



Henderson Elementary School

Advisory Council By-Laws

Mission Statement of Alexander Henderson Elementary School

The mission of Henderson Elementary School is to provide an educational program which encourages each student to achieve his/her fullest potential cognitively, emotionally, socially, and physically. The staff, parents, and community will provide positive and multi-sensory approaches to instruction and learning in a healthy, cooperative, and sensitive environment.

Purpose

The Purpose of the Henderson Advisory Team (H.A.T.) is to assist in developing the annual school plan so that the resulting plan will reflect the needs of the students and community.

The by-laws will provide H.A.T. with an established set of rules and procedures under which to function.

Membership

The membership of H.A.T. shall include:

- A) At least five (5) parents or guardians representing the school population.
- B) One staff member representing the classified personnel.
- C) Two (2) members of the instructional staff, encouraging representation from primary and intermediate grade levels as well as specialists, and teachers of students in special education.
- D) An administrator who will also serve as a liaison to the staff as a whole.
- E) A Facilitator (optional). The responsibility of the facilitator (when used) is to ensure that the process is followed when the Council collaborates as a decision-making committee. The facilitator is an external observer who provides consultation, feedback, or intervention (if needed) to the chairperson, principal, and council members, as established by the Council.
- F) PTCO Liaison (1 Parent) to serve as a connection between the PTCO and the Advisory Team.

Membership will be comprised of volunteers representing a cross-section of community and staff. In the event there are more community representative volunteers than there are vacant seats, a lottery shall be held. In the event there are more staff member volunteers than needed, an election shall be held.

The length of the term will be two years with no board members serving two consecutive terms. If a member misses two meetings without notification during an academic year, the member will be notified in writing by the secretary that if a third meeting is missed he/she will be replaced. Positions will be posted as terms expire or as positions become vacant prior to term expiration.

Duties of Officers

At the first meeting of each school year officers will be selected by a majority ballot vote for a one year term. The following officers will be elected to serve:

A) Chairperson

The chairperson shall preside at all meetings and have general supervision of the affairs of the Team. The chairperson will work with administration in planning the agenda and will see that the agenda is distributed to all members at the beginning of each meeting. It is recommended that the chairperson be a second-year member or have prior Prince William County Schools experience and/or training.

B) Vice-Chairperson

In the absence of the chairperson the vice-chairperson shall preside in his/her place. Collateral duties of the vice-chairperson will be to maintain membership lists and solicit new membership.

C) Secretary

The secretary will take minutes during each regular meeting. Copies of these minutes will be kept in the main office and distributed to H.A.T. members at the beginning of the next meeting.

D) Timekeeper

The timekeeper will make sure that the Team follows the timeline on the agenda as closely as possible.

E) Process Guide/Norms

The Process Guide/Norms regulator will ensure that the Team follows the Norms that are established at the beginning of the school year.

F) Superintendent Advisory Committee Representative

The Superintendent Advisory Committee Representative will attend the meetings of the Superintendent's Advisory Committee and report back to the team what was discussed.

G) PTCO Liaison

The PTCO Liaison will communicate between the PTCO and the Advisory Team.

Subcommittees

Subcommittees involving as many staff and parents as possible, who are not serving on the Team, will be formed and used to assist in accomplishing the tasks of H.A.T.

Meetings

At the first meeting of the school year, the Team will determine a meeting time and place. H.A.T. will meet on a monthly basis during the school year. The length of the meeting will be determined by a prepared agenda. Meetings will be conducted in accordance with Robert's Rules of Order.

Meeting dates will be publicized in the PTCO Newsletter, posted in the lobby, and posted on the Henderson Website.

The focus for the next meeting will be shared at the conclusion of each meeting. An opportunity for the members to add to this agenda will be provided.

The beginning of each meeting will be designated as Citizen's Time. Any parent or staff member may address the Team to briefly state their opinions or concerns. The Team will respond, in writing, to expressed concerns, if warranted, before the next meeting. A copy of the response, drafted by the secretary, will become part of the agenda distributed to each member prior to the next meeting. This response will also be part of the minutes.

Decision Making

Quorum

There must be a quorum at the meeting before any vote may be taken. A quorum is two-thirds of eligible voting members being present. The administration and guests making presentations or attending as Open Chair have no voting rights. If the Team is using a facilitator, he/she does not have voting rights.

Consensus/Majority Vote

Decisions will be attempted first by consensus; if this is not achieved within a reasonable time, then decisions will be made by two-thirds majority vote.

By-Law Changes

Changes in the by-laws can be made by suggestion, followed by review at the next meeting, and then the suggested change put to a vote. A quorum must exist in order to initiate any change to the by-laws. A majority vote two-thirds is needed before any changes may be adopted.

Training

Training will be provided on an annual basis for all council members. This training may include the following techniques for:

- conducting better meetings
- team-building
- developing vision and mission statements
- assessing school needs
- developing goals, strategies, and plans
- evaluation