

**Prior Lake-Savage Area Schools (I.S.D. 719)**  
**Edgewood School Advisory Council**  
**By-Laws**

Revised March 1994  
Revised January 1999  
Revised June 1999  
Revised November 2001  
Revised May 2002  
Revised May 2011  
Revised May 2013

**Article I – Name**

**Section 1: Name of the Advisory Council**

The name of this organization is the Prior Lake-Savage Area Schools Edgewood School Advisory Council

**Article II – Purpose**

**Section 1: Purpose**

The purpose of the council is to advise and support the Edgewood School staff and Building Principal in identifying, developing, planning, and evaluating programs and services to meet the early education needs of families of children birth to kindergarten. To support, promote and advocate for the early childhood programs and functions within and outside of the facility.

**Article III – Objectives & Responsibilities**

**Section 1: Objectives**

- Identify the needs and concerns of the community and its families and provide input in ways to meet needs and concerns.
- Increase district and community awareness of the value and benefits of early education programs.
- Advocacy for Early Education Programs in the community and legislature.
- Help to ensure that programs are not duplicated and cooperative efforts with other district or community providers are explored to reach mutual goals (i.e., Head Start, Parks and Recreation, Public Health, joint programming with community education).
- Serve as a sounding board and a source of ideas for the building principal and staff.
- Serve as a resource for program development, fundraising, outreach, program evaluation and other recommendations related to programs offered.
- Review budget recommendations and new program development plans prior to approval by the Community Education Services Advisory Council and school board.

## **Article IV – Membership**

### **Section 1: Membership**

- A. The council membership shall consist of an appropriate number determined by the officers, with the majority of members being parents of children participating in the Edgewood School Programs' (birth to kindergarten), as well as representatives from collaborating programs and agencies. Consideration will be given to ensuring representation from diverse backgrounds.
- B. The building principal and school readiness manager shall represent staff at council meetings as nonvoting members.
- C. The community education specialist shall act as a liaison between the Community Education Services (CES) Advisory Council and CES staff at council meetings as a nonvoting member.
- D. At least one member shall be a school board representative, as appointed by the School Board at their annual January School Board Organizational meeting.
- E. One council member shall represent the council at the regular meetings of the Community Education Services Advisory Council.

### **Section 2: Selection Procedure**

Interested persons will be invited to apply to serve on the Edgewood School Advisory Council. The membership committee will review applications and submit nominations to the council. Approval of new applicants will be by majority vote of members present.

### **Section 3: Criteria for Membership**

The major criteria for membership shall be:

- A. Interest and motivation on the work of the advisory council
- B. Ability to actively participate on a regular basis
- C. Membership structure representation

### **Section 4: Orientation of New Members**

New members shall be orientated before attendance at regular meetings. Orientation may be provided by the building principal, council officer and/or the membership committee chair.

### **Section 5: Terms of Membership**

- A. Initial term of membership on the advisory council will be two (2) years with the option to reapply for consecutive terms of either one (1) or two (2) years.
- B. Terms of membership will run from July to the following June.
- C. Notice of openings on the advisory council will be promoted through a variety of marketing channels under the direction of the building principal.

**Section 6: Resignations and Vacancies**

- A. Resignations of any council member shall be submitted in writing to the building principal.
- B. Council members may make recommendations for replacement if vacancies occur prior to completion of a term.

**Section 7: Absence from Meetings**

Any member with three (3) consecutive absences from the general meetings shall be contacted by someone from the council to determine continued participation or resignation.

**Article V – Meetings**

**Section 1: Meetings**

- A. The advisory council shall meet monthly, with summer meetings as needed.
- B. Child care will be provided when proper notification is given to office staff.
- C. All meetings are open to the public.

**Section 2: Meeting Schedule and Notification**

- A. The meeting schedule will be reviewed and set for the year in August. Notification of changes in the schedule shall be organized by building principal and chair.
- B. Special meetings may be called by the building principal as needed with notification.

**Section 3: Roberts Rules of Order**

Meetings may be held informally, but Roberts Rules of Order may be employed by any member who desires. Roberts Rules of Order, along with these by-laws, will serve as a guide to answer questions regarding the meeting procedure.

**Article VI – Officers**

**Section 1: Officers**

- A. Officers of the council shall be chair, chair-elect, and secretary.
- B. Officers will be selected for a one (1) year term in June to begin in July, by a majority vote of members present. The nomination process shall be one of self-nomination or nomination by another member on or before the June meeting.
- C. Absence of secretary at any regular meeting shall be filled by appointment by chair.
- D. Officer vacancies will necessitate a new election process.

**Section 2: Chair Responsibilities**

- A. To prepare agenda in cooperation with building principal and chair-elect.
- B. To work with building principal in identifying staff and community resource providers to present on relevant topics, issues or needs to support their work and the best interests of families.
- C. To convene meetings.
- D. To preside at meetings.
- E. To facilitate any group discussions.
- F. To call for members of committees.
- G. To review minutes.
- H. To work closely with building principal in matters that relate to the council.
- I. To make presentations to various groups, and school board if requested.
- J. Mentor the chair-elect.
- K. Chair and chair-elect with the input of the building principal have the responsibility before a scheduled meeting to decide what issues should be addressed by individual committees or should receive the attention of the general council. An issue presented to the general council for discussion can still be delegated to the appropriate committee if the council deems necessary. Additionally, issues presented to a committee can be brought to the general council.

**Section 3: Chair-Elect Responsibilities**

- A. To fulfill duties of chair when chair is unavailable.
- B. To prepare agenda in cooperation with chair and building principal.
- C. To succeed to the office of chair at the end of the chair's elected term or upon resignation of the chair.

**Section 4: Secretary's Responsibilities**

- A. To attend all meetings and record proceedings and votes of the council.
- B. To submit minutes of the meetings to the building principal within one week.

**Article VII – Committees**

**Section 1: Committees**

- A. The Advisory Council shall develop standing committees and subcommittees as needed. Members of these committees may include people not on the advisory council.
- B. Committee representation may include non-advisory council members and/or representatives from collaborating district and/or community programs and agencies.
- C. Membership on any committee will be on a voluntary basis.
- D. All council members are strongly encouraged to actively participate on one of the standing committees.
- E. The number of members on any committee will be dependent upon need and interest.
- F. Each committee will have a designated member to report committee business to the council as needed.

- G. Committee chairs may call special meetings of their committees as needed with notification.

## **Section 2: Standing Committees**

### A. Membership/Communications/Volunteer Committee will:

1. Contact interested individuals regarding membership on council.
2. Present candidates for membership to the council at the June meeting and as required.
3. Work with the building principal to review and update the orientation materials and process as needed.
4. Help with orientation and training.
5. Contact members with expiring terms to determine their interest in renewing.
6. Manage Volunteer Requests
7. Represent the Council at identified parent events
8. Provide updated information to building social media
9. Coordinate the intake of ECFE parent input opportunities

### B. Program Development/Education/Community Service Committee will:

1. Make recommendations for program changes, additions or improvements.
2. Research, as needed, what surrounding communities are doing and make comparisons to recommend possible changes to the program.
3. Review and provide feedback on new program development initiatives.
4. Work in cooperation with the Budget/Finance committee regarding budgetary needs and/or recommendations.
5. Facilitate age level/program specific event opportunities
6. Develop and facilitate community service opportunities within the bldgs. programs
7. Develop and provide families of program participants with resources that support communication between families within our school community
8. Support opportunities for transition of students between and across programs

### C. Fundraising Committee will:

1. Explore and pursue financial support via fundraisers and/or obtaining grant monies, etc.
2. Recruit volunteers from the council and Family Center to help with various activities and events, fundraisers, etc.
3. Review and recommend possible fundraising opportunities to the greater council in conjunction with the Building Principal.
4. Organize fundraising projects/events with council support.
5. Submit notification of fundraisers to Family Center publications and local media as appropriate.
6. Keep a record of fundraisers considered, efforts and results.

D. Budget/Finance Committee will:

1. Review separate program budgets before presentation to the council.
2. Review requests from staff and building principal for financial support for recommendation to the council.
3. Work in cooperation with the program development and fundraising committees as needed with regard to requests for financial support.
4. Utilize program finances to facilitate educational/curriculum opportunities within building programs
5. Establish and coordinate opportunities to demonstrate support for building staff.
6. Facilitate the extension of building programs and curriculum into opportunities available to families

## Article VIII – Amendments

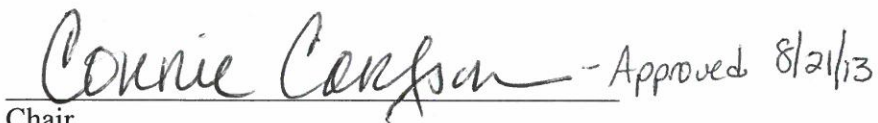
### Section 1: By-Laws

- A. The by-laws may be periodically reviewed for amendments as determined by the council and a by-laws review committee will be formed at the direction of the council chair.
- B. Proposed amendments to the by-laws will be presented to the general council for review, clarification, and feedback prior to vote to accept changes.
- C. Approval to amend the by-laws requires a two-thirds (2/3) vote of the members present at the meeting. Following approval the by-laws will be presented to the CES Advisory Council for final review and approval.

Respectfully submitted,



Chair  
Edgewood School Advisory Council  
Prior Lake-Savage Area Schools



Chair  
Community Education Services (CES) Advisory Council  
Prior Lake-Savage Area Schools



Chairperson – School Board  
Prior Lake-Savage Area Schools

