

BRENTSVILLE DISTRICT HIGH SCHOOL  
School's Advisory Council Bylaws

I. Purpose

The purpose of the Brentsville District High School's School Advisory Council (BDHS SAC) is to consider relevant data and provide recommendations to the principal pertaining to school-related matters.

II. Mission statement

- A. The mission of the BDHS SAC is to advise the principal on issues related to the school's continued progress as discussed through the development, implementation, and evaluation of the school's Continuous Improvement Plan (CIP).
- B. The SAC helps inform and ensure the implementation of best practices that lead to continual improvement for all students, enabling them to create a thriving future for themselves and the community.
- C. The SAC serves as the voice of the school community, contributing various perspectives, to ensure all students are provided opportunities which appropriately challenge them and enable them to pursue post-secondary goals.

III. Membership

- A. The members of the SAC will ideally represent all segments of the school community to include:
  - a. Staff
  - b. Parents of current students
  - c. Current students
  - d. Community members
- B. Members of the SAC shall be free from conflicts between their individual job responsibilities and their roles as members of the council.

IV. Selection of members

- A. The membership selection process will proceed in the following manner:
  - 1. Staff
    - a. The principal shall appoint staff members to the SAC from diverse areas of expertise.
    - b. Appointments shall be based on staff interest and represent different departments within the school to include instructional and classified staff.

2. Parent members
  - a. The principal and administration shall identify potential parent members.
  - b. Parents selected for membership shall be approved by the principal.
3. Students
  - a. The principal and staff will identify potential student members.
  - b. The principal will have final approval of student membership.
  - c. Student membership will not be limited to those already in leadership roles in the school.
4. Superintendent's Advisory Council for Instruction (SACI) Representative and Alternate SACI representative
  - a. The SACI representative and his/her alternate (recommended an alternate is identified) must be members of the SAC.
5. Community members
  - a. The principal may solicit recommendations for community members from staff, parents, or students.
  - b. Community members shall be directly connected to the school and have an interest in the school's continued improvement.

V. Appointment and length of the members

- A. SAC membership shall be identified by September 30 of the current year.
- B. Each SAC member will be encouraged to remain in the role for at least two years.
- C. The advisory council chair will serve for at least two consecutive years. Additional years may be granted by majority vote of the SAC membership.

VI. Removal from Membership

- A. Membership in the SAC may be terminated by the principal if the member:
  1. Fails to meet the qualifications of membership;
  2. Fails to fulfill their responsibilities of the position; or
  3. Exhibits behaviors deemed disruptive to the SAC's mission by the principal.

VII. SAC training

- A. All members of the SAC are subject to training on the continuous improvement process and the roles and responsibilities of the advisory council as deemed appropriate by the principal.

## VIII. Selection of Duties of Officers

- A. By September 30 of the current school year, the following three officials shall be chosen for the year:
  - 1. Advisory Council Chair (required)
    - a. The chairperson shall be an instructional staff member or a parent of a student at BDHS.
    - b. The chairperson will have the following duties: confirm meeting dates, notify members of each meeting, develop and distribute agendas in consultation with the principal, and monitor committee progress in collaboration with the principal.
  - 2. Co-Chairperson
    - a. The co-chairperson shall be an instructional staff member or parent of a student at BDHS.
    - b. The co-chairperson will have the following duties: act in the place of the chairperson in his/her absence, assist the chairperson in developing agendas, and assist the chairperson in reviewing committee progress.
  - 3. Secretary
    - a. The secretary shall be a recognized member of the SAC.
    - b. The secretary will have the following duties: maintain the SAC membership list and attendance records; keep minutes of each SAC meeting; provide copies of the minutes to the members; and maintain the files of SAC meetings, agendas, reports, and bylaws.

## IX. Meetings

- A. SAC meetings shall be held at least six times a year.
- B. SAC members and parents/guardians shall be notified of the dates and times for each meeting.

## X. Attendance

- A. Regular attendance and participation by members are expected.

## XI. Open Chair

- A. Anyone wishing to address the SAC during open chair time must contact the principal by 4:00 p.m. the Friday prior to each meeting.
- B. The first fifteen minutes of each meeting shall be allocated for "open chair."
- C. During "open chair," speakers will have three minutes for public comment related to SAC topics.

- D. Both non-SAC and SAC members may speak during “open chair.”
- E. The principal will note any open chair topics for discussion and offer additional information/feedback at the next scheduled SAC meeting.

## XII. Decision Making

- A. The SAC is responsible for advising the principal on matters relevant to the school's Continuous Improvement Plan (CIP) as requested by the principal.
- B. The council does not determine policy or procedures on substantive school matters.
- C. Any decision made in the SAC's advisory role will be made by consensus. (In this case, consensus means a decision that considers the opinions of all members present on a particular issue or by two-thirds majority vote of the members present if a member calls for a vote.)
- D. It is understood that the principal, who is accountable for all aspects of the school, will make the final determination on a decision/recommendation of the council.
- E. Further, no SAC members shall utilize the SAC forum to discuss any personal or individual issues.

## XIII. Bylaws

- A. The SAC shall have a set of written and published bylaws to govern its operation.
- B. SAC Bylaws are subject to annual review, revision and adoption by the SAC.

**Revisions to the BDHS School Advisory Council's Bylaws are set forth in this document and signed into effect on October 15, 2024.**

Amy Poole

Chairperson – Printed Name

  
Amy Poole Oct 18, 2024 12:04 EDT

Chairperson – Signature

                      
Date

Katherine J. Meints

Principal – Printed Name



Principal – Signature

10/15/24

Date