

North Kingstown
SCHOOL ADVISORY COMMITTEE
Policy

School Advisory Committees (SAC) are established at each school to provide parents, teachers and community members with a forum to discuss and resolve local school issues and policies. Each school principal in the North Kingstown School Department is responsible for insuring that a School Advisory Committee is functioning at the school. The superintendent will insure that a process for establishing School Advisory Committees is established. All administrative procedures related to this will be approved by the School Committee.

SCHOOL ADVISORY COMMITTEE
Administrative Instruction

Purpose: School Advisory Committees (SAC) have been created in the North Kingstown Schools to establish a process to provide parents and community members a forum in which to discuss policy issues, investigate alternatives, and make recommendations to the principal concerning all aspects of school operations within the control of the principal except for the assignment, evaluation and discipline of school personnel. Policy issues are issues within the control of the local school which impact on the school as a whole or on significant groups of students in the school. Policy issues include resource allocation, curriculum improvement, facilities improvement, disciplinary procedures, administrative procedures, school climate and community relations.

Composition: Each School Advisory Committee will consist of seven members who will be elected by the school community at large for a term of office of one year. Four members will be parents of students who currently attend the school. Two members will be teachers or non-supervisory staff members. One member will be a resident of the school's attendance area who does not have a student enrolled in the school. The parent and community members cannot be employees of the school department or their spouses. For secondary schools, one student will be appointed to the committee by the school principal. At least one parent member of the Jamestown community will be a member of the high school advisory counsel. The school principal will be an ex-officio member of the committee.

Elections: In the spring of each school year, the School Advisory Committee will appoint a nomination committee which will solicit nominations for each category of positions. This

committee will insure that the entire school community is aware of the nomination process. Every attempt will be made to provide more nominees than there are positions. The nomination committee will provide a brief biography and statement from each candidate. The School Advisory Committee will appoint an election committee which will conduct an election prior to June 1st. Elections will be by secret ballot by the residents of the attendance zone, the employees of the school, and the parents of any student enrolled in the school from another attendance zone. Each voter may vote for up to four parents, two school employees and one community member who will appear in separate categories on the ballot. Student members will be selected from among students elected by the student body or a portion of the student body. In implementing this program, the school principal will appoint the nomination and election committees, in order to complete the process no later than the last day in September, 1996. The term of office for a school advisory committee member will be from June 15th to June 14th of the following year.

Officers: Each School Advisory Committee will elect from among its membership a chairperson, vice chairperson and secretary. The chairperson will be responsible for formulating the agenda at the meeting, conducting the meetings, and ensuring that open lines of communication are maintained with the school principal and school community. The vice chairperson will assume the duties of the chairperson in the absence of the chairperson. The secretary will prepare the minutes of the meetings and be responsible for the maintenance of all records of advisory committee actions.

Meetings: Each School Advisory Committee will meet at least five times during the school year. The agenda, date, time and place for meetings must be publicized at least one week in advance of the meeting. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order (Revised).

Procedures: Each School Advisory Committee will establish procedures for operations and communications within the school community. Every attempt should be made to seek community input into decisions and to reach consensus within the community for decisions. At the beginning of its term each school advisory committee will conduct an assessment of the current status of school issues and determine its objectives for the year. These objectives should form the bulk of the committee's work and efforts.

Prior to making a recommendation the School Advisory Committee

should insure that the topic has been fully investigated and that the school community has had an opportunity to participate in defining the recommendation. Recommendations of the school advisory committee will be communicated to the school principal in writing for implementation and/or action. The school principal will have up to two weeks to respond to the committee concerning the disposition of the recommendation. If the committee is dissatisfied with the school principals response, the recommendation may be referred to the superintendent who will respond within two weeks. If the recommendation has not been satisfactorily resolved by the superintendent, the School Advisory Committee may refer the recommendation to the school committee who will be the final arbiter of the issue. Every attempt will be made by all parties to resolve the issue at the lowest possible point.

End of Year Report: Prior to June first, each School Advisory Committee chairperson will prepare a report of the committees activities during the school year. This report will include a list of the members, meeting dates, issues resolved, issues pending, and suggestions for improvement of the process. The report will be submitted through the principal to the superintendent. The superintendent will complete a consolidated report which will be submitted to the school committee no later than July first.

Vacancies: Should vacancies in the School Advisory Committee arise during the school year, they will be filled by the candidates within the same category who were nominated but not elected with the individual receiving the highest number of votes in the category vacant given the first opportunity to fill the vacancy. Vacancies in the officer positions will be filled by majority vote of the remaining members of the committee.