

# **Advisory Committee for Gifted Education Prince William County Public Schools**

## **I. NAME**

The name of this organization shall be the Advisory Committee for Gifted Education (hereinafter referred to as the Committee).

## **II. COMPOSITION AND PURPOSE**

A. The Parent-Community Component of the Advisory Committee on Gifted Education and the Professional-Staff Component of the Advisory Committee on Gifted Education together constitute the Advisory Committee for the Gifted Education Program as required by Regulations Governing Educational Services for Gifted Students of the Commonwealth of Virginia.

B. The Committee Purpose

1. The committee reviews annually the local plan for the education of gifted students, including revisions.
2. The committee determines the extent to which the plan for the previous year was implemented.
3. The Committee shall submit annually in writing to the Division Superintendent and to the School Board the findings of program effectiveness and the recommendations of the advisory committee.

## **III. FUNCTION**

A. The Committee reviews annually Prince William County Public Schools' Local Plan for the Education of the Gifted and its implementation.

B. The Committee reviews annually the Gifted Education Budget.

C. The Committee reviews, as needed, waivers submitted by schools to establish or change their site-based gifted education programs.

D. The Committee submits an annual report containing findings of program effectiveness and recommendations to the Division Superintendent and to the School Board in compliance with the requirements of 8VAC20-40-60 (B) in the July 2012 revision of the Regulations Governing Educational Services for Gifted Students.

E. The Committee evaluates division-wide needs and establishes priorities to develop and revise Gifted Education Plan goals.

F. The Committee reviews current Gifted Education Plan Goals to monitor implementation.

G. The Committee provides information, as needed, to interested parents, guardians, students, and community organizations as well as to other advisory groups.

H. The Committee fulfills other responsibilities as may be needed or requested by the Superintendent.

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### **IV. MEMBERSHIP**

A. Parent-Community Component. This component includes parents and community members appointed to represent each of the seven magisterial districts of Prince William County Public Schools. Each educational level (elementary school, middle school, and high school) is represented. The component is balanced to reflect the demographic composition of the school division.

#### 4. Categories of Membership

- a. Parents or guardians of students identified as gifted and who are enrolled in Prince William County Public Schools and/or in an Academic-Year Governor's School
- b. Individuals serving on other current instructional advisory councils and committees that represent instruction, special education, and career and technical education (CTE).
- c. Individuals representing Prince William County civic and community organizations.
- d. Individuals representing Prince William County businesses, parents or guardians of students not identified as gifted who are enrolled in Prince William County Public Schools, and/or citizens who do not have students enrolled in Prince William County Public Schools.

#### 5. Number of Members.

- a. The Parent-Community Component of the Advisory Committee shall consist of no fewer than 7 members.
- b. Members may represent concurrently more than one category of membership.

#### 6. Alternate Members.

- a. Alternate members are not appointed to the Committee.

B. Professional-Staff Component. This component includes professional and support staff members appointed to represent each educational level (elementary school, middle school, and high school). The component is balanced to reflect the geographic and demographic composition of the school division.

#### 1. Categories of Membership.

- a. Classroom teachers who have identified gifted students in their classes.
- b. Gifted Education resource teachers.
- c. School Administrators.

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### **IV. MEMBERSHIP (continued)**

d. Professional School Counselors.

2. Number of Members.

a. The Professional-Staff Component of the Advisory Committee shall consist of no fewer than 10 members.

b. Members may represent concurrently more than one category of membership.

3. Alternate Members. Alternate members are not appointed to the Committee.

#### **C. Selection Criteria and Procedure for Members.**

All members are appointed for a two-year term by the School Board with the advice and recommendation of the Division Superintendent.

#### **D. Tenure of Members.**

1. Terms of Members. Membership is not limited to one term.

2. Appointments. Appointments are made through a letter of invitation from the Superintendent following the recommendation of the School Board.

3. Resignations. Members may resign upon submission of written notification to the Chairperson. When a vacancy occurs, the Superintendent may fill the vacancy for the remainder of the unexpired term under the procedure described for the selection of members.

4. Leaves of Absence. Leaves of absence are permitted on a limited and exceptional basis by the Superintendent in consultation with the Supervisor of Gifted Education and Chairperson of the Committee. Leaves of absence are not permitted to extend past the end of any current school year (June 30) at which time a new appointment will be made.

#### **E. Responsibilities of Members.**

1. Become knowledgeable about gifted education requirements in the Commonwealth of Virginia.

2. Become knowledgeable about the Gifted Education Program in Prince William County Public Schools.

3. Attend meetings regularly.

4. Participate actively as a member of a subcommittee, task force, or study group when asked by the Chairperson or when determined by the Superintendent that it is necessary for the efficient operation of the Committee.

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### **IV. MEMBERSHIP** (continued)

5. Work to improve effective community support for the Gifted Education Program.
6. Accept assignment to perform an occasional in-depth review or analysis of a specific area of the Gifted Education Program and report to the full Committee as necessary.
7. Conflict of Interest. Committee members shall be free from actual or potential conflicts of interest between their individual job responsibilities and their role as a member on the Committee. The Superintendent shall determine if any actual or potential conflict of interest exists and may make the appropriate recommendations to the School Board for membership changes.

### **V. OFFICERS**

#### **A. Officers.**

1. The officers shall consist of a Chairperson, Vice Chairperson, Corresponding Secretary and Recording Secretary.
2. Any committee member may serve as an officer. No member shall hold more than one office at a time.
3. The officers are elected by the membership of the committee at the first meeting of each school year to provide continuity during the summer. The Supervisor of Gifted Education conducts the election of the Chairperson, who then conducts the subsequent election of the Vice Chairperson and Secretaries. The term of office is for one year, which begins on October 1 and ends on September 30.
4. Officers may serve consecutive terms in the same or different positions. Members may relinquish their roles as officers without giving up their membership. Vacancies require a new election by the membership of the component to fill the unexpired term.

#### **B. Duties of Officers.**

1. Chairperson
  - a. Presides at all meetings of the committee.
  - b. Prepares and/or approves the meeting agenda in advance of each meeting.
  - c. Ensures a copy of the agenda is sent to each member at least one week prior to each regularly scheduled meeting.
  - d. Appoints subcommittee, task force, and study group chairmen and members.
  - e. Serves as an ex-officio member, as appropriate and as necessary, of all subcommittees, task forces, and study groups.
  - f. Serves as the principal spokesman for the Committee.

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### **V. OFFICERS** (continued)

2. Vice Chairperson
  - a. Presides at all meetings in the absence of the Chairperson.
  - b. Plans and coordinates the program for each meeting.
  - c. Maintains the membership list.
3. Corresponding Secretary
  - a. Prepares all official correspondence.
4. Recording Secretary
  - a. Records fully and accurately in the minutes all proceedings and transactions at each meeting. (This function may be performed by the Secretary to the Supervisor of Gifted Education).
  - b. Provides copies of the minutes of each meeting (normally along with the agenda) to all members at least one week prior to the next regularly scheduled meeting. (This function may be performed by the Secretary to the Supervisor of Gifted Education).
  - c. Maintains a file, including meeting minutes, plans, reports, and a current copy of the By-Laws. (This function may be performed by the Secretary to the Supervisor of Gifted Education).

### **VI. COMMITTEE ADVISORS**

- A. The Associate Superintendent for Student and Professional Learning, Director of Student Learning, and Supervisor of Gifted Education serve as principal advisors to the Committee. Additional staff members may, with the approval of the Associate Superintendent for Student and Professional Learning or Director of Student Learning, be asked from time to time to serve as consultants to the Committee.
- B. The Associate Superintendent for Student and Professional Learning or Designee represents the Superintendent and meets with the Committee as least once a year to provide further direction to the Committee, present initiatives the Superintendent is considering implementing during the new school year and participate in informal discussions.
- C. The Supervisor of Gifted Education provides the Advisory Committee with information regarding gifted education issues and initiatives. The Supervisor also works with the Chairperson in planning and coordinating meeting programs.

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### **VII. SUBCOMMITTEES, TASK FORCES, AND STUDY GROUPS**

- A. The Chairperson, in consultation with the Supervisor of Gifted Education, establishes subcommittees (including task forces and study groups), as necessary, and appoints their chairmen
- B. The Chairperson determines whether subcommittees are ad hoc subcommittees or standing subcommittees.
- C. Members of the Committee may serve on one or more subcommittees. Members may volunteer to serve on a subcommittee; however, if insufficient interest is shown, then the Chairperson may appoint subcommittee members. Vacancies are filled by the Chairperson.
- D. Subcommittees follow the same processes and procedures as the Committee. Also, subcommittee chairmen report on subcommittee activities at the next regularly scheduled Committee meeting.

### **VIII. MEETINGS**

- A. Quorum. A quorum consisting of a majority of all members must be present to hold 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 a special meeting is called.
- B. Location. The Committee meets in the School Administration Complex, 14715 Bristow Road, Manassas, Virginia.
- C. Frequency. A calendar of meetings is established not later than the second meeting of each year. A copy of the calendar is provided to the Prince William County Public Schools Communications Office.
- D. Time. Meetings begin and end promptly.
- E. Special Meetings. Special meetings are called at the discretion of the Supervisor of Gifted Education and/or Chairperson
- F. Meeting Notification and Agenda. The Chairperson, in consultation with the Vice Chairperson and Supervisor of Gifted Education, prepares the meeting agenda. The Chairperson notifies the Secretary to the Supervisor of Gifted Education, who sends a copy of the agenda (along with the previous meeting's minutes) to each member at least one week prior to each regularly scheduled meeting.
- G. Meeting Attendance. All meetings are open to the public.
- H. Inclement Weather. If Prince William County Public Schools are closed or students are dismissed early due to inclement weather on a scheduled meeting date, then the meeting is cancelled automatically.

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### **IX. DECISION MAKING**

- A. Decision Making. Decisions normally are made by consensus. However, votes are taken on such matters as election of officers, approval of 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 Committee in all instances to which they are applicable and in which they are not inconsistent with the By-Laws of the Committee and any other special rules the Committee shall adopt.
- C. Eligibility to Vote and Seek Consensus. All members are eligible to vote and participate in seeking a consensus. A majority of members present and voting is necessary to approve a motion. The only exception is an amendment to the By-Laws, which requires a two-thirds majority vote of those members present and voting.

### **X. AMENDMENTS**

- A. Annual Review, Revision, and Adoption of Changes. The Committee annually shall review the By-Laws and shall revise and adopt changes to the By-Laws as appropriate and necessary. The annual review shall be conducted not later than October of each year.
- B. Procedures to Amend the By-Laws. The By-Laws may not be suspended but can be amended. Any Committee member may make an oral or written proposal to amend the By-Laws 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 voting at a meeting of the Committee. The Superintendent must approve the recommended By-Laws before the document becomes official.
- C. Amendments. Amendments must be submitted and read one meeting in advance of when action is taken.

### **XI. TRAINING**

Training. The Supervisor of Gifted Education provides orientation and training for all new Committee members.