. Vice Chair
 - a. Presides at all Council meetings at the request of the Council Chair.
 - b. Gains input from members and acts as liaison for the Executive Committee.
 - c. Maintains the membership list for the school level they represent.
 - d. Serves on subcommittees as well as other events the council sponsors or participates in (ex. Best Practices Conference, or request from the Superintendent).
 - e. Assigns facilitators as necessary to assist during breakout sessions.
3. Secretary

- a. Records fully and accurately in the minutes all Council proceedings and transactions at each meeting.
- b. Provides minutes of each Council meeting to all members at least one week prior to the next regularly scheduled meeting.
- c. Maintains a Council file, including meeting minutes, Council plans, reports, and a current copy of the Bylaws.

C. Election Procedures

1. Nominations

Nominations will be solicited from the floor at the last meeting of the school year. All Council members in good standing are eligible to run for officer positions. Nominees must be present at the time of their nomination.

2. Elections

- a. The officers are elected by the Council membership at the last meeting of each school year to provide continuity during the summer. The Associate Superintendent for Student Learning and Accountability conducts the election of the Council Chair, who then conducts the subsequent elections of the Vice Chairs and Secretary.
- b. All primary members of the Council are eligible to vote. Alternate members may vote in the primary member's absence. Members must be in attendance to vote. There will be no absentee ballots.
- c. Vice Chairs must have a child enrolled in Prince William County Schools at the level they represent. Members from each level associate superintendent shall elect their own Vice Chair. Vice Chairs are elected only by the members at the school level they will represent.

3. Tenure

- a. The term of office is for one year, which begins on July 1 and ends on June 30.
- b. Officers may serve consecutive terms in the same or different positions.
- c. Any individual school representative may relinquish his or her role as an officer without giving up membership. Vacancies require a new election by the Council membership to fill the unexpired term.

VII. COUNCIL ADVISORS

- A. The Superintendent and the Associate Superintendent for Student Learning and Accountability (or designees) serve as principle advisors to the Council. The Superintendent or Associate Superintendent may appoint a facilitator to assist as an advisor to the Council. Additional staff members may, with the approval of the Superintendent and Associate Superintendent for Student Learning and Accountability, be asked from time to time to serve as consultants to the Council.
- B. The Superintendent and/or Associate Superintendent for Student Learning and Accountability provide the Council with information each meeting regarding curriculum and instructional issues and Division

initiatives. The Associate Superintendent for Student Learning and Accountability also works with the Vice Chairs in planning and coordinating individual meeting programs.

VIII. SUBCOMMITTEES, TASK FORCES, AND STUDY GROUPS

- A. The Council Chair, in consultation with the Superintendent and Associate Superintendent for Student Learning and Accountability (or designee), establishes subcommittees (including task forces and study groups), as necessary, and appoints their chairs.
- B. The Council Chair determines whether subcommittees are ad hoc subcommittees or standing subcommittees.
- C. Vice Chairs are integral members of subcommittees. Members may volunteer to serve on a subcommittee; however, if insufficient interest is shown, then the Council Chair may appoint subcommittee members. Vacancies are filled by the Council Chair.
- D. Subcommittees follow the same processes and procedures as the full Council. Also, subcommittee chairs report on subcommittee activities at the next regularly scheduled full Council meeting.

IX. MEETINGS

A. Quorum

A quorum consisting of at least twenty (20) members of the Council must be present to hold Council meetings, conduct business, hold elections, or make any decisions. In the event of a lack of a quorum, the meeting will be postponed until the following month or rescheduled to convene on another date.

B. Location

The Council and its subcommittees meet at a location announced publicly at the beginning of the school year and noted in the invitations to members or at the time a special meeting or subcommittee meeting is planned.

C. Frequency

The Council normally meets on the second Thursday of the month beginning in October and ending in April during the school year. A calendar of meetings is established not later than the second meeting of each year. A copy of the calendar is provided for publication on the PWCS.edu website.

D. Time

Council and subcommittee meetings begin promptly at 7:00 p.m. and conclude by 9:00 p.m. On rare occasions, the meetings may extend beyond 9:00 p.m. with the consensus of those members present.

E. Special Meetings

Special meetings are rare and called at the discretion of the Superintendent, Associate Superintendent for Student Learning and Accountability (or designees), and/or the Council Chair.

F. Meeting Notification and Agenda

The Council Chair, in consultation with the Vice Chairs and the Associate Superintendent for Student Learning and Accountability, prepares the meeting agenda and ensures a copy of the agenda, along with the previous meeting's minutes are available at least one week prior to each regularly scheduled meeting.

G. Meeting Attendance

Council meetings are open to the public.

H. Inclement Weather

If Prince William County Public Schools are closed or evening activities are canceled due to inclement weather on the Council's scheduled meeting date, then the Council's meeting for that date is automatically canceled. The meeting may be rescheduled at the discretion of the Superintendent, Associate Superintendent for Student Learning and Accountability (or designee), and/or the Council Chair.

I. Website Information

Meeting dates, agendas, minutes, bylaws, and annual reports, as well as contact information for all Officers and at least one (1) Council Advisor, are to be posted on the PWCS.edu website.

X. DECISION MAKING

A. How Decisions Are Made

Council decisions are made by consensus; however, votes are taken on such matters as election of officers, approval of the minutes, and motions that have a second.

B. Rules of Order

The rules contained in the latest edition of Robert's Rules of Order are used as a parliamentary guide and shall govern the Council in all instances to which they are applicable and in which they are not inconsistent with the Bylaws of the Council and any other special rules the Council shall adopt.

C. Eligibility to Vote and Seek Consensus

All primary members of the Council are eligible to vote and participate in seeking a consensus. A majority of Council members present and voting is necessary to approve a motion. The only exception is an amendment to the Bylaws, which requires a two-thirds majority vote of those members present and voting. Alternate members are eligible to vote and participate in seeking consensus only in those instances when they are representing the primary member in the primary member's absence.

XI. AMENDMENTS

A. Annual Review, Revision, and Adoption of Changes

The Council shall review, revise, and adopt changes to the Bylaws, as appropriate and as necessary. These bylaws shall be reviewed at a minimum every five (5) years.

B. Procedures to Amend the Bylaws

The Bylaws may not be suspended, but can be amended. Any Council member may make an oral or written proposal to amend the Bylaws at any time. Robert's Rules of Order serves as the parliamentary guide. Any change requires a two-thirds majority vote of those members present and eligible to vote as well as final approval of the Superintendent.

C. Amendments

Amendments must be submitted and read one meeting in advance of when action is scheduled to be taken.

XII. TRAINING

The Associate Superintendent for Student Learning and Accountability (or designee) provides training for all new Council members and current members who wish to attend. This training on curriculum and instructional processes used in Prince William County Public Schools and on current curriculum and instructional issues may be conducted in September or at the first regularly scheduled Council meeting in October.

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