

John. F. Pattie Elementary School Advisory Council Bylaws

Purpose

The Purpose of the Advisory Council is to meet the educational needs of all students by acting as an advisor to the Principal on the development, implementation and evaluation of the School Strategic Plan, and other matters as assigned at the discretion of the Principal and/or Chairperson.

Membership

The Council shall be composed of representatives of the faculty, including teachers and special programs, along with equal representation of parents or guardians (henceforth referred to as “parents”) from each of Pattie Elementary’s geographical communities. In the case of equal interest of more than one parent from each community, a lottery will determine the principle representative. All other parents, however, will be invited to participate. The overall goal remains to have equal representation of Pattie Elementary’s geographic communities.

Structure

The Council shall be comprised of a Chairperson, a Vice Chairperson, a Recorder, the representative for the Superintendent’s Advisory Council on Instruction, and individual faculty and parent representatives.

The role of Chairperson and Vice Chairperson may be filled by either teaching staff or a parent representative. The Chairperson and the Principal will work together to develop the agenda for each meeting. Either the Chairperson or Principal will lead each meeting, with one of the two filling in when the other is not available.

The Recorder will capture the events of each meeting for posterity, which will be available to all members of the Pattie community on the school website, as well as by request in the Main Office. The Council will maintain a file of committee reports and other related information.

Committees may be formed independently of the Council to further address specific concerns or projects.

Tenure and Vacancies

Council members will serve a term of one school year. Volunteers will be sought for member vacancies as outlined in the Membership clause.

Meetings

The Council will meet a minimum of once per quarter. Dates, times and locations will be arranged by the Principal based on availability of space, to be confirmed during the prior council meeting. Due to the composition of the Council, meetings will be held after school hours, but will not compete with PTCO meetings. Meeting times and locations will be made available to the Pattie community through the Principal Newsletter and school website.

Attendance

All Council members will make every effort to attend scheduled meetings. If a member is unavailable, they will notify the Chairperson and when possible provide a representative to attend in their absence.

Decision Making

Every effort will be made to reach a consensus among principle Council members. If consensus cannot be reached, a vote will be taken. In the case of a tie vote, the administrator, Principal ex-officio, will cast the deciding vote.

Communication

Effective communication between the Council and the school community is essential. Council members will maintain contact with individuals from their area of responsibility to remain aware of their needs, and to help build consensus.

By-law Review

By-laws will be reviewed annually and amended as needed with approval of the majority of the Council members.

Amended and approved 11/14/2017