

# Springwoods Elementary School Advisory Council (SAC) By-Laws

(The School Advisory Council is also known as the Parental Advisory Council)



The Springwoods Advisory Council (hereinafter, SAC) shall represent and consider the needs of the Springwoods ES community and staff by gathering information from the school community and providing recommendations to the school principal in order to support the development of the annual School Improvement Plan consistent with the Division Strategic Plan.

## Membership

Membership in the SAC will be voluntary. Active solicitation for volunteers will take place using paper and/or electronic recruiting methods to increase participation from community and staff members to represent all grade levels, ESL, Special Education, and Gifted Education. Membership recruitment will take place from the beginning of the school year through January of the current school year. The member demographics shall reflect community demographics. The membership of the SAC shall be balanced between school staff and parents (students and/or community members may be included at the Principal's discretion).

## Selection Process

Each term of membership shall be two academic years. Terms of membership shall run from September to June. New members will be selected prior to the first SAC Meeting. The current SAC and the Principal will do a blind selection, with names removed. Selection criteria will **first** prioritize balanced representation with one member of all grade levels (as well as ESL, Special Education, and the Gifted program) and **then** fill remaining openings on a first come-first served basis. The Council shall not have more than 12 members. When a vacancy occurs during the year, a volunteer replacement shall be selected for the remainder of the two-year term based on the received interest forms. Only one member of a family may serve as an Officer on the SAC at any time.

**Conflict of Interests** - An SAC member shall not have a conflict of interest. Conflict of interest is defined as a SAC member directly benefiting in a financial manner from a purchasing decision. For example, through the SAC member influencing the school to purchase a product or service sold by the SAC member.

## Leadership (elect positions)

A Chairperson, Vice-Chairperson, and Recording Secretary shall be selected each year at the first meeting (if there are no volunteer candidates or quorum at the first meeting, election

shall take place at the subsequent meeting). Each officer will serve a term of two years. Selection takes place every year if select members step down or move away. The duties of these officers are listed below:

### ***Outgoing Chairperson***

- Serves as coach and mentor to new chairperson for up to a year, as needed.
- Advises chairperson and assists with agendas, meetings, etc., as needed.
- Assists with maintaining consistency of council guidelines.

### ***Chairperson***

- Presides over all meetings.
- Works with the outgoing chairperson or principal to ensure a clean transfer of duties.
- Develops the agenda with the principal in advance of the next scheduled meeting via zoom or in person.
- Appoints and attends ad-hoc committees, as necessary.
- Sends SAC meeting invites with Zoom link to SAC members at least 2 days prior to scheduled meeting.
- Finalizes meeting minutes and sends to principals for approval.
- Receives SACI report and assists principals in setting hot topics related to school improvement plan.

### ***Vice-Chairperson***

- Performs all functions in the absence of the Chairperson.
- Reminds members of upcoming meetings.
- Serves as a member of all ad-hoc committees or delegate to others as needed.
- Assists in bylaws review annually.

### ***SACI Representatives (primary/alternate)***

- Attends monthly SACI meetings or delegates to another member.
- Shares meeting minutes with the SPES Administration and SAC Board within one week.
- Highlights hot topics with SAC Chairperson for possible agenda items.

### ***Parent Liaison***

- Attends all SAC meetings.
- Hosts beginning of school year SAC info/recruitment table (duty could be shared with other SAC members).
- Provides school and community orientation to new SPES families including SAC (and PTA).
- Provides Family Engagement and Attendance updates, as needed.

### ***Recording Secretary***

- Maintains the SAC's electronic binder to contain member contact information, agendas, minutes, and handouts.

- Provides sign-in sheet for meeting attendance when held in person; Zoom chat will be used for virtual meetings.
- Provides copy of minutes to SAC Chairperson within one week of the meeting; Zoom audio transcript will be made available to recording secretary, as needed.

### ***Timekeeper***

- Notifies the Chairperson of the start and finish of each meeting.
- Monitors the time allotted for each item on the agenda.

## Meetings

**Attendance.** Any Springwoods parent or PWC community member may attend a regular SAC meeting.

**Committee meetings.** Any elected or selected ad-hoc committee members and SAC members may attend committee meetings.

**Publication of dates.** The dates of meetings may be publicized in the school newsletter, school communication blasts or flyers, and the Springwoods website.

**Ad-hoc meetings.** Special SAC meetings or committee meetings may be called by the Principal or by the Chairperson with the approval of the Principal or the Principal's designee.

**Meeting frequency.** The SAC will meet six times a year until further notice, The Date and Time will be determined at the beginning of each school year. Additional meetings may be scheduled as needed.

**Camera-off identification.** For members attending via Zoom who wish to keep their cameras off, identification is required within the first two minutes of the meeting. Members must either:

- Update their name on screen to reflect their identity, or
- Use the chat function to notify the Chairperson or Vice-Chairperson of their presence.

Failure to identify oneself within the first two minutes of the meeting will result in removal from the session.

## Open Forum Participation

During each meeting, 15 minutes will be designated as "Open Forum" to allow any Springwoods school community members to speak to the Council about school issues. Questions for discussion during the Open Forum portion of the meeting must be submitted to the Chairperson or Vice-Chairperson at least 24 hours before the meeting. (Email we will be provided beforehand.)

The Chairperson will review submitted questions and include them in the agenda as appropriate.

## Agenda

Members may propose upcoming agenda items during the last 5 minutes of each meeting. Members of the council shall suggest additional items to be added to the next agenda prior to the next meeting. The Chairperson or their designee will prepare a draft agenda and present it to the Principal at least 2 weeks prior to the meeting for approval. The

Chairperson and Principal shall meet one week before the meeting to finalize the agenda. The Chairperson or their designee will provide copies of the agenda prior to the beginning of each meeting via email. Agendas will be archived online.

## Recommendations and Decision Making

The purpose of the committee is to provide recommendations and perspective on the School Improvement Plan and other topics as applicable. Officers of the current SAC may vote on issues before the council. New Robert's Rules of Order is the official parliamentary guide to be referenced, as needed. The Principal has the responsibility for making final decisions and recommendations.

## Committees

Ad-hoc committees shall be appointed as needed to accomplish the work of the SAC. Ad-hoc committees may include non-Council members as resources whenever necessary.

## By-Laws

By-Laws will be reviewed at the start of each school year and amended as needed.

*Drafted: July 1, 2016*

*Amended: April 5, 2018*

*Approved: April 5, 2018*

Last Reviewed: October - January 2023

Approved: January 17, 2023