



**SAC Agenda  
Gamble Rogers Middle School  
August 30, 2016  
3:30-4:30**



What?	Who?	How?	How long? (Approximately)	<input checked="" type="checkbox"/>
Welcome	Tracy Melgard	Presentation	5 minutes	
Review of Robert's Rules (page 2)	Tracy Melgard	Presentation	5 minutes	
SAC Bylaws (pages 2-6)	Tracy Melgard	Discussion and vote	5 minutes	
SAC Composition (attendance) -voting members	Tracy Melgard	Discussion	5 minutes	
Financial Report and Title One (page 7)	Greg Bergamasco	Presentation	5 minutes	
Principal's Report	Greg Bergamasco	Presentation	5 minutes	
School Board Update	Bill Mignon	Presentation	10 minutes	
Request for funds (page 7 and 8 )	Nicole Bohanan (Brainpop) Demaio/James)	Discussion and vote	10 minutes	
Public Comment		Discussion	5 minutes	
Evaluation and closure	Tracy Melgard	Discussion/consensus	5 minutes	

**On the horizon.....**

*Picture Day: September 2nd *Labor Day: September 5 <sup>th</sup> *Interims, September 12 <sup>th</sup> , 2016	*GRMS Open House, <b>September 13<sup>th</sup></b> . *Next GRMS SAC meeting.....Tuesday, September 22nd
--	--

# Robert's Rules of Order

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to many. The following guide serves as a cheat sheet for running effective meetings.

Things we need to remember this year:

\*Call to order.

\*Announcements

- These are announcements from the body, but do not include votes.

\*Adjournment

- The meeting leader will move for adjournment, signifying the end of the meeting.

\*Making a motion: Make Your Motion using "I move that we..."

- Wait for Someone to Second Your Motion
- Another member can second your motion or the Chairman will call for a second.
- If there is no second to your motion, it is lost.

**Tracy.....Remember to say:**

\*Adjourn Meeting

"I move to adjourn."

\*Postpone discussion for a certain time

"I move to postpone discussion until..."

---

## **SAC BYLAWS HIGHLIGHTS!**

**FLORIDA STATUTES (SS. 1 001 .452) REQUIRE EACH SAC TO ADOPT BYLAWS PROVIDING FOR:**

- A quorum of at least 51% of SAC members to be present before a vote may be taken by the SAC
- At least three days advance notice in writing to all SAC members of any matter that is scheduled to be voted on (agenda)
- Scheduling meetings when parents, students, teachers, business persons, and members of the community can attend.
- Replacing any member who has two unexcused consecutive absences from a SAC meeting that is noticed as defined in the by-laws
- Recording minutes of meetings.

# **SCHOOL ADVISORY COUNCIL BYLAWS for GAMBLE ROGERS MIDDLE SCHOOL 2016-2017**

## **Article I: Name**

The name of this organization is the **GAMBLE ROGERS MIDDLE SCHOOL- School Advisory Council (SAC)**.

## **Article II: Purpose**

Section 1. the functions of the School Advisory Council are:

- a. assist in the preparation and evaluation of the school improvement plan
- b. assist in the preparation of educational improvement proposals for implementing an educational improvement grant

Section 2: Other board functions of the School Advisory Council are:

- a. initiate activities or programs that generate greater cooperation between the community and the school
- b. assist in the development of educational goals and objectives
- c. recommend various support services in the school
- d. assist in the preparation of the accreditation report
- e. perform any such functions as prescribed by the regulation of the School board
- f. assist in the preparation and evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such school improvement plan as required by Florida Statutes
- g. review the budget to be sure it is aligned with the School Improvement Plan
- h. Perform other functions as requested by the principal

## **Article III: Membership**

Section 1. The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school.

Section 2. This council shall include parents, teachers, education support employees, community members, business partnership representatives and the principal. A majority (>51%) of the membership shall be non-staff.

Section 3. For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.

Section 4. The principal shall be the only member of that school's administration who is a voting member of the SAC.

Section 5.

Peer election shall be used to select parent, education support staff, and teacher members of the SAC unless appointed by the principal or SAC chairperson due to lack of volunteer participation

Such elections (if necessary) shall be held at the beginning of each school year (after the first day of school) such that the membership list is ready to submit to the office of Planning, Accountability and Assessment by October 28, 2016

Section 6. Community members shall be appointed by the principal.

Section 7. Term of office for newly elected members shall be for a period of one year.

Section 8. Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents, teachers, educational support personnel and students will be filled by peer election. Elections to fill vacant positions may be held as necessary throughout the year.

Section 9. SAC is a sunshine organization and non-members are encouraged to attend meetings but may not vote. Voting in SAC meetings shall be limited to duly elected/appointed school board approved members.

Section 10. The PTO president, as well as other PTO members, may be a member of the SAC. (optional)

#### **Article IV: Responsibilities**

Section 1. The School Advisory Council is a resource to the school and the principal. The term “advisory” is intended to mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

Section 2. The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate school board or local school center policy, and 2) it must deal with issues rather than particular person, whether they are administrators, teachers, students, citizens, or parents.

#### **Article V: Officers**

Section 1. Officers and their election:

- a. The officers of the School Advisory Council shall be a chairperson, and a secretary. All officers must be members of the SAC.
- b. These officers shall be appointed by the principal.

#### **Article VI: Roles of the Principal and SAC Members**

Section 1. The Principal

- a. serves as a resource providing information regarding the local school education program
- b. appoints all non-elected SAC members
- c. maintains the appropriate statutory composition of the SAC
- d. notifies the office of Public Accountability and Assessment when modifications are necessary
- e. acts as an active resource
- f. encourages leadership from within the council

- g. assists in training members in leadership skills
- h. arranges for presentations of interest to the council
- i. keeps the SAC apprised of county policies, curriculum, etc. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with state purposes and policies
- j. develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- k. serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees

#### Section 2. The Chairperson

- a. works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting
- b. calls the meetings to order, maintains order, and sees that the meeting is properly adjourned
- c. instructs the secretary and other officers in their duties
- d. sees that minutes are taken, prepared, read, approved and properly filed in the school
- e. sees that business is ordered, considered and disposed of properly
- f. is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members

#### Section 3. The Secretary

- a. keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal for the school file and posted on the GRMS website
- b. keeps accurate records of council membership, attendance, duties and special assignments

#### Section 4. Parents and other community representatives

- a. act as council members according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community
- b. participate regularly in SAC meetings and carry out council assignments
- c. become knowledgeable about personnel and material resources of the school and community and the school's education program
- d. act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students
- e. assist in obtaining community resources to aid the school's education program
- f. serve as a communication link between SAC, the community and the school
- g. participate in activities aimed at obtaining parent and community support and assistance for school related programs

#### Section 5. Faculty and school staff representatives:

- a. act as members of the council to represent the views and interest of the school staff
- b. participate regularly in SAC meetings and carry out council assignments

- c. act a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources
- d. assist in identifying community resources which can aid in the school's educational programs
- e. serve as a communication link between the SAC and the school staff, and keep the staff informed of actions can activities of the council
- f. participate in efforts to encourage school staff support for goals and activities of the School Advisory Council

**Article VII: Committees**

The SAC may create such committees as necessary to carry on the work of the council.

**Article VIII: Meetings**

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than eight times per year. The first meeting shall be held in August. Meetings must be scheduled when parents, teachers, education support personnel and community members can attend. All meetings shall be open to the public, or "In the sunshine".

Section 2. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum. (A quorum of at least 51% of SAC members to be present before a vote may be taken by the SAC)

Section 3. Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting. (Agenda emailed to SAC)

**Article IX: Amendments to Bylaws**

Section 1. These bylaws shall be amended at any regular meeting of the SAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

**Article X: Ratification of Bylaws**

The bylaws of the SAC will be ratified by a majority of if its members.

**Article XI: Parliamentary Authority**

Section 1. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.

Section 2. The chairperson has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.



## Fund's Request: Scholastic Art

### School Advisory Council Request for the Use of Funds

**Date: 8/22/2016 Requested by: Kathy James & Ashley DeMaio**

**Purpose of the funds requested: Educational reading material for the art studio**

**What Part of the School Improvement Plan will these funds address?**

Utilizing scholastic art magazines in the classroom correlates with the goals of our School Improvement Plan in several ways. First, Scholastic Art Magazines offer high quality lesson extensions that align with the national Visual Arts Standards. Secondly, Scholastic art online helps support our school AVID goals. This online site features valuable class resources like pintables, reading activities, guiding questions and reflections and art vocabulary. Finally blending art and timely reading materials helps support our school goal to increase student literacy. Below are additional ways Scholastic Art will help support our School Improvement Plan:

- **Art history nonfiction** thoroughly examines influential artists from diverse backgrounds, time periods, and movements. **This specifically focuses on our SIP increasing literacy goal.**
- **Unique studio projects** give students hands-on practice applying the techniques of the masters.
- **Contemporary art features** take a look at today's most groundbreaking artists and artworks.
- **Meet rigorous state standards** with complex informational texts, art vocabulary, and text-based writing prompts. **This specifically focuses on our SIP increasing literacy goal**
- **High-quality art reproductions** appear on every page, and subscriptions include double-sided posters with every issue. A FREE poster pack, with 10 or more subscriptions, gives you an additional 8 Giant Art Reproductions.
- Interviews with working artists detail a wide **variety of exciting arts careers** and connect art lessons to the real world.
- **EXPANDED Teacher's Guides** feature complete lesson plans, essential questions, and enduring understandings as required by the **National Core Visual Arts Standards**.

**How will you measure its effectiveness or impact?** Assignments; formative and summative assessments review the materials covered; final EOC covering art terms and materials

*In order for this project to be funded by the School Advisory Council, you will be required to provide a 5 minute presentation on how it has been used to improve the school and/or the quality of teaching you are able to provide. Do you agree to this?    YES      NO*

**How much funding support do you require?**

EXPENSE	COSTS	DATE NEEDED	Description
Subscription	<b>\$593.34</b>		Year subscription to Scholastic Art- 60 copies (30 each teacher)