

**Bylaws for System-Wide Parent/Teacher Advisory Council****I. PURPOSE**

To work collaboratively with the superintendent and principals regarding implementation of the strategic plan and all matters regarding the operation of the Wallingford Public School System. Matters such as personnel performance are regulated by statute and are exempt from input of this board.

Specifically, the council in its role will:

- A.** Provide requested input to the superintendent regarding major decisions or recommendations as related to the district strategic plan. Areas included are:
  1. Curriculum and Instruction
  2. School Climate
  3. Community Outreach and Partnerships
  4. Technology
  5. Facilities
  
- B.** To bring to the attention of the superintendent matters of importance as determined by the individual school-based or PPS PTAC.

**II. MEMBERSHIP****A. Composition:**

1. A representative and one alternate from each of the twelve individual schools and PPS parent teacher advisory councils. If said representative is a parent, then the alternate shall be a teacher, and vice versa.
2. Two representatives – preferably one elementary, one secondary - chosen by the teachers' bargaining agent.
3. The superintendent and one Board of Education member will serve as ex officio members.

**B. Term Length:**

1. Members of the council will serve for a one year term. This term will begin on September 1 of the school year and end on June 30 of the following school year.

**Bylaws for System-Wide Parent/Teacher Advisory Council**

**III. ORGANIZATION**

**A. Officers:**

1. The council will have a chairperson and a vice-chairperson who will be elected by the members of the council annually at the September council meeting. Whenever possible preference is to have one teacher and one parent serve in leadership roles.
2. The superintendent or his/her designee shall serve as secretary of the council.

**B. Duties of Officers:**

1. A district orientation of all officers will be conducted annually.
2. The Chairperson shall establish the agendas for and chair all meetings with the superintendent.
3. The Vice-chairperson shall perform the duties of the chairperson whenever the chairperson is unable to perform them.
4. The secretary shall record the minutes of each meeting.

**C. Meetings:**

1. Schedule:

- a. The council shall meet every other month from September through the following June. The annual schedule of regular meetings shall be established at the council's June meeting. Work group sessions will be conducted on off months.
- b. The schedule of meetings shall be sent to each school by September of each school year. It shall contain notification that agendas for regular meetings will be available in the superintendent's office five school days prior to each meeting.
- c. Meeting notices will be televised on the school system's cable television channel five school days prior to each regular meeting and that unapproved minutes of each regular meeting shall be available in the superintendent's office ten days after the meeting.

2. Agendas:

- a. School representatives may send agenda items to the chair via email ten (10) calendar days prior to a scheduled meeting.

**By-Laws for System-Wide Parent/Teacher Advisory Council**

**III. ORGANIZATION**

**C. Meetings**

**2. Agendas: (continued)**

The person submitting the agenda item must be present at the meeting for it to be discussed.

**b. The agenda format shall consist of at least the following items:**

- 1. Discussion and sharing related to the strategic plan goals (as related to the school or PPS)**
  - i. Curriculum and Instruction**
  - ii. School Climate**
  - iii. Community Outreach and Partnerships**
  - iv. Technology**
  - v. Facilities**

**3. Special Meetings:**

- a. Special meetings may be called by the chairperson exclusively and must be called by the chairperson if at least twenty-five per cent (25%) of the membership requests a special meeting.**
- b. Agendas of special meetings will be posted on the school system's website at least 24 hours prior to the day of the meeting.**

**4. Meetings Open to the Public:**

- a. All the council meetings, regular and special, shall be public meetings.**
- b. The non-council members in attendance will be able to address the council through the chair.**
- c. All meetings shall be conducted in accordance with *Robert's Rules of Order*.**

**5. Work Groups:**

- a. The council may in whole or in sub-groups assemble as a work group(s). No decisions may be made at these gatherings. Their exclusive purpose must be to advance a project that has already been authorized at a regular or special council meeting.**

**FOUNDATIONS AND BASIC COMMITMENTS**

**1110.3**

**Bylaws for System-Wide Parent/Teacher Advisory Council**

**III. ORGANIZATION**

**C. Meetings (continued)**

5. Work Groups: (continued)

- b.** Meeting stipulations described by these by-laws shall not apply to work groups meetings.

**Bylaws for School-Based Parent/Teacher Advisory Council**

**I. PURPOSE**

To work collaboratively with the principal regarding implementation of the strategic plan and all matters regarding the operation of the Wallingford School System. Matters such as personnel performance are regulated by statute and are exempt from input of this board.

Specifically, the council in its role will:

- A.** Provide requested input to the superintendent regarding major decisions or recommendations as related to the district strategic plan. Areas included are:
  - 1.** Curriculum and Instruction
  - 2.** School Climate
  - 3.** Community Outreach and Partnerships
  - 4.** Technology
  - 5.** Facilities
- B.** To bring to the attention of the superintendent matters of importance as determined by the individual school-based or PPS PTAC.

**II. MEMBERSHIP**

The Superintendent of Schools and building principals will invite all parents and teachers to the June PTAC organizational meeting.

The building administrator will strongly encourage parent and teacher participation.

No member of the Board of Education may be a member of a council.

**Bylaws for School-Based Parent/Teacher Advisory Council**

**III. ORGANIZATION**

**A. Officers:**

1. Each council will have a chairperson and a vice chairperson who shall be elected by the members of the council. No council may have either parents or teachers serving in both positions. The officers will be elected annually at their first council meeting.
2. A representative and one alternate from each of the twelve individual schools shall be elected at the first meeting to the System-Wide Parent/Teacher Advisory Council.
3. At the organizational meeting, a chair, vice chair, a system-wide PTAC representative, and PPS PTAC representative will be elected for each school.
4. The chairperson will perform the following duties:
  - a. Chair all meetings.
  - b. Establish the agendas for all meetings with the principal.
5. The vice chairperson shall perform the duties of the chairperson whenever the chairperson is unable to perform them.
6. Elected officials of the council will serve for a one year term. This term will begin on September 1 of the school year and end on June 30 of the following school year.
7. The principal or his/her designee shall serve as the council's secretary.

**B. Meetings**

1. Each council shall meet every other month from October through June. The annual schedule of regular meetings shall be established at the council's last meeting of that year. Parents will be informed of the schedule of meetings each September.
2. Parents may send agenda items to the chair via email ten (10) calendar days prior to a scheduled meeting. The person submitting the agenda item must be present at the meeting for it to be discussed.
3. The agenda format shall consist of at least the following items:
  - a. Discussion and sharing related to the strategic plan goals (as related to the school or PPS)
    - i. Curriculum and Instruction
    - ii. School Climate
    - iii. Community Outreach and Partnerships
    - iv. Technology
    - v. Facilities

**Bylaws for School-Based Parent/Teacher Advisory Council**

**III. ORGANIZATION**

**B. Meetings (continued)**

4. Special meetings may be called by the chairperson.
5. All council meetings, regular and special, shall be public meetings. In addition, each council shall establish procedures by which non-council members in attendance will be able to address the council.
6. The principal or chairperson will send meeting agendas at least five school days prior to the meetings to all council members
7. All meetings shall be conducted in accordance with *Robert's Rules of Order*.
8. Councils may in whole or in sub-groups assemble as working groups. Their exclusive purpose must be to advance a project that has already been authorized at a regular or special council meeting.

**Bylaws for PPS Parent/Teacher Advisory Council**

**I. PURPOSE**

To work collaboratively with the principal regarding implementation of the strategic plan and all matters regarding the operation of the Wallingford School System. Matters such as personnel performance are regulated by statute and are exempt from input of this board.

Specifically, the council in its role will:

- A. Provide requested input to the principal regarding major decisions or recommendations as related to the district strategic plan. Areas included are:
  1. Curriculum and Instruction
  2. School Climate
  3. Community Outreach and Partnerships
  4. Technology
  5. Facilities
- B. To bring to the attention of the principal matters of import.

## FOUNDATIONS AND BASIC COMMITMENTS

1110.3

### Bylaws for PPS Parent/Teacher Advisory Council

#### II. MEMBERSHIP

The Superintendent of Schools and building principals will invite all parents and teachers to the June PTAC organizational meeting.

The building administrator will strongly encourage parent and teacher participation.

No member of the Board of Education may be a member of a council.

#### III. ORGANIZATION

##### A. Officers:

1. Each council will have a chairperson and a vice chairperson who shall be elected by the members of the council. No council may have either parents or teachers serving in both positions. The officers will be elected annually at their first council meeting.
2. A representative and one alternate from each of the twelve individual schools shall be elected at the first meeting to the System-Wide Parent/Teacher Advisory Council.
3. The chairperson will perform the following duties:
  - a. Chair all meetings.
  - b. Establish the agendas for all meetings with the principal.
4. The vice chairperson shall perform the duties of the chairperson whenever the chairperson is unable to perform them.
5. Elected officials of the council will serve for a one year term. This term will begin on September 1 of the school year and end on June 30 of the following school year.
6. The principal or his/her designee shall serve as the council's secretary.

##### B. Meetings:

1. Each council shall meet every other month from October through June. The annual schedule of regular meetings shall be established at the council's last meeting of that year. Parents will be informed of the schedule of meetings each September.
2. Parents may send agenda items to the chair via email ten (10) calendar days prior to a scheduled meeting. The person submitting the agenda item must be present at the meeting for it to be discussed.

**Bylaws for PPS Parent/Teacher Advisory Council**

**II. MEMBERSHIP**

**B. Meetings (continued)**

3. The agenda format shall consist of at least the following items:
  - a. Discussion and sharing related to the strategic plan goals (as related to PPS)
    - i. Curriculum and Instruction
    - ii. School Climate
    - iii. Community Outreach and Partnerships
    - iv. Technology
    - v. Facilities
4. Special meetings may be called by the chairperson.
5. All council meetings, regular and special, shall be public meetings. In addition, each council shall establish procedures by which non-council members in attendance will be able to address the council.
6. The principal or chairperson will send meeting agendas at least five school days prior to the meetings to all council members.
7. All meetings shall be conducted in accordance with *Robert's Rules of Order*.
8. Councils may in whole or in sub-groups assemble as working groups. Their exclusive purpose must be to advance a project that has already been authorized at a regular or special council meeting.

**Policy Adopted: 05/21/12**