



Book	Policies and Regulations
Section	200 - General School Administration
Title	REGULATION - School Advisory Councils
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## General School Administration

**REGULATION: 230.01-1**

### SCHOOL ADVISORY COUNCILS

- I. Each school shall have a school advisory council as required by Prince William County School Board Policy 230.01.
- II. All stakeholders of the school community shall be represented on the school advisory council. The membership of the school advisory council shall be balanced between school staff and parents. Students and/or community members may be included on the school advisory council if the school principal so determines. Whenever possible, constituents shall elect their representatives on the school advisory council following an established process that is published in their school bylaws.
- III. The school advisory council shall develop and approve written bylaws to govern the operation of the council. These bylaws shall include the following components:
  - A. Definition of the purpose of the school advisory council:
    1. Representative function of gathering information from the students, staff, parents, and community to represent the school.
    2. School advisory council's function of providing recommendations to the school principal of ideas pertaining to the school's improvement plan.
  - B. Definition of the responsibilities of the school advisory council:
    1. Assistance and support for the principal and school leadership team in the following:
      - a. Developing the School Improvement Plan to include goals, measurable objectives, strategies, and action plans following the Prince William County Public Schools designated web-based/ online program.
      - b. Aligning the School Improvement Plan and action plans with the Division Strategic Plan.
      - c. Aligning the school budget with the School Improvement Plan.
      - d. Reviewing the alignment of the school staff's professional development plan with the School Improvement Plan.
    2. Monitoring and evaluating the implementation of the School Improvement Plan.
    3. Assumption of other responsibilities as deemed appropriate by the principal.
  - C. Description of the membership of the school advisory council:
    1. Delineation of categories of membership (staff, parent, student, community).
    2. Description of the process for selecting members.
    3. Definition of the terms of membership to ensure rotation of council members.
    4. Definition of conflict of interest for a council member.
    5. Description of process for removal of a member.
  - D. Development of guidelines for meetings of the school advisory council:

1. Provision for publication on the school's website of meeting times and locations, including cancellations, by the end of September.
2. Provision for preparation and publication of agendas.
3. Provision for preparation and publication of minutes.
4. Provision for accommodations for citizens who are not members of the school advisory council to speak at council meetings.

E. Description of officers, their duties, and the selection process for officers:

1. Establishment of officers for school advisory council.
  - a. Chairperson (parent, whenever possible).
  - b. Vice-Chairperson (parent, whenever possible).
  - c. Secretary.
  - d. Representative and alternate to serve on the Superintendent's Advisory Council for Instruction (SACI) as liaison. After SACI meetings, representative will report to the school advisory council.
  - e. Parent Teacher Association/Parent Teacher Organization/Parent Teacher Student Organization/Parent Teacher Cooperative Organization Representatives to serve as the liaison.
  - f. Other officers established by the school advisory council.
2. Description of duties of officers.
3. Description of selection process for officers.
  - a. Terms shall be established for all officers.
  - b. The principal or assistant principal shall not be an officer of the council.

F. Inclusion of a requirement for members of the school advisory council to receive training related to site-based management, school planning process with the development of a yearly School Improvement Plan based on the data addressing the school's needs and the roles and responsibilities of the school advisory council on a yearly basis. Training shall be provided yearly prior to the first meeting of the school year through the Department of Student Learning and Accountability.

G. Provisions shall be made for the annual review, revision, and adoption of the school advisory council bylaws.

IV. All members of the school community shall have input through their school advisory council representatives into the development of the School Improvement Plan along with its supporting budget.

V. School Improvement Plans shall be aligned with the Division Strategic Plan. The school advisory council shall help identify strategies and design action plans to meet the school and Division Strategic Plan goals and objectives. Councils shall use the continuous improvement planning process [Plan, Do, Study, Act (PDSA) Cycle] for the development of the School Improvement Plan:

### **Plan, Do, Study, Act (PDSA) Cycle**

#### **Plan [P]**

- o Define the Problem in Relation to the PWCS Strategic Plan
- o Goals
- o Objectives
- o Measures
- o Address Current Situation
- o Analyze the Data
  - Did our values change? Why?
  - Did we meet the target? Why or why not?
- o Gap Analysis
  - Annual
  - Trend
- o Analyze Causes
  - Ascertain the Root Cause: Why did this situation occur? What is the main reason?
  - Formulate a Root-Cause statement
- o Write an Improvement Theory
  - Strategy: Research-based best practice
  - Action Plan: Activities and tasks for each strategy

#### **Do [D]**

- o Implement Improvement Plan

**Study [S]**

- Monitor the results based on each action plan's timeframe.
- Evaluate possible changes to improve results not meeting targets.

**Act [A]**

- Evaluate direction and plan for continuous improvement.
- Short-Term – Realign activities and tasks.
- Long-Term – Determine if changes should be made to the next annual plan.
  - Determine best practices that will continue.
  - Determine if best practices could be shared.

(View the graphic of Plan, Do, Study, Act (FSDA) Cycle in the files below.)

- VI. The principal is responsible for reporting progress toward plan objectives in measurable terms to the school advisory council.
- VII. The principal shall provide school budget information related to the progress toward plan objectives to the school advisory council on a regular schedule.
- VIII. Provisions shall be made for regular and systematic communication between the school advisory council, staff, and school community on the implementation of the School Improvement Plan. This communication will include the effectiveness of the implemented strategies used to achieve the School Improvement Plan's measurable objectives and goals.
- IX. Principals shall submit their School Improvement Plans to the appropriate Level Associate Superintendent by the established yearly deadline. Schools shall make their improvement plans available to their stakeholders with current information throughout the year.

Principals and Level Associate Superintendents (or designee) are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Cross References	230.01 - POLICY - School Advisory Councils
	Arabic - المجالس الاستشارية للمدارس
	Korean - 학교 자문위원회
	Urdu - سکول کی مشاورتی کونسلیں
	Vietnamese - Hội Đồng Tư Vấn Học Đường

[Plan, Do, Study, Act \(FSDA\) Cycle.pdf \(479 KB\)](#)