



## **Spectrum Parent Advisory Panel**

### **Charge**

#### **Scope of Review**

The District considers parent input a vital ingredient to ensuring that program and District decisions are grounded with the current, practical realities that parents and students face. Parent input may be gathered prior to, during, and following programmatic decisions and activities, depending on the type of decision being made and/or the timeline set for decision making and the carrying out of specific activities.

The Spectrum Parent Advisory Panel provides a District-recognized forum for the parent community to (a) provide advice concerning the Spectrum program, (b) advocate for students who are gifted and (c) advocate for the Spectrum program. The primary responsibility of the Spectrum Parent Advisory Panel is to provide Seattle Public Schools with a parental perspective on the program, to include its current operation and management, policies, curricula, proposed changes, future plans, and goals. The Panel is to provide parent recommendations and opinions related to the Spectrum program to the Manager of Advanced Learning. The Panel may review the annual work plan of Advanced Learning and use it as a springboard for discussions throughout the academic year. The Panel may also provide volunteer support to Advanced Learning on an ad hoc basis.

Staff make programmatic decisions under the direction of the Director of Student Services and the Chief Academic Officer. They consult with District staff experts (e.g., Student Services, Instructional Services, School Services, building-based, and enrollment staff), and as appropriate, advisory groups.

#### **Term of the Advisory**

The Panel is a standing committee. The Panel serves an on-going need of the District to gather parent input concerning the Spectrum program.

The committee is established pursuant to Board Policy E08.00, Community Advisory and Oversight Committees, and accompanying Board Procedure E08.01.

#### **Membership: Positions, Qualifications, Selection Process, and Length of Service**

The Spectrum Parent Advisory Panel is comprised of Co Chairs (Manager of Advanced Learning and a parent), a Secretary, Building Representatives from each of the 8 Spectrum middle and 10 Spectrum elementary schools, and at least two teacher/staff representatives. Building Representatives may have a Co-Representative or alternate if desired.

Members of the Panel serve for one year from July 1 to June 30. Members are eligible for re-appointment, but can serve on the Advisory for no more than three consecutive years.

#### Co-Chairs

The parent co-chair is a volunteer parent/guardian of a student eligible for and enrolled in the Spectrum program, grades 1-8, during their year of service. The volunteer parent co-chair will be selected from a pool of applicants by parents/guardians involved in the program through a process established by the Panel. The Panel recommends their selected appointee to the Superintendent, who makes the final determination of appointment.

The staff co-chair, as appointed by the Superintendent, will be the Manager of Advanced Learning.

#### Building Representatives

Parent representatives are volunteer parents/guardians of students eligible for and enrolled in the Spectrum program during their year of service, one parent per building housing the Spectrum program. Parent representatives must have a child in Spectrum at the school they are representing. Building representatives may have an alternate if desired. Parents/guardians involved in the program nominate their parent representative through a process established by the Panel. The Panel recommends appointees to the Superintendent, who makes the final determination of appointment.

Staff representatives are teachers in the Spectrum program. The Manager of Advanced Learning will work with program building principals and staff to identify one elementary and one middle school teacher to serve on the Advisory Panel. The Manager of Advanced Learning, as the Superintendent's designee, will appoint staff representatives.

#### Secretary

The secretary is a volunteer parent/guardian of a student eligible for and enrolled in the Spectrum program, grades 1-8. The volunteer parent secretary will be selected from a pool of applicants by the co-chairs. The Panel recommends their selected appointee to the Superintendent, who makes the final determination of appointment.

#### **Staff Support**

Clerical staff of Advanced Learning support Panel activities. Support is limited to scheduling meetings, duplicating agendas, minutes, and handouts, web posting, and other duties as assigned by the Manager of Advanced Learning.

## **Membership Responsibilities**

### Co-Chairs

Co-chairs serve as leaders of all Spectrum Advisory activities. Co-chairs set meeting agendas, working collaboratively with Spectrum Parent Advisory Panel members during scheduled meetings. Co-chairs review meeting minutes. Co-chairs maintain e-mail lists of Panel members.

### Building Representatives

Building Representatives are encouraged to assist parents with questions on the Spectrum program; and seek and listen to parent concerns about the program, address them when possible, and bring them to the attention of the rest of the Panel whenever appropriate. Building Representatives are expected to serve as relay points for information from the Advanced Learning office that's of interest to all Spectrum parents, not just Panel members, and are encouraged to collaborate with parents, teachers, and principals to become familiar with the Spectrum program, its execution at their schools and the different perspectives of those involved with it. Building Representatives are encouraged to maintain lists of interested parents at their school, but Seattle Public Schools cannot legally release students' and families' personal information for that purpose. Building representatives may use, for example, school newsletters, PTSA forums, and "kid mail" with building administrative approval to seek contact from interested Spectrum parents to build such networks.

Teacher representatives serve to bring a teacher perspective to the Spectrum Parent Advisory Panel. The Manager of Advanced Learning, as the Superintendent designee, will appoint the teacher representatives.

### Secretary

The secretary is responsible for taking meeting minutes, sending them out for review, and ensuring that the final copy is provided to the supporting clerical staff member for posting on the District web site.

## **Meetings**

While school is in session, the Spectrum Parent Advisory Panel will hold quarterly meetings (i.e., September, November, February, May). Agendas for upcoming meetings are either set during the quarterly meetings or through phone or e-mail correspondences. The Panel may meet in addition to these scheduled sessions, as appropriate. Exceptions/additions to the meeting schedule must be approved by the Director of Student Services

The primary purpose of Panel meetings is to allow Panel members to provide opinions and/or recommendations concerning issues facing the Spectrum program, grades 1-8. Parents and staff who are not members of the Panel are welcome to attend meetings.

However, meetings focus on the discussion of issues brought to the meeting by official Panel members, with discussions primarily held between Panel members.

At times, the Panel may determine there is a need to dedicate a portion of a Panel meeting to a parent/community question/answer format, with interested parents presenting questions to the Panel. To ensure the committee can complete its work, no more than two of the Panel meetings held within one academic year will include a public forum component.

### **Work Products**

A primary work product of the Panel will be meeting notes.

The Panel will produce a summary report each year of topics discussed throughout the year and a list any activities or events sponsored by the group (e.g., parent forum, parent education experiences). The report will be presented to the Manager of Advanced Learning by June 30<sup>th</sup>. The Manager will distribute the report to the Director of Student Services, the Chief Academic Officer, and the Superintendent. It will be posted on the District website.

The Panel may also issue interim reports when immediate recommendations and input are needed on a proposed action. Minority reports may also be developed. These reports are to be presented to the Manager as well, with the Manager assuming responsibility for their distribution.

Panel concerns, inputs and work products will be reviewed by Advanced Learning staff, the Director of Student Services, the Chief Academic Officer, and Superintendent, as appropriate.

### **Appointment of the Committee and Public Notification**

The appointing authority for this committee is the Superintendent.

### **Reporting Relationship to the Appointing Authority**

The Superintendent has designated reporting authority to the Manager of Advanced Learning. The Panel reports to the Manager, who in turn, reports to the Superintendent.