

**GLASSBORO PUBLIC SCHOOL DISTRICT
EARLY CHILDHOOD ADVISORY COUNCIL
BYLAWS**

ARTICLE I: NAME OF ORGANIZATION

The name of the Early Childhood Advisory Council serving the Glassboro Public School District shall be The Glassboro Early Childhood Advisory Council.

ARTICLE II: MISSION AND PURPOSE

Section 1: The Mission of the Glassboro Early Childhood Advisory Council

The Glassboro Early Childhood Advisory Council's mission is to support an all-inclusive, high quality education for Preschool children who reside in Glassboro. We believe early childhood is a crucial time in development that requires positive experiences from which children can develop and grow. As such, we will:

- Provide a safe and nurturing environment where children will play, explore, experiment, and develop a lifelong joy for learning
- Utilize developmentally appropriate practice and proven research to guide instruction
- Implement a research-based curriculum with an aligned assessment system
- Intentionally plan lessons, activities, and experiences that promote high expectations, exceed standards, and build a strong academic and social-emotional foundation
- Promote acceptance and understanding of our unique and special attributes
- Provide an inclusive program with appropriate supports and individualized plans as needed for children with special needs or dual language learners
- Develop creative thinkers and problem solvers who make good choices and develop positive self-esteem
- Collaborate and partner with families, health service providers, and community stakeholders
- Provide ongoing, comprehensive professional development to early childhood professionals who educate and support our children and families.

Section 2: Purpose of the Glassboro Early Childhood Advisory Council

The Early Childhood Advisory Council was designed to support the efforts of the Early Childhood Program in Glassboro Public School District by promoting community collaboration and strengthening family involvement. The advisory council is a safe and non-judgmental forum for stakeholders to provide input on the topics of the early childhood program including program review and recommendations for improvement to the program. The goal of this Early Childhood Advisory Council is to support children and families as life-long learners. The responsibilities of the Early Childhood Advisory Council include providing recommendations for planning and implementing the program.

ARTICLE III: REPRESENTATION AND MEMBERSHIP

Section 1: Member Organization

1. The membership of the Early Childhood Advisory Council will be representative of the community served by the Glassboro school District in respect to age, gender, race, socioeconomic status, and family composition. The Early Childhood Advisory Council is made up of the core committee, parent representatives and community representatives.
 - a. The core committee team will consist of the chairperson and at least one representative from each of the following: J. Harvey Rodgers School Principal, J. Harvey Rodgers Community Parent Involvement Specialist.
 - b. Parent representatives are council members who have children participating in preschool through third grade as part of the Glassboro Public Schools.
 - c. Community representatives may or may not have children currently enrolled in J. Harvey Rodgers School and should have ties to the Glassboro community at large. These representatives bring different experiences and perspectives to the Council based on their personal and professional background and expertise. The Council will strive to recruit community representative who can help the Council address current priorities and needs.

Community representatives may be representative of, but not limited to, the following groups or disciplines:

- Local child care providers
- Local Head Start Agency
- Health professionals or agencies
- Social service providers
- Local business representatives
- Higher education
- Philanthropic community
- Mental health professionals or agencies
- Glassboro PTO
- Early Intervention and Special Education groups
- Community groups
- Churches

ARTICLE IV: EARLY CHILDHOOD ADVISORY COUNCIL ORGANIZATION

Section 1: Officers

The officers of this Council shall be a Chairperson, Co-Chairperson and a Secretary.

The following rules shall apply for appointing of officers:

- The Chairperson shall be the Community Parent Involvement Specialist from J. Harvey Rodgers School;

- The second Co-chairperson may be any other member of the council except the principal.
- The secretary role can be filled with a representative from any of the stakeholder groups.

Section 2: Elections and Appointments

The Council shall elect its own officers at the first regular meeting of the academic year. Officers shall serve one term and may be re-elected to additional terms. The Community Parent Involvement Specialist serves as a permanent Co-Chairperson.

The other Co-Chairperson and Secretary will be determined by the following:

1. Nominations will be made by ECAC members
2. A vote by show of hands or paper ballot will be conducted.

In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by the ECAC through consensus. In the event that consensus cannot be reached. Council members may cast ballots and majority rule shall prevail.

Section 3: Key Duties of Officers

- Co-Chairperson (CPIS): The CPIS shall preside at all meetings of the Council and be a defacto memo of all committees, in addition to maintaining the Councils permanent records and minutes. The CPIS shall solicit agenda items at least 1 week prior to each scheduled meeting and shared prior to the meeting. The Council reserves the right to modify agenda as needed.
- Co-Chairperson (other stakeholder): The Co-Chairperson may preside over meetings when the CPIS is not present.
- Secretary: The secretary shall keep minutes of the meetings and shall be responsible for such correspondence as is delegated to him/her by the Co-chairperson. The Secretary shall document activities, decisions, and attendance of the Council and its committees for accountability. The Secretary shall distribute a draft of meeting minutes to CPIS within one week following a meeting. Either the Secretary or CPIS shall also distribute a final draft of meeting minutes to the Council no later than one week prior to the next meeting.

Section 4: Key Duties of Council Members

- Attendance at ECAC meetings held 4 times per year.

ARTICLE V: EARLY CHILDHOOD ADVISORY COUNCIL PROCEDURES

Section 1: Meeting Schedule

Meetings will be held quarterly during the school year in the months of October, January, April and June.

Section 2: Meeting Order

- A. Distribute bylaws and mission of the Early Childhood Advisory Council

- B. Chairperson will bring meeting to order
- C. Distribute meeting agenda
- D. Distribute minutes from previous meeting and read by chairperson
- E. Group discussion and share out presentation
- F. New Business
- G. Chairperson will adjourn meeting

Section 3: Meetings will be structured in the following way:

1. The Early Childhood Council shall limit discussion to items on the proposed agenda.
2. New topics of discussion may be proposed at the conclusion of the Early Childhood Advisory Council meeting for consideration at future meetings.
3. Topics will be discussed in round table forum. Each member will have the opportunity to provide input; the group will report out a summarized consensus of the group's insight, recommendations, and proposals.

Section 4: Advertising the Early Childhood Council

1. Family Nights and other family events
2. Glassboro Public School District website, J. Harvey Rodgers website, Glassboro.org website
3. Automated phone calls
4. Presentation at Board of Education Meeting to invite all stakeholders.