

Penn Alexander School School Advisory Council Bylaws

PREAMBLE

The Sadie Tanner Mossell Alexander University of Pennsylvania Partnership School (“Penn Alexander”) School Advisory Council was created to support school improvement and the academic achievement of students through increased parent and community involvement in school-based decision-making.

MISSION STATEMENT

The Penn Alexander School Advisory Council was created to support the mission of Penn Alexander.

ARTICLE I NAME OF COUNCIL

The name of this Council is the Penn Alexander School Advisory Council, hereinafter referred to as the SAC.

ARTICLE II OBJECTIVES; RESPONSIBILITIES

The objectives of the SAC will be consistent with policies of the School District, and be aligned with the school’s mission and vision.

Subject to the overall policies and guidance of the School District and the priorities established by the administration of Penn Alexander, the SAC will be permitted to:

- review and advise on the school action plan and present the action plan to the school community;
- review the implementation of the school action plan with the principal, assess periodically the effectiveness of the action plan and recommend modifications to the action plan;
- provide input on discretionary spending;
- review and advise on school-based policies;
- consult with the administration on certain hiring decisions, excluding professional staff;

- act as a catalyst to developing a culture of community support and involvement in decision-making for school-based policy;
- play an active role in supporting and promoting school programs and initiatives;
- promote stakeholder collaboration and provide support for the school's overall goals, as well as individual programs, policies and initiatives;
- examine data on the effectiveness of school-based programs and services and periodically review and revise action plan strategies and recommendations to ensure continued progress towards reaching school's goals; and
- take other actions recommended or required by The School District of Philadelphia or the administration.

The SAC will communicate regularly with the school community regarding its discussions and decisions.

ARTICLE III MEMBERSHIP AND ELECTION

Section 1. Composition of the School Advisory Council

The SAC will comprise nine members, as follows:

- (i) the Principal of Penn Alexander;
- (ii) two staff members of Penn Alexander, selected by the Philadelphia Federation of Teachers (PFT) building committee;
- (iii) the President of the Penn Alexander Home and School Association (HSA);
- (iv) four parent representatives, elected by the families of Penn Alexander students in accordance with these Bylaws; and
- (v) a representative selected by the Spruce Hill Community Association (or any successor community organization responsible for the neighborhood that includes Penn Alexander).

It is the intent of these Bylaws that the SAC will include parents of both lower school and middle school students. To effectuate this intent, if, at any time, all parent representatives on the SAC (i.e., those members serving according to (iii) and (iv) above) are parents only of lower school students or parents only of middle school students, then only for such period, the SAC will be increased to 10 members. The additional member will be the person then serving as the HSA's Vice President – Lower School or Vice President – Middle School, as applicable, to provide that at least one lower school and at least one middle school parent be on the SAC at all times. If the then-current Vice President – Lower School or Vice President – Middle School is unwilling or unable to serve on the SAC, the additional member will be chosen by the SAC, with preference given to the parent meeting the criteria for service who received the next-highest number of

votes in the most recent election for parent representatives. When the parent representatives include at least one lower school parent and at least one middle school parent, the additional member will resign.

Each parent representative must be the primary caregiver (legal, custodial, grandparent, or foster parent) of a Penn Alexander student for his or her entire term on the SAC.

Section 2. Election of Members and Term of Office

The members of the SAC who are (a) the Penn Alexander staff members selected by the PFT building committee, (b) the President of the HSA and (c) the representative from the Spruce Hill Community Association will be elected in accordance with the procedures for their respective organizations and will serve on the SAC without any further action on the part of the SAC. The parent representatives to the SAC will be elected by the families of Penn Alexander students, in accordance with election procedures set from time to time by the SAC or by a committee of the SAC constituted for such purpose.

Elections of SAC members will take place once every two years, no earlier than April 1st and no later than May 31st, with elected members to begin their term of office at the first regular SAC meeting of the school year immediately following the election.

Unless earlier removed or resigning, all SAC members will serve for a term of two years, or until their successors have been duly elected and qualified. There will be no limit on the number of consecutive terms that may be served by a properly appointed or elected member of the SAC.

Section 3. Termination of Membership

The SAC, by affirmative vote of two-thirds of the members of the SAC, may remove a member for failure to satisfy the responsibilities of the SAC set forth in Article V hereof.

Section 4. Vacancy

Any vacancy on the SAC caused by the departure of (a) a Penn Alexander staff member selected by the PFT building committee, (b) the President of the HSA or (c) the representative from the Spruce Hill Community Association, will be filled for the remainder of the unexpired term in accordance with the procedures for their respective organizations.

Any vacancy on the SAC caused by the departure of a parent representative will be filled for the remainder of the unexpired term by the appointment, approved by a majority of the remaining SAC members, of a duly elected alternate. If possible, such vacancy will be filled by the parent representative who received the next highest number of votes in the most recently held election.

If the composition of the SAC falls below legal requirements and no alternates are available, vacancies for the unexpired term may be filled by a special election or by recommendations from

the principal, with selection and appointment by a majority of the remaining members of the SAC.

ARTICLE IV OFFICERS

Section 1. Officers

The officers of the SAC will be a Chairperson, Vice-Chairperson, Secretary and such other officers as the SAC may deem necessary from time to time. At least one of the officers of the SAC (Chairperson or Vice-Chairperson) must be a parent or legal guardian of a student attending Penn Alexander.

Section 2. Election and Term of Office

The officers of the SAC will be elected every year at the first meeting of the year by majority vote of the SAC members and each officer will serve until a successor has been properly elected and qualified.

Section 3. Duties

The duties of the officers will include the following, along with such other duties as the SAC may assign to such officers from time to time:

Chairperson

- Preside at all meetings and sign letters, plans, reports, and other communications as directed by the SAC;
- Solicit agenda ideas from other SAC members within a reasonable period of time prior to the next scheduled meeting; and
- Prepare an agenda for each meeting, including reasonable time allotted for agenda items suggested by other SAC members, provide the agenda to the Secretary, and ensure that the agenda is posted in a public location at the school and on the HSA website at least three days in advance of each SAC meeting.

Vice-Chairperson

- Assume the duties of the Chairperson during his or her absence;
- Perform such other duties as may be assigned by the Chairperson or by the SAC; and
- Provide oversight and support to SAC committees.

Secretary

- Receive all mail addressed to the SAC;
- Prepare notices and correspondence as directed by the SAC;
- Maintain contact information for current SAC members;
- Keep minutes of all meetings, including attendance and summary reports; and
- Coordinate posting of notices and agendas of public meetings on the HSA's web site and in the school's administrative building, as well as their sending to all SAC members.

**ARTICLE V
DUTIES OF MEMBERS**

The duties of SAC members will include:

- Attendance at all SAC meetings (unless the member has informed the Chairperson of any expected absences);
- Adherence to the guidelines established from time to time by the SAC for conduct of SAC meetings and implementation of its decisions;
- Service as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings, with service expected on at least one committee, if committees are created;
- Active participation in workshops and training sessions, as needed for Penn Alexander, to increase knowledge of the SAC's purpose and functions;
- Responsiveness to school community members on matters for which the SAC has responsibility, including collaboration with parents, staff and community partners regarding the work being conducted by the SAC; and
- Conduct in the best interests of Penn Alexander.

ARTICLE VI MEETINGS

Section 1. Regular Meetings

Regular meetings of the SAC will be held at least once per month, on the date and time determined by the members of the SAC. Members of the SAC are encouraged to attend all meetings in person. Members of the SAC may, however, participate in a meeting of the SAC or any committee of the SAC through conference telephone or similar communications equipment by means of which all persons participating in such meeting can hear each other.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or by a majority of the SAC members. A meeting notice and agenda must be posted in a public location at the school and on the HSA website at least three days prior to a special meeting.

Section 3. Order of Meetings; Action Without a Meeting

All regular and special meetings of the SAC will be conducted using parliamentary procedures or an appropriate model of facilitation, with efforts made to conclude meetings in the time allotted. The SAC decision-making process will be conducted with the intention of reaching consensus on any matter requiring a decision. In the event the SAC is unable to reach a unanimous decision regarding an item on its agenda, the SAC will take a vote with at least 51% of those present required for the decision to be approved. In the event of a tie vote, the Chairperson will cast a second vote to break the tie.

Any action that may be properly taken at a meeting of the SAC or of a committee of the SAC may be taken without a meeting if a written consent thereto is signed by all members of the SAC or such committee, as the case may be, and such written consent is filed with the minutes of proceedings of the SAC or such committee. A signature of any member of the SAC submitted by facsimile, e-mail or other electronic means will be accepted as the signature of the SAC member for these purposes.

Section 4. Quorum

No voting can take place without a quorum present. A quorum will consist of at least five members, of which at least three will be parents or legal guardians of Penn Alexander students.

Section 5. Confidentiality

When applicable, the SAC will adhere to rules of confidentiality regarding the disclosure of personal or sensitive information.

ARTICLE VII COMMITTEES

Committees will be created by the SAC from time to time to assist in carrying out the work of the SAC.

Section 1. Quorum

The quorum for a committee meeting will be a majority of its members.

Section 2. Selection of Committee Members

The chairperson and members of committees will be appointed by the SAC Chair subject to the ratification by the Council.

Section 3. Reporting Responsibilities

Committee chairs will present plans of work to the SAC for approval.

Section 4. Standing Committees

Standing committees may be created as needed to support the ongoing functioning of the Council. Such committees will be listed in this section of the Bylaws.

ARTICLE VIII AMENDMENTS

These Bylaws may be amended by the SAC. SAC members will be provided with notice of any proposed amendment to the Bylaws no fewer than 10 days prior to the meeting at which the proposed amendment will be discussed. If possible, the SAC should present and discuss the proposed amendments at the previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the Bylaws requires an affirmative vote of at least two-thirds of the SAC members.

SIGNED BY:

_____, Chairperson Date: _____
Terrilyn McCormick

_____, Principal Date: _____
Sheila Sydnor

Signatures of other SAC members:

_____, _____ Date: _____
Jayne Downing Stakeholder Group

_____, _____ Date: _____
Theresa Knight Stakeholder Group

_____, _____ Date: _____
Monica Caulkins Stakeholder Group

_____, _____ Date: _____
Marcie Soslau Stakeholder Group

_____, _____ Date: _____
Marlene Gawarkiewicz Stakeholder Group

_____, _____ Date: _____
Inés Gorban-Pheulpin Stakeholder Group

_____, _____ Date: _____
Mary Beth Gray Stakeholder Group