

# 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 provide 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 in order to increase participation from community and staff members and 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 the 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 principal will do a blind selection, with names removed. Selection criteria are: 1) aim for balanced representation of all grade levels as well as ESL, Special Education, and the Gifted program - one member each) 2) fill remaining openings on a first come-first serve 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, Recording Secretary and Timekeeper shall be elected 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. The duties of these officers are listed below:

### *Chairperson*

- Work with the outgoing chairperson or principal to ensure a clean transfer of duties.
- Preside over all meetings.
- Develop the agenda with the principal in advance of the next scheduled meeting via zoom or in person.
- Appoint and attend ad-hoc committees, as necessary.
- Send SAC meeting invites with Zoom link to SAC members at least 2 days prior to scheduled meeting

### *Vice-Chairperson*

- Perform all functions in the absence of the Chairperson
- Remind members of upcoming meetings
- Serve as a member of all ad-hoc committees or delegate to others as needed

### SACI Representative

- Attend monthly SACI meetings or delegate to another member
- Share meeting minutes with the SPES Administration and SAC Board within one week

## Parent Liaison

- Attend all SAC meetings.
- Host BOY SAC info/recruitment table (may be shared with other SAC members)
- Provide school and community orientation to new SPES families including SAC (and PTA)
- Provide Family Engagement and Attendance updates, as necessary.

## *Recording Secretary*

- Maintain Advisory Council electronic binder to contain member contact information, agendas, minutes, and handouts.
- Provide sign-in sheet for meeting attendance when held in person; Zoom chat will be used for virtual meetings.
- Provide copy of minutes to all members at the next scheduled meeting; Zoom audio transcript will be made available to recording secretary.

## *Timekeeper*

- Notify the Chairperson of the start and finish of each meeting
- Monitor the time allotted for each item on the agenda

## **Meetings**

Any Springwoods parent or PWC community member may attend a regular SAC meeting. Any elected or selected ad-hoc committee members and SAC members may attend committee meetings.

Dates of meetings may be publicized in school newsletter, school communications blasts or flyers and Springwoods website.

Special SAC meetings or committee meetings may be called by the Principal or by the Chairperson with the approval of the Principal or his/her designee.

The SAC will meet quarterly until further notice on the third Wednesday of the quarter from 7:30 p.m. to 8:30 p.m. Additional meetings may be scheduled as needed.

## **Open Chair**

15 minutes of each meeting will be designated "Open Chair" to allow any Springwoods school community members to speak to the Council about school issues. Those community members desiring to speak during "Open Chair" must contact the Chairperson or Vice-Chairperson at least two days prior to the upcoming meeting via email to request times and indicate the topic. Speakers will limit their remarks to no more than two minutes. Council members (including Administrators) will not address "Open Chair" remarks at that time.

## **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