

Kilby Elementary Advisory Council Bylaws

I. Purpose

The School Advisory Council shall evaluate the data, set priorities, and provide input in the development of the school's Continuous Improvement Plan (CIP) and the school budget. The Advisory Council shall also monitor the CIP and the school budget. The Council members shall act as representatives of the entire school community.

II. Mission Statement

- The mission of Kilby Elementary School Advisory Council is to implement best practices that lead to continual improvement of student learning and achievement.
- Accordingly, the advisory council supports the Kilby Elementary School's mission by advisory to the principal on issues relative to achieving the school's goals through the development, implementation, and evaluation of the CIP.

III. Membership

- The membership of the ADVISORY COUNCIL will ideally represent all segments of the school community, to include:
 - Staff, to include administrators, teacher, and parent liaison
 - Parents of current students
 - Superintendent's Advisory Council Representative for KILBY
 - Community members, as applicable
- Members of the ADVISORY COUNCIL shall be free from conflicts between their individual job responsibilities and their roles as members of the council.

IV. Selection of the Membership

- The membership selection process will proceed in the following manner:
 - Staff
 - The principal shall appoint staff members to the ADVISORY COUNCIL from diverse areas of expertise, on a rotating basis.
 - Appointments shall be based on staff interest.
 - K-2nd Grade Representative
 - 3rd-5th Grade Representative
 - Parent Members
 - The principal and administration shall identify potential parent members.
 - Official parents selected for membership shall be approved by the principal.
 - Unofficial parents may attend advisory meetings

- Superintendent's Advisory Council for Instruction (SACI) Representative or Alternate
 - The SACI representative, or their alternate, shall hold membership in the ADVISORY COUNCIL.
- Community Members
 - The principal may solicit recommendations for community members from staff, parents, or parents.
 - Community members shall be directly connected to the school and have an interest in its improvement.

V. Appointment and Length of Membership

- ADVISORY COUNCIL membership shall be identified by September 15.
- Each ADVISORY COUNCIL member will be encouraged to remain in their role for the current school year.
 - If unable to attend the meeting they will send an alternative staff member and let the Advisory Council Chair and Admin know their substitute.
- The advisory council chair shall serve for no more than two consecutive school years.

VI. Removal from Membership

- Membership in the ADVISORY COUNCIL may be terminated by the principal if the member:
 - Fails to meet the qualifications for membership.
 - Fails to fulfill the responsibilities of the position.
 - Exhibits behaviors deemed disruptive to the ADVISORY COUNCIL's mission by the principal.

VII. ADVISORY COUNCIL Training

- All members of the ADVISORY COUNCIL are subject to training on the continuous improvement process and the roles and responsibilities of the advisory council as deemed appropriate by the principal.

VIII. Selection and Duties of Officers

- By September 15 of each school year, the following three officers shall be chosen for the school year:
 - Advisory Council Chair (Required)
 - The chairperson shall be a parent of a student.
 - Grade Level Representatives
 - K-2nd Grade Representatives
 - 3rd-5th Grade Representatives

- Superintendent's Advisory Council for Instruction (SACI) Representative
 - The SACI Representative shall be a parent of a student.
- The Chairperson will have the following duties:
 - Confirm meeting dates
 - Notify members of each meeting through email a week prior to meeting
 - Develop and distribute agendas in consultation with the principal and include in reminder email
 - Monitor committee progress in collaboration with the principal
 - Communicate Advisory Council information for school website to ITC
- 2. Co-Chairperson
 - The co-chairperson shall be a parent of a student
 - The co-chairperson will have the following duties:
 - Act in the place of the chairperson in their absence
 - Assist the Chairperson in developing agendas
 - Assist the Chairperson in reviewing committee progress
- Recorder
 - The recorder shall be a recognized member of the ADVISORY COUNCIL.
 - The recorder will have the following duties:
 - Maintain the ADVISORY COUNCIL membership list and attendance records
 - Keep minutes of each ADVISORY COUNCIL meeting
 - Provide copies of the minutes to members prior to each meeting through email
 - Maintain files of ADVISORY COUNCIL meetings, agendas, reports, and by-laws on school website with support of the ITC

IX. Meetings

- ADVISORY COUNCIL meetings shall be held at least six times a year or every other month.
- ADVISORY COUNCIL members and parents/guardians shall be notified of the dates and times for each meeting through School Status and the school website.

X. Attendance

- Active attendance and participation by members are strongly encouraged.
- Official members of the Advisory Council must find a substitute to attend in their place if unable to attend the meeting.
- Official members must communicate to the Chair if they are unable to attend and who their substitute will be for the meeting.

XI. Open Chair

- The last fifteen minutes of each meeting shall be allotted for “Open Chair.”
- During “Open Chair,” speakers will have sufficient time for public comment or questions related to ADVISORY COUNCIL topics.
- Both non-ADVISORY COUNCIL and ADVISORY COUNCIL members may speak during “Open Chair”.
- The principal will note any Open Chair discussion and offer feedback at the next scheduled meeting.

XII. Decision Making

- The ADVISORY COUNCIL is responsible for advising the principal on matters relevant to the school’s Continuous Improvement Plan as requested by the principal.
- The council does not determine policy or procedures on substantive school matters.
- Any decision made in ADVISORY COUNCIL’s advisory role will be made by consensus.
- Consensus in this context means a decision that considers the opinions of all members present on a particular issue.
- Further, no ADVISORY COUNCIL members shall utilize the ADVISORY COUNCIL forum to discuss any personal or individual issue.

XIII. Approval of Meeting Minutes

- Each meeting starts with approval of the previous meeting minutes following ‘Robert’s Rules of Order’.
 - The chairperson will confirm meeting minutes were shared with members for review prior to meeting.
 - The chairperson will open the floor for corrections. Members can suggest corrections and the recorder will take note of them.
 - Once corrections are complete, the chair will ask for a motion to approve the minutes. One member makes a motion, a second member approves the motion, and the chair calls for a vote. For approval of the minutes there must be a majority vote.
 - The recorder will document in the current meeting minutes that the board approved minutes from the previous meeting.
 - The recorder will email approved minutes to the ITC to be added to the school website.

XIV. ADVISORY COUNCIL Bylaws

- The ADVISORY COUNCIL shall have a set of written and published bylaws to govern its operation.

- ADVISORY COUNCIL Bylaws are subject to annual review, revision, and adoption by the ADVISORY COUNCIL.
- The Bylaws shall be posted on the school website for all stakeholders to access.