

# **Julia R Masterman School Advisory Council Bylaws**

## **ARTICLE I: MISSION (approved 2018)**

The Julia Reynolds Masterman Laboratory and Demonstration (Masterman) School Advisory Council (SAC) is a collaborative, inclusive, and diverse partnership of parents/guardians/caregivers, teachers, administrators, students, HSA representative and community members. The SAC reviews school policy and practice on substantive issues and provides informed input and recommendations to support Masterman's mission to be a multicultural and welcoming community of learners that engages academically talented students in grades 5-12 in advanced intellectual study. The SAC develops projects and initiatives that focus on supporting student curiosity, creativity, and academic achievement; improving school climate and culture; and strengthening the health and well-being of the community. (Approved 2018)

## **ARTICLE II: VISION (approved 2018)**

The SAC's vision for Masterman is a joyful, caring, inclusive community where a positive school culture provides the necessary intellectual and emotional supports to meet the needs of high-ability learners. (Approved 2018)

## **ARTICLE III: OBJECTIVES (needs approval)**

The objectives of the SAC will be consistent with the School District of Philadelphia (SDP) policies and will be aligned with Masterman's mission and vision. An effective SAC:

- Reviews and advises on school-based policy (such as culture and climate, school safety, diversity and inclusion, health and wellness, school community engagement, curriculum, teacher and learning and facilities)
- Reviews annual budget and provides input in a meeting open for all interested parties to attend.
- Through monthly meetings, plays a role in strengthening school community relations by sharing and discussing pertinent school related information, as set in the agendas, in order to positively impact the school community as a whole.
- Provides input to Administration on school-based curriculum changes, programs and initiatives based on data (such as PSSA scores, admissions, Benchmarks) and information made available to the SAC by the Principal or SDP or other reliable sources.
- Coordinates elections for SAC parents/guardians/caregivers, teacher and community members (Family and Community Engagement (FACE) application process as outlined on the FACE website) and SAC leadership annually.

## **ARTICLE IV: SAC DECISION-MAKING PROCESS (approved 2018)**

The SAC is governed by the SDP SAC Constitution and the Masterman SAC Bylaws. In cases not covered by the Constitution and Bylaws, the rules in the current edition of Robert's Rules of Order will be followed. (Approved 2018)

Only elected SAC members are allowed to vote and decisions should be made after there has been adequate discussion and all SAC members are ready to vote or come to an agreement. (Approved 2018)

The SAC decision-making process will be by a simple majority vote. Votes may be verbal, but, if necessary, voting can occur through raising hands or anonymous paper ballots upon request. (Approved 2018)

## **ARTICLE V: MEMBERSHIP (needs approval)**

All functions concerning the Objectives outlined in Article III above will be vested in SAC membership, composed of the Masterman Principal, staff, parents/guardians/caregivers, students (Middle School {MS} and High School {HS} representatives), alumni, and community member(s).

The SAC shall include a simple majority of family members/guardians/caregivers, the school Principal, school staff, student representatives, an HSA representative and community members. The breakdown of seats will be as follows: 8 parents/guardians/ caregivers, one Principal, one HSA Representative, two students (one from each school), five staff (four plus the Building Representative) and two community members (can include alumni). In regards to the community member position, one shall be selected by the Principal and the other through FACE. A candidate interested in becoming the second community member for the Masterman SAC will apply via the FACE's SAC application. FACE will share the completed application to the administrators and SAC leadership team. If there is more than one applicant, SAC members will take a vote. The applicant with the majority of the votes will serve one term.

### **a.Members Include:**

1. **Principal:** The Principal, or a representative chosen by them, must attend and serve on SAC.
2. **Parents/Guardians/Caregivers:** Parents/guardians/caregivers are eligible to run for SAC as a voting member. Representation of both MS and HS parents/guardians/caregivers is strongly recommended.
3. **Home and School Association (HSA) Representative:** The HSA President or their designee will serve on the SAC yearly.
4. **Staff:** Shall be made up of the Building Representative and 4 other staff members. Representation of both middle and high school staff is strongly recommended.
5. **Students:** Students from the MS and HS Student Government Association (SGA) leadership teams/executive board will identify which representative will serve a one-year term.
6. **Community Members:** Individuals who take an interest in Masterman's welfare and live in Philadelphia (as directed by FACE) are eligible to be invited to serve on the SAC. One Community Member shall be appointed by the Principal and the other Community Member shall fill out the FACE application form and be selected by their office. In the case where there are more applications than the one position, the SAC shall decide by vote who best serves the interests of the school from the applications.

### **b. Security Clearances:**

To serve on the SAC, all individuals must have clearances up to date in accordance with SDP volunteer policy. Clearances will be checked at the start of the term and copies will be kept in the main office. See:

<https://epatch.state.pa.us/Home.jsp>

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

### **c. Termination of Membership:**

If a SAC member is absent for two consecutive meetings without prior notification to the Facilitator, the SAC can remove the member for failure to satisfy any SAC responsibilities as set forth herein. The vacancy should be filled with an alternate member who ran in the Spring and won the next most votes. If none exists, the seat remains open until the next election.

## **ARTICLE VI: ELECTIONS.**

SAC elections for parents/guardians/caregivers will be held annually, in the Spring, for the vacant seats, with the application period opening in March and the election in April. Timelines can vary if needed, determined by the SAC Organizer and communicated to the Masterman community ahead of the application period. Parents/guardians/caregivers are elected by parents/guardians/caregivers with students at Masterman at the time of the election. One vote per family. SAC members will serve two-year terms. Elected members can only serve four years (two terms). If the position can not be filled, the SAC may allow a member to run again with SAC member vote approval. If multiple members request to run again, then a SAC vote will be held to decide who will be on the ballot.

All applications need to go through the FACE form. Anyone interested in applying shall fill out a FACE form by a certain date decided by the SAC Organizer. FACE provides the SAC with the applicant's names and the SAC has an election. If someone gets removed, and the SAC needs a new member, FACE can go to the applications and pick a new member based on the amount of votes received.

The Building Representative serves on the SAC. Four other staff representatives will serve two year terms with elections in the spring aligning with the building committee elections. Members can only serve four years. If the position can not be filled by a new representative, the SAC may allow a member to run again with SAC vote approval. If multiple members request to run again, then a SAC vote will be held to decide who will be on the ballot.

Students will be selected representatives of their SGA (one from the MS and one from the HS as selected by their Executive Board).

Community members (as defined in Article V(a)(6) above) will be invited to the SAC to serve one-year terms. They must fill out FACE forms to apply if there is an opening. And can only serve four years. If the position can not be filled, the SAC may allow a member to run again with SAC vote approval.

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 VII: LEADERSHIP TEAM AND MEMBERS**

### **Eligibility:**

Members of the SAC will be eligible to serve as officers (Facilitator, Organizer and Secretary) and any such other officers as the SAC may deem necessary. The SAC Officers will be elected at the first meeting of the school year in September, by majority vote of SAC members and will serve a one-year term. Interest in positions will be solicited during the May meeting directly preceding the school year when member terms begin. In August, there will be a reminder. If two or more members are interested in a position, those members will address the SAC in September, stating their rationale for their interest in the position. SAC Members will vote by ballot, and the member with the majority vote will take the position. Directly following the first General SAC meeting, the SAC will communicate named leadership to the school Masterman community.

### **Roles and Responsibilities**

#### **Facilitator:**

- The Facilitator shall prepare the agenda for each meeting in collaboration with the principal and ensures that all items are aligned with the mission and vision of SAC.
- If a member of the community would like a topic placed on the agenda for discussion they must fill out the form one week in advance of the SAC meeting in order for the facilitator to consider and

approve. If a topic needs to be added within the seven day time period prior to the meeting, then the parent/ guardian/caregiver, student, HSA Representative, staff or community member needs to email the facilitator directly who will determine with the principal if it is possible to put it on the agenda or if it needs to be tabled until the next meeting.

- The SAC Facilitator will guide discussion during SAC meetings by keeping members focused on the meeting agenda, discussing all items within the meeting timeframe, and addressing concerns.
- If necessary, the Facilitator will call for and facilitate a vote when a decision must be made. If there is an even number of voting members, the facilitator will ensure the staff member with the least seniority shall be excluded from the vote.
- The Facilitator should encourage and facilitate open discussion and input from SAC Members about issues that affect the Masterman school policy, curriculum and students. This can be done at a meeting during new business.

### **School Principal:**

- The school Principal shall support an active and engaged SAC by:
  - Ensuring that the SAC is in place within the first sixty days of the start of the school year.
  - Providing support for the effective functioning and management of the SAC with support from fellow SAC members.
  - Attending all SAC meetings, unless this responsibility has been delegated to a designee who will have decision-making power.
  - Considering each recommendation made by the SAC and communicating actions taken in response to the recommendation to all SAC members.
  - Making the names of the members of the SAC known to the parents/guardians/caregivers of the students enrolled in Masterman and to the SDP.
  - Engaging parents/guardians/caregivers members and all SAC Members in decision-making opportunities at Masterman through timely and ongoing communication.
  - Acting as a resource to the SAC by obtaining information relevant to the functions of the SAC, including information relating to the SDP's policies and procedures.
  - Principal or designee (\*just in case Principal is not able to attend the meeting) will report out updates going on at Masterman or District level during their designated time allocated on the SAC meeting agenda. The reported updates will be captured in the meeting minutes and will be available for members or families to review once it is posted to Masterman's SAC webpage after its approval.
  - Feedback about the next school year's budget will be discussed and collected during a meeting called Winter Title 1 Parental Input Meeting and organized by the Principal. This meeting is open to all families in the school community and can be held during a SAC meeting as long as enough time is allocated for discussion. Feedback about what families see as additional needs for improvement in the school and what their suggested solution for those needs are collected and compiled into the Parental Input Grid. The Parental Input Grid is used by the Principal during budget discussions with the Central Office.

### **Organizer:**

- The SAC Organizer will conduct community outreach for the SAC, which includes but is not limited to recruiting new members (particularly parents/guardians/caregivers members and community members) by developing outreach materials and/or downloading outreach materials from

[www.philasd.org/sac](http://www.philasd.org/sac).

- The Organizer will work closely with the principal during the Application and Election Procedure by facilitating the Application Process and working with FACE to conduct an election if necessary
- The Organizer will also utilize outreach materials and practices to communicate the purpose of the SAC to non-members and lead efforts to promote the SAC at events in Masterman and the community, including events such as Back to School Night, new parent orientations, etc.
- The Organizer may act as the liaison between the SAC and external partners or organizations, such as faith-based partners, civic associations, businesses, etc. The Organizer may build relationships with these groups and can solicit in-kind donations/resources.

#### **Secretary:**

- The SAC Secretary will work with the Principal and the SAC Facilitator to distribute all materials for SAC meetings (sign in sheets, agendas, etc.)
- The Secretary will submit all required documents to the FACE. These documents are the meeting agendas, meeting sign in sheets, and the SAC leadership roles, once they have been appointed by the SAC and minutes
- The Secretary will ensure that all documents have been submitted properly and on time so that the SAC meets the SAC criteria outlined by the SDP FACE.
- The Secretary shall take minutes during SAC Meetings and make them available to the Masterman community afterwards. All edits need to be requested in writing and made prior to them being voted.
- The Secretary shall prepare and post communications on the website as directed by the SAC, including but not limited to agendas, minutes and committee updates.
- The Secretary shall maintain contact information for all SAC members.

#### **Elected SAC Members:**

- Are voting members of the SAC.
- Must fill out a FACE application prior to the election in order to be considered for the position.

### **ARTICLE VIII: MEETINGS.**

#### **General Meetings**

General meetings will be held monthly, 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. A meeting notice and agenda shall be posted to the Masterman community at least one calendar week prior to the meeting. A standing agenda shall be created and shared prior to the meeting. The standing agenda shall include policy and curriculum proposed changes allowing time for input and voting.

Members are encouraged to attend all meetings in person unless there are extenuating circumstances and their absence is approved by leadership.

Meetings are open to all Masterman community voting and non-voting members.

#### **Special Meetings**

Special meetings may be called by the Facilitator, Organizer, Principal, or by a majority of SAC members. A meeting notice and agenda must be posted to the Masterman community at least seven 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 times where meetings can not be held in person, any action (vote, etc) that would be properly taken at a meeting, may also happen by teleconference. There must be a discussion prior to any vote done by video.

### **Quorum**

No vote will be considered valid without a quorum present. A quorum consists of at least 51% of the voting members, balanced between staff and parents/guardians/caregivers, with the parents/guardians/caregivers always at least one above the other voting members.

### **Confidentiality**

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

## **ARTICLE IX: COMMITTEES.**

**Standing Committees-** Permanent committees that exist to support the mission of the SAC. These committees are:

- A. **Diversity Equity and Inclusion**
- B. **Health and Wellness**
- C. **Teaching and Learning**
- D. **Climate and Culture**
- E. **Safety and Facilities**

Standing Committees should be discussed at the end of the school year for the next school year based on the needs of the community and approved by vote. SAC voting members will be encouraged to Chair or join at least one Committee. Each Standing Committee must be chaired by an elected SAC voting member. If no SAC voting member is available to chair a Standing Committee, the SAC may vote to eliminate that committee for only that school year.

Standing Committees should meet outside of the normal SAC meeting at the discretion and notification of the Chair, all Masterman stakeholders are invited to attend. All minutes from the meeting will be shared at the next general SAC meeting. If there is an Action Item, there will be time for discussion at the general meeting, but only SAC voting members will be allowed to vote on the issue at hand. Any action items (data collections, surveys, etc) proposed by a committee must be introduced, with time for discussion and input and then voted on by members of the SAC before any action is taken.

Ad-Hoc Committees may be created as needed to support the ongoing functioning of the SAC. Such committees will need to go through an approval process. A mini proposal will be written and submitted to the SAC and will be voted on by the SAC. The person proposing the committee should be the Chair or Co-Chair for the first year. New committees will be determined at the end of the school year for the upcoming school year or as needed basis. The Bylaw Review committee is an example of an Ad-Hoc Committee. Masterman community members are encouraged to participate in all SAC committees.

## **ARTICLE X: AMENDMENTS.**

It is recommended that Bylaws are reviewed every three years. In the event of a Bylaw Review committee proposed change, these Bylaws may be amended by voting SAC members. Voting SAC members will be provided with notice of any proposed amendment to the Bylaws no fewer than fourteen calendar days prior to the General Meeting at which the proposed amendment will be discussed. The Bylaws Committee shall present proposed amendments for consideration by the SAC at least two weeks prior to the discussion. Passage of an Amendment to the Bylaws requires an affirmative vote of at least two-thirds of voting SAC

members.