

Prince William County Public Schools
Superintendent's Advisory Council on
Instruction BYLAWS

I. NAME

The name of this organization shall be the Superintendent's Advisory Council on Instruction (SACI), hereafter referred to as the Council.

II. PURPOSE

The purpose of the Council is to promote communication between central office, Student and Professional Learning staff, and parent representatives to ensure that citizens are informed and knowledgeable and to provide advice to the Superintendent from parents and community members regarding curriculum and instructional program planning.

III. FUNCTION

- A. The primary function of the Council is that of an advisory body but may also include that of an advocacy group for curriculum and instructional programs and initiatives. The functions of the Council are the following:
 - 1. Review curriculum and instructional program and priorities.
 - 2. Provide guidance for improving, expanding, and implementing curriculum and instructional initiatives.
 - 3. Communicate information on current programs, new initiatives, and implementation strategies to parents, guardians, students, and other organizations within the school community, including individual school advisory councils.
- B. The Council is non-sectarian and non-partisan.

IV. RESPONSIBILITIES

The Council advises the Superintendent and the Office of Teaching and Learning staff in the following ways:

- A. Reviewing annually the Strategic Plan and its implementation.
- B. Reviewing annually the Superintendent's proposed Budget.
- C. Reviewing current curriculum and instructional priorities to help determine initiatives.
- D. Evaluating Division-wide needs, on current priorities, helping to develop strategies for meeting those needs, and implementing new programs.
- E. Communicating information, as needed, on current priorities, new initiatives, and implementation strategies to parents, guardians, students, and other organizations in their school communities as well as to other advisory groups.
- F. Fulfilling other responsibilities as needed or requested by the Superintendent.

- G. Providing, at the conclusion of each academic year/session, an Annual Report to the Superintendent which details the Council’s commendations and recommendations regarding current and future curriculum and instructional programming as well as initiatives in support thereof.

V. **MEMBERSHIP**

A. Categories of Membership

Council membership **must** include Individual School Representatives who are parents or guardian representatives from each Prince William County Public School and are members of their respective school advisory councils. Individual School Representatives shall include “primary” members and “alternate” members. Council membership **may** also include At-Large Representatives who are appointed by the Superintendent.

B. Number of Members

The Council shall consist of no fewer members than the number of schools in the Prince William County School Division.

C. Selection Criteria and Procedure for Members

1. All members are appointed by and serve at the discretion of the Superintendent.
2. Individual School Representatives shall have at least one student who is enrolled in the school the parent or guardian represents. Primary members are recommended by each school community through the school’s advisory council and principal to the Superintendent with the advice and recommendation of the appropriate School Level Associate Superintendent. Alternate members shall be identified using the procedure defined for the selection of primary members.
3. At-Large Representatives may or may not have students enrolled in Prince William County Public Schools.

D. Tenure of Members

1. Terms of Members

The appointment of a member shall be for a one (1) year term. Terms expire at the end of the school year for which the member was appointed (June 30).

2. Appointments

Appointments are made by September of each year upon notification from the Superintendent.

3. Reappointments

Following satisfactory completion of one term, the Superintendent may reappoint members for subsequent one (1) year terms.

4. Resignations

Members may resign upon submission of written notification to the Superintendent and Council Chair. When a vacancy occurs that includes a primary member, the alternate for that member

automatically becomes the new primary member for the remainder of the unexpired term. If a vacancy occurs that involves an alternate member, the Superintendent may fill the vacancy for the remainder of the unexpired term as described in section V(C) "Selection Criteria and Procedure for Members". Vacancies created by the resignation of At-Large members may be filled at the discretion of the Superintendent.

5. Leaves of Absence

Leaves of absence are permitted on a limited and exceptional basis by the Superintendent in consultation with the respective School Level Associate Superintendent and Council Chair. Leaves of absence are not permitted to extend past the end of any current school year (June 30).

6. Membership Changes

The Associate Superintendent for Teaching and Learning or any School Level Associate Superintendent may recommend membership changes to the Superintendent when deemed necessary.

E. Membership Roster

The membership roster shall be maintained by staff of the Director of Student Learning and shall be provided to the Council Chair before the first meeting of the Council in October.

F. Responsibilities of Members

Members are expected to:

1. Become knowledgeable about curriculum and instructional requirements in the Commonwealth of Virginia and Prince William County Public Schools.
2. Attend meetings regularly. If a member is not present for two consecutive meetings or any three meetings within a term, then the member shall be contacted regarding his or her availability to serve on the Council. If the member is unable to attend Council meetings regularly, he or she will be asked to resign. The resulting vacancy shall be filled as described in section V (D) (4) "Resignations".
3. Keep the alternate member apprised of Council proceedings and ensure attendance of the alternate at any meeting the primary member cannot attend.
4. Participate actively as a member of a subcommittee, task force, or study group when asked by the Council Chair or when determined by the Superintendent that it is necessary for the efficient operation of the Council.
5. Accept assignment to perform an occasional in-depth review or analysis of a specific area of curriculum or instruction and report to the full Council as necessary.
6. Work continually to improve effective community support for curriculum and instructional programs and initiatives.
7. Represent their school or constituent community's interests to the Council.
8. Report proceedings of the Council in a timely fashion to their respective individual school advisory council or constituent community, preferably before the next meeting of the Council.

G. Conflict of Interest

Council members shall be free from actual or potential conflicts of interest between their individual job responsibilities and their roles as members on the Council. Members shall inform the Council Chair of actual or potential conflicts of interest. The Council Chair, in consultation with the Superintendent, shall determine if any actual or potential conflict of interest exists and shall make membership changes as appropriate and as necessary.

VI. OFFICERS

A. Executive Committee

The Executive Committee is comprised of the following officers: one (1) Council Chair, five (5) Vice-Chairs (one representing each of the School Level Associate Superintendents), and one (1) Secretary.

B. Duties of Officers

Duties of elected officers are as follows:

1. Council Chair
 - a. Presides at all Council meetings.
 - b. Prepares and/or approves the meeting agenda in advance of each meeting.
 - c. Ensures the agenda is available to each Council member at least one week prior to each regularly scheduled meeting.
 - d. Appoints subcommittee, task force, and study group chairs and members, as appropriate. Membership of such panels shall be selected to reflect the diversity of the Council.
 - e. Serves on all subcommittees, task forces, and study groups.
 - f. Serves as the primary spokesperson for the Council.
 - g. Oversees the preparation of and presents the Council's Annual Report to the Superintendent. The departing Chair may participate in the presentation of the Annual Report to the Superintendent with the newly elected Chair when there is a transition in that role.
 - h. Designates one (1) Vice-Chair to serve as a proxy in the Chair's absence.
2. Vice-Chair
 - a. Presides at Council meetings at the request of the Council Chair.
 - b. Gains input from members and acts as liaison for the Executive Committee.
 - c. Serves on subcommittees, task forces, and study groups and assists with events the Council sponsors or participates in (ex. Best Practices Conference for Parents or request from the Superintendent).
 - d. Facilitates breakout sessions.
3. Secretary

- a. Records fully and accurately in the minutes all Council proceedings and transactions at each meeting.
- b. Provides minutes of each Council meeting to all members at least one week prior to the next regularly scheduled meeting.
- c. Maintains meeting minutes, reports, and a current copy of the Bylaws.

C. Election Procedures

1. Nominations

Nominations will be solicited from the floor at the last regular meeting of the school year. All Individual School Representatives and members of the Executive Committee who are in good standing are eligible to run for officer positions. Nominees must be in attendance at the time of their nomination.

2. Elections

- a. The officers are elected by the Council membership at the last regular meeting of each school year to provide continuity during the summer. The Associate Superintendent for Student and Professional Learning (or designee) conducts the election of the Council Chair, who then conducts the subsequent elections of the Vice-Chairs and Secretary.
- b. The Chair and Secretary must have a child enrolled in any Prince William County School during the term they serve. Vice-Chairs must have a child enrolled in Prince William County Schools at the level they represent during the term they serve. Officers may serve as Individual School Representatives but are not required to do so.
- c. All primary Individual School Representatives of the Council are eligible to vote. Alternate Individual School Representatives may vote in the primary member's absence. At-Large Representatives may only vote for the Chair and Secretary. Members under each School Level Associate Superintendent elect their own Vice-Chair. Members must be in attendance to vote. There will be no absentee ballots.

3. Tenure

- a. The term of office is for one (1) year, which begins on July 1 and ends on June 30.
- b. Officers may hold only one executive position per term.
- c. Officers may serve consecutive terms in the same or different positions.
- d. Any Individual School Representative may relinquish his or her role as an officer without giving up Council membership. Any vacancy requires a new election by the Council membership to fill the unexpired term of the office.

VII. COUNCIL ADVISORS

- A. The Superintendent and the Associate Superintendent for Student and Professional Learning (or designee) serve as principal advisors to the Council. The Superintendent or Associate Superintendent for Student and Professional Learning may appoint a facilitator to assist as an advisor to the Council. Additional staff members may, with the approval of the Superintendent and Associate Superintendent for Teaching and

Learning, be asked from time to time to serve as consultants to the Council.

- B. The Superintendent and/or Associate Superintendent for Teaching and Learning (or designee) provide the Council with information each meeting regarding curriculum and instructional issues and Division initiatives. The Associate Superintendent for Student and Professional Learning (or designee) also works with the Executive Committee in planning and coordinating individual meeting programs.

VIII. SUBCOMMITTEES, TASK FORCES, AND STUDY GROUPS

- A. The Council Chair, in consultation with the Superintendent and Associate Superintendent for Teaching and Learning (or designee), establishes subcommittees, task forces, and study groups, as necessary, and appoints their chairs.
- B. The Council Chair determines whether subcommittees are ad hoc subcommittees or standing subcommittees.
- C. Vice-Chairs are integral members of subcommittees, task forces, and study groups. Members may volunteer to serve on a subcommittee, task force, or study group; however, if insufficient interest is shown, then the Council Chair may appoint members to these panels. Vacancies are filled by the Council Chair.
- D. Subcommittees follow the same processes and procedures as the full Council. Subcommittee chairs report on subcommittee activities at the next regularly scheduled Council meeting.

IX. MEETINGS

- A. Quorum

A quorum consisting of at least twenty (20) members of the Council must be present to hold Council 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 rescheduled to convene on another date.

- B. Location

The Council and its subcommittees meet at a location announced publicly at the beginning of the school year and noted in the invitations to members or at the time a special meeting or subcommittee meeting is planned. Meetings may be conducted in-person at a Prince William County Schools facility or virtually through a virtual meeting platform operated by the Division.

- C. Frequency

The Council normally meets on the second Thursday of the month beginning in October and ending in April during the school year. A calendar of meetings is established no later than the first meeting of each year. A copy of the calendar is provided for publication on the PWCS.edu website.

- D. Time

Council and subcommittee meetings begin promptly at 7:00 p.m. and conclude by 9:00 p.m. Meetings may extend beyond these times with the consensus of the members.

- E. Special Meetings

Special meetings are rare and called at the discretion of the Superintendent, Associate Superintendent for Teaching and Learning (or designee), and/or the Council Chair.

F. Meeting Notification and Agenda

The Council Chair, in consultation with the Executive Committee and the Associate Superintendent for Teaching and Learning (or designee), prepares the meeting agenda and ensures a copy of the agenda, along with the previous meeting's minutes are available at least one week prior to each regularly scheduled meeting.

G. Meeting Participation

Council meetings are open to members and invited guests.

H. Inclement Weather

When Prince William County Public Schools are closed or evening activities are canceled due to inclement weather on the Council's scheduled meeting date, then the Council's meeting for that date is automatically canceled. The meeting may be rescheduled at the discretion of the Superintendent, Associate Superintendent for Teaching and Learning (or designee), and/or the Council Chair.

I. Website Information

Meeting dates, agendas, minutes, Bylaws, and Annual Reports, as well as contact information for the Executive Committee and at least one (1) Council Advisor, are to be posted on the PWCS.edu website.

X. DECISION MAKING

A. How Decisions Are Made

Council decisions are made by consensus; however, votes are taken on such matters as election of officers as described in section VI (C) "Election Procedures", approval of the 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 Council in all instances to which they are applicable and in which they are not inconsistent with the Bylaws of the Council and any other special rules the Council shall adopt.

C. Eligibility to Vote and Seek Consensus

All primary Individual School Representatives and At-Large Representatives of the Council are eligible to vote and participate in seeking a consensus. A majority of Council members present and voting is necessary to approve a motion. The only exception is an amendment to the Bylaws, which requires a two-thirds majority vote of those members present and voting. Alternate Individual School Representatives are eligible to vote and participate in seeking consensus only in those instances when the primary member is absent.

XI. AMENDMENTS

A. Annual Review, Revision, and Adoption of Changes

The Council shall review, revise, and adopt changes to the Bylaws, as appropriate and as necessary. These Bylaws shall be reviewed at a minimum every five (5) years.

B. Procedures to Amend the Bylaws

The Bylaws may not be suspended, but can be amended. Any Council member may make an oral or written proposal to amend the Bylaws 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 eligible to vote as well as final approval of the Superintendent.

C. Amendments

Amendments must be submitted and read one meeting in advance of when action is scheduled to be taken.

XII. TRAINING

The Associate Superintendent for Teaching and Learning (or designee) and Council Chair provide training for all new Council members and returning members who wish to attend. This training on curriculum and instructional processes used in Prince William County Public Schools and on current curriculum and instructional issues, as well as roles and responsibilities of Council members, may be conducted in September or at the first regularly scheduled Council meeting in October.

Revised April 21, 2022