

Albert M. Greenfield School School Advisory Council Bylaws

PREAMBLE. The Albert M. Greenfield School Advisory Council (SAC) is a collaborative, inclusive, and diverse group of parents/guardians, Greenfield staff, students, and community members created to support school improvement through involvement in school-based decision-making.

ARTICLE I: MISSION. SAC supports the mission of Greenfield *as a neighborhood public school that fosters rigorous academics and mindful students in an engaged, diverse, environmentally-conscious* community through: a) discussion of school action plan, budget, parent school compact and parent involvement policy; b) informed input and recommendations; and c) design and development of programs and initiatives with a focus on: improving school climate and culture, strengthening the health and well-being of Greenfield, and supporting student success.

ARTICLE II. VISION. SAC supports Greenfield as a *joyful, caring, inclusive community and positive school culture* that provides the academic, social and emotional support for all students.

ARTICLE III. OBJECTIVES. The objectives of SAC will be consistent with District policies and will be aligned with Greenfield's mission and vision. An effective SAC:

- Holds general meetings at least quarterly
- Reviews and advises on school-based policy (such as culture and climate, school safety, diversity and inclusion, health and wellness, school community and engagement)
- Provides input around discretionary spending
- Consults on hiring of new administrative staff
- Plays a central role in strengthening school/community relations
- Actively supports and promotes school-based programs and initiatives
- Examines data on the effectiveness of school-based programs and services to inform School Improvement and Action Plan strategies and recommendations to ensure progress toward school goals
- Participates in District training on topics including, but not limited to, budgeting, interpreting data, and meaningful engagement as needed
- Completes SAC self-assessments (goals, activities, achievements) and coordinates elections for SAC members

ARTICLE IV. MEMBERSHIP. All functions concerning the Objectives outlined in Article III above will be vested in SAC membership, comprised of the Greenfield principal, staff, parents/guardians, students (7th-8th grade), and community member(s). While there is no required minimum number of members by member type, it is the intent of these Bylaws that SAC will balance parents/guardians and staff, and that parents/guardians and staff will represent both lower school and middle school students. In the event SAC

reaches fifteen (15) total members, a motion may be made to vote on instituting a membership cap (affirmative vote of two-thirds of SAC members) to go into effect the following election cycle. Every effort will be made to maintain a balance of lower and middle school interests serving on SAC.

a. Composition

Principal. Greenfield's principal, as a member of SAC, is held accountable for developing and implementing the School Improvement Plan, Action Plan, and Budget in partnership with SAC and Greenfield staff. The principal collaborates with SAC to identify and advance School Improvement priorities and review the Action Plan and Budget. Duties of the principal include, but are not limited to:

- Coordinate Application and Election processes with SAC
 - Review with SAC proposed changes to the School Improvement Plan, Action Plan and Budget
 - Identify, with staff, 7th and 8th grade students to serve on SAC
- 1) *Parents/Guardians.* Parents/guardians are eligible to run for SAC as a voting member. Any parent/guardian who does not run for SAC may attend SAC general meetings and also may serve on one or more SAC Committees.
 - 2) *Home and School Association (HSA) Representative.* The President of the Greenfield HSA will serve on SAC for the full Term of the HSA presidency. In the event the HSA President cannot serve, the HSA President will designate a member of the HSA Executive Board to serve on SAC.
 - 3) *Staff.* Staff who express interest in SAC to the principal are encouraged to attend one or more SAC meetings before becoming members (one-year terms). It is in the best interest of SAC to maintain a balance of staff who represent lower and middle school interests.
 - 4) *Students.* The principal and staff will jointly identify at the first SAC meeting of the school year at least one 7th or 8th grade student to serve a one-year term. SAC may request that student nominees submit a Statement of Interest for SAC review.
 - 5) *Community Members.* Individuals who take an interest in Greenfield's welfare, live and/or work within the school's catchment, or are Greenfield alumni, are eligible to be invited to serve on SAC, according to Article IV below.

b. Security Clearances. To serve on SAC, all individuals must have clearances up to date in accordance with District volunteer policy. See:

<https://epatch.state.pa.us/Home.jsp>
<https://www.compass.state.pa.us/CWIS/Public/Home>

c. Termination of Membership

By affirmative vote of two-thirds of SAC members, SAC may remove a member for failure to satisfy any SAC responsibilities as set forth herein. The vacancy will be filled at the next election cycle.

ARTICLE V: ELECTIONS. SAC elections for parents/guardians will be held once every two years in the Spring, with the application period opening in April and the election in May. Timelines will vary, determined by the SAC Election Committee, and communicated to the Greenfield community ahead of the application period. Parents/guardians are elected by parents/guardians with child(ren) at Greenfield at the time of the election, to serve two-year terms. At the expiration of the term, parent/guardian members may run for a single additional two-year term, up to two total terms.

Interested staff may approach the Principal to serve on SAC. In the event staff interest is too great to accommodate all individuals, a SAC election of staff representatives may take place at the discretion of the Principal.

Students will be nominated by the principal in partnership with staff.

Community members (as defined in Article IV(a)(4) above) will be invited by SAC to serve one-year terms.

Following each SAC Election, newly elected members will be invited to attend the final SAC meeting of that year (May or June), and a late summer meeting (August) 1-2 weeks before the start of the school year, with the official membership term beginning in the Fall.

ARTICLE VI: OFFICERS.

Eligibility

Members of SAC will be eligible to serve as officers (Co-Facilitators, Community and Outreach Co-Chairs, Secretary) and such other officers as SAC may deem necessary. Officers will be elected at the first meeting of the school year by majority vote of members, and will serve a two-year term. The two-year term will rotate with HSA Executive Board, and will take place on the 'off years' when the HSA Executive Board is not up for re-election. Interest in positions will be solicited during the August meeting directly preceding the school year when member terms begin. If two or more members are interested in a position, those members will address SAC, stating their rationale for their interest in the position. Members will vote by ballot, and the member with the majority vote will take the position. Directly following the first General SAC meeting, SAC will communicate named leadership to the school community.

Roles and Responsibilities

Co-Facilitators. Co-Facilitators include two SAC members, ideally one staff member and one parent/guardian. Duties will be split at the discretion of the Co-Facilitators, to include:

- Guide discussion during SAC meetings
- Prepare SAC meeting agenda in alignment with SAC vision and mission
- Call for votes
- Maintain contact information for SAC members
- Lead SAC members in completing SAC Self-Assessments
- Act as liaisons between SAC and other school groups (HSA, Friends of Greenfield, School District) to gain and promote understanding of common goals and support for Greenfield

Communication and Outreach Co-Chairs. Communication and Outreach Co-Chairs include two SAC members, ideally one staff member and one parent/guardian. Duties will be split according to the interests and skills of the Co-Chairs, to include:

- Conduct community outreach for SAC
- Recruit new members, with a focus on parents/guardians and community members
- Work with the principal on the Application and Election processes
- Communicate regularly with the Greenfield community regarding SAC discussions and decisions
- Lead efforts to promote SAC at school/community events (Back-to-School Night, Orientation, Civic Association meetings, other events)
- Act as liaisons between SAC and external partners (faith-based, civic associations, businesses) to facilitate understanding of/support for Greenfield
- Receive and respond to correspondence addressed to SAC

Secretary. Duties of the Secretary to include:

- Record meeting minutes
- Maintain contact information for SAC members
- Develop and distribute materials as needed
- Prepare and post communications (online and in-school communications such as the Newsletter) as directed by SAC, including meeting agendas

ARTICLE VII: MEETINGS.

General Meetings

General meetings will be held *at least* once quarterly, on the dates and times determined by the members of the SAC. One or more planning meetings may be held in the summer, prior to the beginning of the school year.

Members are encouraged to attend all meetings in person. Members may, however, participate by phone or through virtual means, as available.

Special Meetings

Special meetings may be called by the Co-Facilitators, Communication and Outreach Co-Chairs, the principal, or by a majority of SAC members. A meeting notice and

agenda must be posted to the Greenfield community at least three (3) calendar days prior to a special meeting.

Order of Meetings; Action without a Meeting

All General and Special meetings of the SAC will be conducted using parliamentary procedures or an appropriate model of facilitation. The decision-making process will be conducted with the intention of reaching consensus on matters requiring a decision.

In the event SAC members are unable to reach a decision, a vote will be taken, with at least 51% of members present required to vote affirmatively for the decision to be approved. In the event of a tie, one of the Co-Facilitators (or, in the absence of a Co-Facilitator, a Communications and Outreach Co-Chair) will cast a second vote to break the tie.

Any action that may be properly taken at a meeting may also be taken *without* a meeting as long as written consent (including electronic consent) thereto is given by SAC members and filed with SAC minutes of proceedings.

Quorum

No vote will be considered valid without a quorum present. A quorum consists of at least 51% of members, balanced between staff and parents/guardians.

Confidentiality

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

ARTICLE VIII: COMMITTEES. Committees will be created as necessary, to assist in carrying out the work of SAC.

Meetings

Committee meetings will be held once a month or more often, on the date and time determined by SAC Committee members.

Quorum

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

Selection of Committee Members

SAC members will be encouraged to volunteer for at least one Committee. Committee foci and composition will be determined by the first General Meeting of members in the Fall. Committees are open to all parents/guardians and all staff.

Reporting Responsibilities

Each Committee will present a work plan to SAC for review and will update SAC at General Meetings on the work of the Committee.

Standing Committees

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

ARTICLE IX: AMENDMENTS.

These Bylaws may be amended by SAC. SAC members will be provided with notice of any proposed amendment to the Bylaws no fewer than seven (7) calendar days prior to the General Meeting at which the proposed amendment will be discussed. Where possible, SAC will present proposed amendments for consideration by SAC prior to the discussion. Passage of an Amendment to the Bylaws requires an affirmative vote of at least two-thirds of SAC members.