

Superintendent's Advisory Council on Instruction (SACI)

Council Member Training

Vanessa Olson, Chair



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

Officers and Administrators

Rita Goss, Associate Superintendent for Teaching and Learning

Ken Bassett, Director of Student Learning- Council Facilitator

Council Chair: Vanessa Olson

Vice Chairs:

HS: Vacant

MS: Sean O'Brien

ES Eastern: Magally Hurtado,

ES Central: Tracy Blake

ES Western: Christy Weeden

Secretary: Emily Baisch

Overview

SACI is the acronym for the Superintendent's Advisory Council on Instruction.

- You may hear it pronounced as “sack-ee”.
- SACI will be referred to as the “Council”.

Your Role

- Representative of your school's interests, not necessarily your own.
- Staff can direct you to the appropriate part of the organization to address any personal concerns you might have.

Overview

Council's role

- We are here to provide feedback and input on commendations within the Division and area of improvement.
- The purview of this council is not to make policy.
- We offer suggestion and advice, but do not dictate the direction of the Division.
- This Council is informational **not** confrontational.
- This Council provides the opportunity for administration to get direct feedback/ideas from parents on School Division programs.
- This Council provides you the opportunity to ask questions and to participate in discussions and breakout sessions.

Attendance Expectations

- Every school is represented each month by primary or alternate.
- Primary representative expected to contact the alternate to attend in his/her place when needed.
- If neither representative can attend, please contact the Chair so the absence can be excused.
- We meet in subgroups for discussions based on level and Associate Superintendent.

Communication

- Communication from the Council will primarily take place via the SACI page on the pwcs.edu webpage.
- PWCS.edu > About Us > Division and School Info > Advisory Committees > Superintendent's Advisory Council on Instruction.
- On our webpage you will find agendas, minutes, presentations, and can access the Annual Report from prior years. We will also communicate with you via email.

Calendar for the Year

Second Thursday from October through April from 7-9 p.m.

- When schools are closed on the meeting dates, alternatives are posted.
- In-person meetings are held at the Kelly Leadership Center.
- Meetings may also be held via Zoom; a link will be emailed prior to the meeting.
- Cancellation of meeting—If schools are closed due to weather our meeting will be canceled (includes full day cancellations and cancellations of after school activities).

Meeting Format

Each meeting consists of:

- Introductions
- Old Business
- New Business
 - Announcements
- Presentation w/Q&A
- Collect questions and feedback for upcoming presentation topics followed by a work session on the following month's presentation topic.

Duties of Representatives

- Listen to the presentation and to take notes.
- Minutes will be provided following the meeting, but they may not be available prior to your school's advisory council meetings.
- Opportunity to ask questions about the presentations and to participate in discussions/breakout sessions on the following month's topics.
- Take the information presented back to your own school's advisory councils.
- Be an active member of your school's advisory council.
- Format of the report-out should be determined with your school's principal.
- It is strongly encouraged that you familiarize yourself with the Strategic Plan: PWCS VISION 2025: Launching Thriving Futures. Our meetings will align with the commitments presented within the Strategic Plan.

Voting

- When the need arises for a vote, the vote is to reach consensus. Each school has one vote.
- It is typically the primary representative who votes, with the alternate voting when the primary representative is not in attendance.
- Votes are held to approve the meeting minutes, the Annual Report, and for elections.
- Additional votes may also be held throughout the year.

Subcommittees

- Subcommittees will be formed throughout the year to conduct additional responsibilities that cannot be performed within a normal meeting.
- Examples of such subcommittees are the Annual Report Writing Committee, the Best Practices Conference for Parents Committee, or the Bylaws Review Committee.
- These subcommittees are voluntary and typically only meet in person once or twice.

Annual Report

- At the end of each academic year, the Council formulates an Annual Report that is presented to the Superintendent.
- Items for the report have traditionally been taken from the topics covered by the Council throughout the current academic year.
- Additional questions/concerns are identified by the representatives in relation to those topics.
- Areas of commendation throughout the Division are also identified.
- A list of possible new topics is also identified that will be used to guide the agenda for the following year.
- A writing committee meets to discuss the topics identified by the entire Council.
- A draft report is generated and presented to the whole Council for approval.

Best Practices Conference for Parents

Each year the Council sponsors a Best Practices Conference for Parents. Representatives from each school's Advisory Council and PTO/PTA/PTSO/etc are invited to this conference to share the good things that are going on throughout the Division.

Elections

- During the final meeting of the year, elections are held for officers for the following year.
- Any interested member of the council may run for election.
- A candidate must have a student at the level they wish to represent.
- Chair and Secretary must have a student in PWCS and each Vice Chair must have a student at that level.

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