

**Alvey Elementary School
Advisory Council Bylaws
2025-2026**

PURPOSE

Under the philosophy of site-based management in Prince William County Public Schools, the Alvey Advisory Council will represent and assess the needs of the students, school community, and staff. The Advisory Council will help develop the School Plan and ensure that it reflects the vision and mission of Alvey. The Advisory Council will act as an advisor to the school administration on the budget, implementation, evaluation, and modifications of the School Plan. The Alvey Advisory Council will identify general concerns, obtain community and staff feedback, and support the goals of the educational system. Additionally, the Alvey Advisory Council will identify and share successes within the school and school community.

MEMBERSHIP

The Parent representatives on the Alvey Advisory Council and the staff will be equal rotating members and the principal. The members will be:

STAFF:

| | |
|-----|---|
| | *Principal |
| One | K-2 Teacher |
| One | 3-5 Teacher |
| One | Specialist (from Art, Music, PE, Guidance, Librarian, Speech, Special Education, Reading, WLES) |
| One | Classified |

PARENT REPRESENTATIVES SERVING AS PRINCIPAL ADVISORY COUNCIL

MEMBERS: (One representative will serve as Advisory Council Chair)

| | |
|-----|---------------------|
| One | *PTO Representative |
| One | K-1 Parent |
| One | 2-3 Parent |
| One | 4-5 Parent |
| One | New Family |
| One | Other |

*Non-voting members

During the initial advisory meeting, a primary and secondary representative will be selected to represent Alvey at the Superintendent's Advisory Council meetings. The advisory chairperson will be elected at the final meeting of the year for the upcoming school year starting for the 26-27 school year. The family liaison will serve as the board secretary for Alvey Elementary.

Council members who are parent representatives must have a child in attendance at Alvey.

Council members have an obligation to communicate with those individuals they represent. With the permission of the Parent Advisory Council Members, their names will be published on the school website. Once approved, the Council Minutes will be posted on the Alvey website.

If a member misses a meeting, then a previously designated person will provide the information to the member who is not present at the meeting.

SELECTION PROCESS:

Selection for Advisory Council Members will be at the initial meeting of the school year for SY 25-26. For the 25-26 school year, the family liaison will facilitate reaching out to families for representation from each area listed in council members above. Additional people interested in serving on the Alvey Advisory Council should plan to attend the initial meeting and/or contact in writing or by telephone the family liaison with their intent to serve. Advisory Council members will be parent volunteers representing various grade levels. If more than one parent volunteers for a designated grade, then a random drawing will be done for each area that has more than one volunteer starting in SY 26-27.

If no one volunteers from a designated grade, then names of volunteers from other grade levels will be randomly drawn for each open position at the initial meeting. That member will then serve a full term.

TENURE:

Each council member may serve for up to a two-year term as long as they have a student in attendance at Alvey.

Procedure for Resignation: The member resigning will submit in writing their intent to resign and the effective date. The chairperson will read the letter at the next meeting. If a member resigns during the first semester, the vacancy will be filled, and the new member will be considered as having completed the first year of their term. If a member resigns during the second semester, the vacancy will be filled, and the new member will finish the year and complete their full two-year term after that.

Procedure for Removal of a Council Member: Members who miss two consecutive meetings may be asked to resign at the chairperson's discretion.

OFFICERS:

Chairperson (will be held by an Alvey parent member)

The Chairperson will:

Preside over meetings and work with the principal in planning and directing the business of the Alvey Advisory Council.

Review with the Principal the planning and preparation of every other month's agenda.

Secretary (will be served by the Alvey parent member)

The Secretary will:

- Maintain a roster of the membership with phone numbers and addresses. (due to privacy issues all phone numbers and addresses will be maintained with Alvey's Family Liaison at school)
- Assist the administration in coordinating programs that provide training and information to the Alvey Advisory Council.
- Keep the full and accurate records of the proceedings of all council meetings.
- Keep a written list of who attends the meeting.
- Provide minutes ahead of time upon request.

The Office of Chairperson will be elected by secret ballot from the members of the council if there is more than one member interested.

Nominations will be made for Chairperson from the floor at the initial meeting for SY25-26. Should there be a tie vote a random draw between the interested parties will be held. If there is only one nominee for a position, then a move must be made to accept by acclamation.

COMMITTEES:

The Chairperson will form committees as needed and ask for volunteers, making sure there are staff and parent members on the committee.

MEETINGS:

The Alvey Advisory Council will meet once every other month on the third Tuesday via Zoom. The meetings will last no longer than one hour. The meeting will be held at 5:30 p.m.

If special meetings are needed or a meeting needs to be cancelled, the principal will email the council with the change. A notice of any changes will be sent by email notification.

Meetings will be publicized through the school website and at Back-to-School Nights.

In the week preceding an Advisory meeting, the principal and chairperson will draft the agenda. Any suggestions for the agenda must be submitted the Friday prior to the scheduled meeting to the principal.

Furthermore, each member should follow the Quality Meeting Guidelines as follows:

1. Participants are punctual.
2. Meetings start and end on time.
3. Cameras are on and volume is muted unless speaking.
4. Participants listen actively.
5. Chat boxes are available for questions, discussion, or feedback.
6. There is active participation.

7. Participants share responsibility for the team's progress.
8. Participants respect the agenda.
9. Timekeeping is observed.
10. Respect the confidentiality of meeting topics.

The Advisory Council meetings are open to all Alvey parents, staff, and community members.

CITIZEN'S TIME:

Citizen's time will be provided at each meeting, not to exceed 15 minutes. At the chairperson's discretion, citizen's time may be extended.

The principal will respond to issues, questions, and/or concerns raised during citizens' time in one of three ways:

1. Address immediately, at Principal's discretion.
2. Provide a written statement or contact the person(s) prior to the next meeting.
3. Provide an answer at the next Advisory Council meeting

TEACHER'S TIME:

Teacher's time will be provided at each meeting for teacher representatives to share information or concerns, not to exceed 10 minutes. At the chairperson's discretion, the teacher's time may be extended.

PRINCIPAL'S TIME:

The principal will lead presentations of pertinent ideas or discussion of any issues of concern. Whenever possible, this will be an interactive portion of the meeting.

DECISION MAKING:

Only current members are eligible to vote (this excludes administration and PTO representative).

Meetings will be conducted following the Standards of Excellence for School Advisory Councils.

Recommendations of the Alvey Advisory Council regarding the planning process and the School Plan will be reached by 2/3 majority of the members present.

AMENDMENTS:

Bylaws will be reviewed annually prior to the end of the school year and may be revised, when necessary, by 2/3 majority of the members present.

TRAINING:

All Advisory Council members are required to receive training from the principal on the purpose and function of a high functioning advisory council.