

GREAT HEARTS TEXAS ACADEMY ADVISORY COMMITTEE GUIDELINES

1

The Academy Advisory Committee (AAC) is a volunteer group unique to each Great Hearts Texas academy. In addition to parents from the school community, each AAC will consist of representatives from school administration and support services staff.

Purpose

To bring together school stakeholders, facilitate communication, foster understanding, build relationships, provide opportunities to discuss and offer input on issues of interest at the school, and to support the headmaster in his/her responsibilities to improve school life.

The AAC will offer a forum for these stakeholders to communicate their ideas, pose constructive questions, share their expertise, provide connections, and offer support. Meetings of the AAC will facilitate conversation and communication across the broader school community.

General Goals

1. Foster communication and promote collaboration among families, teachers, and the school
2. Provide a constructive forum for problem-solving and discussion of issues
3. Support community and student well-being
4. Support the school administration in its annual responsibility to develop a "Campus Improvement Plan" (formal TEA requirement)
5. Enhance school life

Priority Topics

1. School safety and security
2. Communication between families, teachers, staff and leadership
3. Academy-level facility needs
4. Campus Improvement Plans
5. School culture and activities

Composition of Committee Membership

The AAC should represent each school's unique community. It will consist of 6-8 members:

- Four or five parent stakeholders
- The headmaster
- The school's Director of Community Engagement/Academy Giving

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- On a campus shared by upper and lower schools, a member of the co-located academy's administration (assigned)
- One faculty member (selected)

Expectations & Criteria for Membership

Serving on the AAC is unpaid volunteer service. The AAC will meet four (4) times throughout the school year. Members will complete necessary training.

2

Committee members must meet the following expectations and criteria:

- Ability to commit the appropriate/expected amount of time to the work of the group.
- Ability to commit to a two (2) year term. Parent representatives must be parents or guardians of current Great Hearts students and may not also be a current Great Hearts faculty, staff or contract worker.
- Staff representatives may be teachers or Academy staff.
- No two people who are related (by birth or marriage) may serve on the same AAC.
- Satisfactory completion of background check (Great Hearts will assume the cost of the background check)

Terms of Service

Members are appointed by Great Hearts Texas for up to a two (2) year term. The Board of Great Hearts Texas shall appoint persons to fill vacancies not filled by application or which become vacant in the course of the school year. *In the initial formation of the AACs, half of the parent representatives shall be appointed to a one-year term; thereafter, 2-year terms of membership will be staggered.*

Responsibilities and Operation

The school headmaster shall preside over each meeting of the AAC and is responsible for developing, with input from all AAC members, the discussion agenda for each meeting.

The AAC does not:

- Set policies and procedures
- Have any fiscal oversight, or commit or obligate funds
- Have authority to review individual student information or personnel records
- Hire, fire, evaluate, or supervise employees or contractors
- Directly administer any project

Meeting Schedule

Meetings will be held on a schedule set by the headmaster. Ordinarily, the regional executive director will attend AAC meetings as an observer, reporting on AAC activities to the President and to the GHTX Board as requested.

Disqualifications for Membership Selection

- Incomplete responses on AAC application
- Untruthful responses on AAC application
- Background check failure

Terms for Removal from AAC

- Inappropriate, uncivil, offensive, or unprofessional conduct during an AAC meeting or in the school community
- Absence from two (2) consecutive meetings.
- For parent representative, withdrawal of all children from enrollment at the school

Applying for Membership

Parents and academy staff interested in applying for membership in the AAC will complete an online application by the deadline posted.

Timeline for 2018-19 Application & Selection Process

- ∴ December 3 – Applications are made available online at www.greatheartamerica.org with links shared in the campus newsletters, and those interested may begin submitting forms to submissions@GreatHeartstx.org.
- ∴ December 28 – Deadline for applications. No additional applications will be accepted after 11:59PM on Friday, 12/28/2018.
- ∴ January 22—Provisional selection of AAC members finalized and recommended to GHTX Board by regional executive director
- ∴ January 30—Academy Advisory Committee members approved by Great Hearts Texas Governing Board

Great Hearts Academies are public, non-sectarian charter school serving a variety of students. They are supported by Great Hearts Texas, the holder of an open-enrollment charter issued by the State of Texas, and a nonprofit 501(c)(3) corporation.

Please submit AAC applications and general inquiries to submissions@GreatHeartsTX.org.