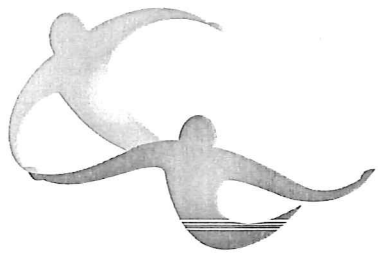


GEORGIA PARENT MENTOR PARTNERSHIP

PMP Leadership Council

By-Laws



Georgia
Parent Mentor
Partnership

GEORGIA PARENT MENTOR PARTNERSHIP

Parent Mentor Council

By-Laws

Article I – Name

The Parent Mentor Partnership, under the guidance of the Georgia Department of Education; Division for Special Education Supports; Office of Standards, Assessments and Instruction will establish a Parent Mentor Leadership Council. The Parent Mentor Leadership Council is hereinafter referred to as Leadership Council.

Article II – Mission

The Georgia Parent Mentor Partnership will build effective family, school and community partnerships which lead to greater student achievement for all students at risk particularly those with disabilities.

Article III – Beliefs

Approve

- Georgia Parent Mentor Partnership activities are an integral part of local school system's plan for increasing student achievement.
- ~~Professional learning is a lifelong/on-going process at the local/regional/state levels for both parents and educators. (Mentors fall into three learning categories beginning with Rookies for first-year mentors, followed by IV and Varsity.)~~ *New Mentor*
- New local school systems will be continually welcomed to the Partnership. The Leadership Council will look for new methods to expand outreach to small districts and find ways to ensure consistency in programming when a Partnership mentor or administrator leaves his or her system.
- Educating the public about family/school partnerships is critical to increasing successful student outcomes.
- All students with disabilities would benefit from access to Parent Mentor services so we will continue to build capacity in family, schools and community.
- Providing information and resources to parents will assist them in making appropriate education decisions. Parent Mentors will continue to work to build parent capacity.
- ~~Recruiting and developing parent volunteers will strengthen student learning at home, at school and in the community.~~
- Parents and schools will **communicate** effectively and develop parent/school relationships.
- Including parents in **School Decision Making** will develop parent leadership and capacity.

- Providing **parenting** information and resources on ways to assist children at home will increase student's success levels.
- Involving families with their children in **learning at home** activities based on the student's IEP and the school's curriculum will enhance the child's performance in the classroom.
- In **collaborating with the community** to integrate and bring services together.
- In a commonality of purpose and expectations between home and school.
- "Seek first to understand, then to be understood". As school personnel and parents seek to understand one another, they will form a relationship that is interdependent which leads to shared responsibility.

Article IV – Participation

PARTICIPATION shall be available to all parents of children with disabilities hired by local school systems that participate in the Georgia Parent Mentor Partnership.

Article V – Positions

*Remove
Vice-Chairperson*

- Section 1. Leadership Council participation recommends at least one (1) year experience in the Georgia Parent Mentor Partnership.
- Section 2. The Executive Board shall be as follows: Chairperson, Chairperson-Elect, Recorder, ~~Vice-Chairperson~~, Immediate Past Chairperson and three special education administrators.
- Section 3. The Chairperson, Chairperson-Elect, Recorder, ~~Vice-Chairperson~~, Immediate Past Chairperson and three special education administrators shall serve a one (1) year term. All positions shall begin their duties beginning July 1. The Chairperson may extend the term of the Recorder and special education administrators for another year.
- Section 4. In case of a vacancy occurring in the position of Chairperson, the Chairperson-Elect shall assume the position of Chairperson. In case of a vacancy in the position of Chairperson-Elect, or in the event that he/she succeeds the Chairperson for any reason, ~~the Vice-Chairperson~~ shall assume the position of Chairperson-Elect. ~~The position of Vice-~~

~~Chairperson shall remain vacant until the next Leadership Council meeting. The Chairperson, with the approval of the Executive Board, shall appoint a new Vice-Chairperson.~~ 7

Section 5. In case of a vacancy occurring in the position of Recorder or special education administrator, the Chairperson, with the approval of the Executive Board, shall appoint a new Recorder or special education administrator to complete the unexpired one (1) year term.

Section 6. **THE CHAIRPERSON.** The Chairperson shall preside at all Executive Board and Leadership Council meetings. He/She shall appoint all standing and special committee chairperson and shall be ex-officio member of all committees. This position shall act for the Leadership Council between meetings, clearing whenever necessary, important actions with the Executive Board. The Chairperson or such alternate as he/she may designate shall represent the Leadership Council at meetings of other groups where Leadership Council representation is desired or required.

Section 7. **THE CHAIRPERSON-ELECT.** The Chairperson-Elect shall serve in the event of resignation or absence of the Chairperson. He/She shall accede to the position of Chairperson from the position of Chairperson-Elect.

Section 8. **THE RECORDER.** The Recorder shall keep accurate minutes of all meetings of the Executive Board and Leadership Council Meetings. He/She shall carry on correspondence as necessary in regard to matters as delegated by the Chairperson.

~~Section 9. **THE VICE-CHAIRPERSON.** The Vice-Chairperson shall serve in the event of resignation or absence of the Chairperson-Elect. He/She shall accede to the position of Chairperson-Elect from the position of Vice-Chairperson.~~

Section 10. **THE IMMEDIATE PAST CHAIRPERSON.** The Immediate Past Chairperson shall serve as Chairperson of the Awards Committee. In the event the Immediate Past Chairperson cannot serve, the Chairperson shall appoint the next most recent Past Chairperson whose services are available.

Rense

Section 11.
Section
10%

THE SPECIAL EDUCATION ADMINISTRATORS. Three (3) special education administrators shall serve as advisors to the Executive Board. The three (3) special education administrators should represent a small, a medium and a large school district from the state of Georgia.

Phil Pickens Winner
GLRS - Rep or Director
~~additional advisor~~

Article VI – Meetings

The Leadership Council shall meet prior to the statewide Parent Mentor Partnership Kick-off meeting and

at such times as deemed necessary. Changes in the time and place of the meetings shall be made upon recommendation of the Executive Board who may all call additional membership meetings as deemed necessary.

Article VII – Executive Board and Leadership Council

Section 1. The Executive Board shall serve as advisor to the Chairperson and shall approve appointment of members of standing and special committees. It shall approve appointments, as made by the Chairperson, of a position to fill a vacancy. It shall act upon matters of business that may arise between meetings of the Leadership Council.

Section 2. Members of the Leadership Council shall be recommended for appointment by each region. Members of the Leadership Council shall serve on the Leadership for a minimum two (2) year term. Members of the Leadership Council may be reappointed for one (1) additional year.

Article VIII – Committees

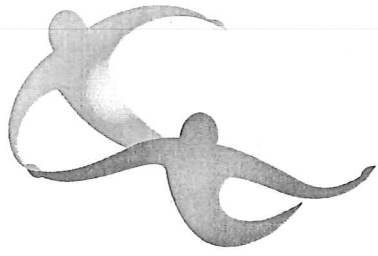
Section 1. The standing committees shall be as follows: Awards, Regional, Training & Professional Learning, Accountability, Public Relations, and Alumni.

- Sunshine
- Special Project
- Phil Pickens
- Educational-Sub Com.
- Communication/Media
- advisor

Section 2. The standing committee chairpersons and other special committee chairpersons shall be appointed by the Chairperson with the approval of the Executive Board. The committee chairpersons, with the approval of the Chairperson, shall select committee members.

Section 3. The standing committee chairpersons and other special committee chairpersons shall report to the Chairperson the activities of the respective committees on a regular basis that will be determined by the Chairperson.

Article IX



Georgia
Parent Mentor
Partnership

Parent Mentor Partnership
Leadership Council
Operating Guidelines



Georgia Parent Mentor Partnership Leadership Council Guidelines

Parent Mentor Mission Statement: Build effective family, school and community partnerships which lead to greater student achievement for all students at risk particularly those with disabilities.

Parent Mentor Vision Statement: Parent mentors and special education administrators will lead the way in Georgia to bridge the gap between home, school and community partnerships.

Purpose of Parent Mentor Leadership Council: The purpose of the Leadership Council is to establish a communication system for the ongoing exchange of information between individual mentors, the GaDOE, Division of Special Education Services and Supports, the Parent Liaison, Special Education Directors, GLRS Directors that make suggestions for the enhancement of the Parent Mentor Partnership.

Purpose of Parent Mentor Leadership Council Operating Guidelines: The purpose of the Parent Mentor Leadership Council guidelines, is to provide the Council with a set of the membership requirements and procedures for conducting Council meetings and related business.

Who serves on the Leadership Council?

- ❖ Two to three parent mentors from each region (6 regions) *at least 2*
- ❖ State Liaisons
- ❖ Special Education Directors (3) */GLRS*

*Rep
Assistance*

How are council members selected? *(Approved)*

- ❖ A nominating committee of five council members and the chairperson will distribute an application to the at-large Parent Mentor Partnership notifying them of the open positions on the leadership council *talk about it in Jan. send ~~Feb~~ in Feb*
- ❖ The application will be e-mailed to the partnership at-large by ~~April 15~~ *April 1* and returned to chairperson by mentor NLT ~~June 1~~ *April*
- ❖ Local school district special education directors must approve the parent mentor's application for participation
- ❖ New leadership council members will take office ~~August 1~~ *July 1*
- ❖ Prospective council members' leadership qualities, past performance and willingness to be a statewide parent leader will be reviewed.

What are the qualifications for the Parent Mentor Leadership Council representatives?

*Approved
no
changes*

- ❖ Must have a minimum of one year experience as a Parent Mentor or Administrator working with the Parent Mentor Partnership.
- ❖ Exhibit strong leadership qualities and show a desire to grow parent engagement across the state.

What are the responsibilities of leadership council members?

approve of changes

- ❖ Be willing to serve a minimum two year term with a third year option
- ❖ Attend the planning retreat *meeting*
- ❖ Attend a minimum of 3 regional training *workshops* per year
- ❖ Share council news with respective regional parent mentors
- ❖ Ensure region parent mentors comply with established Parent Mentor Partnership schedules and deadlines
- ❖ Recruit mentors who are on the leadership council for committees
- ❖ Notify chairperson if unable to attend meetings or complete assigned duties
- ❖ Participate on related council committees
- ❖ Be statewide role models of the parent/educator partnership

What are the benefits of serving on the Leadership Council?

No changes

- ❖ Receive current and first hand information
- ❖ Work collaboratively with other regional parent mentors
- ❖ Have an impact on upholding the integrity of the Parent Mentor Partnership
- ❖ Be an example for others to exemplify

- ❖ Experience first rate training opportunities
- ❖ Receive recognition of leadership skills among peers
- ❖ Expand professional network to include more regional and state level colleagues

When does a new leadership council member's term begin and end?

- ❖ The Leadership Council selects new members annually by
- ❖ Leadership council member's term begin ~~August 1~~ July 1
- ❖ All members; current, outgoing and new; will attend the Leadership Council Retreat scheduled at the beginning of the school year

What are the qualifications to become the Leadership Council Chairperson?

- ❖ Has served one year as a PMP Leadership Council member
- ❖ Has served one year as a PMP Leadership Council chairperson elect

What are the qualifications to become the Leadership Council Chairperson Elect?

- ❖ Has served one year as a PMP Leadership Council member

What are the qualifications to become the Leadership Council Recorder?

- ❖ Has served one year as a PMP Leadership Council member

How will the chairperson elect be selected?

all approve

- ❖ A nominating committee of five council members and the chairperson will distribute an application to council members of qualified members to serve as chairperson elect
- ❖ The ballot will be e-mailed to council members by ~~March 15~~ April 1 and returned by council member NLT *Feb*
- ❖ The returned ballots will be tallied and the new chairperson elect will take office ~~August 1~~ July 1

What are the responsibilities of the Leadership Council chairperson?

- ❖ Facilitate meetings
- ❖ Send reminders to council members on upcoming events, dates, etc
- ❖ Set agenda with input from the GaDOE Family Engagement Specialist and region council members
- ❖ Act as a liaison between local Special Education Directors, GLRS Directors the GaDOE Parent Liaison, the Divisions of Special Education, Services and Supports and the At Large members
- ❖ Review and verify minutes and bulletins from the recorder
- ❖ Contact leadership council members who missed two or more consecutive meetings to discuss continued council participation

What are the responsibilities of the Leadership Council chairperson elect?

- ❖ Fill in for the chairperson when absent
- ❖ Assist chairperson in setting meeting agenda
- ❖ Review meeting minutes and bulletins from the recorder
- ❖ Coordinate training agendas for region training sessions and statewide leadership meetings with DES
- ❖ Perform other duties as assigned by chairperson

How will the recorder be selected?

- ❖ A nominating committee of five council members and the chairperson will select a recorder from pool of interest Parent Mentors
- ❖ The new recorder will take office ~~August 1~~ July 1

What are the responsibilities of the Leadership Council recorder?

- ❖ Attend all council ^{meetings} retreats, meetings and/or conference calls and record minutes
- ❖ Type a draft copy of the minutes and send to chairperson and chairperson elect for approval
- ❖ Type a draft copy of a bulletin that succinctly summarizes pertinent information for at-large distribution to all Parent Mentors, Special Education Directors, GLRS Directors and both GA Divisions for Special Education
- ❖ Send approved minutes and bulletin to GaDOE Family Engagement Specialist for distribution within three weeks of the retreat, meeting or conference call
- ❖ Send approved minutes and bulletin to Communications Coach to have posted on Learning Curve of the Parent Mentor partnership website.
- ❖ Find replacement and notify chairperson if unable to attend the Leadership Council retreat, meeting or conference call
- ❖ Agree to serve as a leadership council member the following year

When will these guidelines be reviewed?

- ❖ The guidelines will be reviewed during the Mentor University 2005 and "as needed", at least every three years thereafter.

Every 3yrs or as needed

all has been approved