

MORAN PRAIRIE ELEMENTARY SCHOOL PRINCIPAL'S ADVISORY COMMITTEE

Moran Prairie Elementary School has maintained a site council since the early 1990s. As discussed below, the site council began as a deliberative body authorized to make binding decisions affecting the school; it has evolved into an advisory body, which offers advice to the school's principal on various matters.

To avoid confusion regarding its evolution, purpose, and authority, this document formally establishes this advisory body, henceforth called the "Moran Prairie Elementary School Principal's Advisory Committee" and sets forth terms, conditions, and procedures that govern the Committee's activities.

I. CREATION OF ADVISORY COMMITTEE

In the 1996-97 school year, an agreement between Spokane Public Schools and the Spokane Education Association mandated that each Spokane public school establish and maintain a site council. The purpose of each site council was to decentralize authority, thereby permitting each school to better meet the needs of the community it served. Site councils were given the authority to deliberate, execute, and maintain binding decisions relating to school policies, operations, and management--authority previously held by each school's principal. Moran Prairie was one of the first two Spokane public elementary schools to create a site council.

By 2002 site councils were no longer mandated, thereby returning the decision-making authority to each school's principal. Moran Prairie's site council did not dissolve, but rather continued in an advisory capacity only. Though its existence is no longer mandated and its decisions are not binding, the Council has continued to provide a valuable service by advising the principal on school matters. Therefore, it was determined that the Council shall continue to exist. To better reflect its purpose and function, the name of the Council is changed to "Moran Prairie Elementary School Principal's Advisory Committee."

II. PURPOSE

The primary purpose of the Committee is to render advice, feedback, and recommendations to the principal on any matter affecting the school. In addition, the Committee is expected to help the school community meet the school's mission statement in any way it can. Finally, the principal may ask the Committee to undertake specific tasks and responsibilities in the future.

III. MEMBERSHIP

The principal shall invite individuals to the serve on the Committee. Ideally, the members will represent constituencies as follows:

- Approximately half of the members will be staff members and half will be non-staff.
- Each of the following groups will be represented by one to three members: classified staff, primary teachers, intermediate teachers, community members, parents of primary students, parents of intermediate students.
- At least one of the teachers should also represent specialists.
- One parent should serve as liaison with the Moran Prairie PTG.

IV. OFFICERS

The Committee shall, by April's regular Committee meeting, select three members to act as the Committee's chair, vice chair, and secretary for the following academic year. Duties of each officer are as follows:

- The chair shall preside at Committee meetings. He/she will work with the principal to establish each meeting's agenda and will communicate the agenda to the Committee.
- The vice chair shall preside at Committee meetings in the chair's absence.
- The secretary shall keep minutes of each meeting and provide them to the school secretary to be printed in the school newsletter.

Officers will serve in their capacity for one to two years.

V. TERMS

The length of Committee members' terms are as follows:

- Staff: one-year commitment without limit;
- Parents: two-year commitment, four-year maximum;
- Community members: two-year commitment, four-year maximum.

In addition, the beginning and end of each member's term should be staggered with those of other members representing the same group.

VI. MEETINGS

The Committee will meet regularly during the school year, at a time and place established by the Committee. The meeting schedule will be made public and meetings will be open for the public to attend. The principal or chair may call additional meetings at any time and may cancel meetings for any reason.

The Committee meeting will serve as a forum for the discussion of the concerns and recommendations of teachers, support staff, building administrators, parents, students, community members, and anyone with an interest in the function of the school. The principal will consider the recommendations of the Committee, both as individual members and as an entity, when making decisions concerning issues that are discussed at the Committee meetings.

The chair shall determine what parliamentary rules and procedures shall govern the Committee's discussions. Although Robert's Rules of Order may be used, it is recognized that the Committee's discussions may be more efficiently handled if Robert's Rules of Order are not followed.

VII. SELF-EVALUATION

The Committee will conduct a performance self-evaluation at the end of each school year. The results of the evaluation will be used to determine areas for improvement and goals for the Committee in future years.

VIII. AMENDMENT AND PERMANENCE

The Moran Prairie Elementary School Advisory Committee will serve as long as it benefits the principal's decision-making, and may be changed or dissolved by the principal. Any part of this writing may be amended, changed or deleted by the principal at any time.