

## **SAC Agenda, Gamble Rogers Middle School**

**September 21, 2023, 3:00-4:00**

**Media Center and Microsoft Teams**

<b>What?</b>	<b>Who?</b>	<b>How?</b>	<b>How long? (Approximately)</b>	<input checked="" type="checkbox"/>
Welcome and make your sign	Robin Major	Presentation	3 minutes	
		Introductions	2 minutes	
Review of Robert's Rules (page 2)	Robin Major	Presentation	2 minutes	
SAC Bylaws and attendance (pages 2-6)	Robin Major	Discussion and vote	5 minutes	
Budget, Principal's Update	Brian Wilson	Presentation	10 minutes	
School Board Update	Jennifer Collins	Presentation	10 minutes	
	Kimberly Keen	GRMS Barkery Bakery Dog Biscuit fund raiser	5 minutes	
Public Comment		Discussion	5 minutes	
Evaluation and closure	Robin Major	Discussion/consensus	5 minutes	

## **GRMS SAC 2023-2024 Meeting Schedule**

**\*\*ALL meetings will be held in person in the media center and online on Microsoft Teams.**

**\*All meetings will be from 3:00 to 4:00 unless otherwise stated**

- **Thursday, September 21, 2023**
- **Thursday, October 19, 2023**
- **Thursday, November 16, 2023**
- **Thursday, December 14, 2023**
- **Thursday, January 18, 2024**
- **Thursday, February 15, 2024**
- **Thursday, March 21, 2024**
- **Thursday, April 18, 2024**

**Robert's Rules of Order** (1915) is the oldest and most 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. The following guide serves as a cheat sheet for running effective meetings.

Things we need to remember this year:

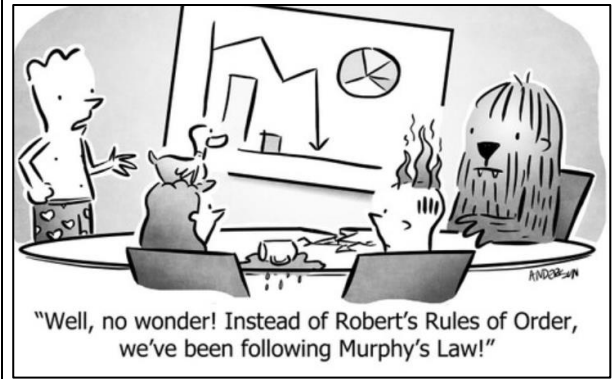
\*Call to order.

\*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.



***It is a good idea to use Roberts Rules.... Why?***

- 1. Keeps meetings structured and moving**
- 2. Keeps meeting minutes organized and easy to follow**
- 3. Everyone has a voice**
- 4. It is in the Bylaws!**

\*\*\*\*\*

## **SCHOOL ADVISORY COUNCIL BYLAWS for GAMBLE ROGERS MIDDLE SCHOOL**

2023-2024

### **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 interest in 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 21, 2022*

**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.  
(optiona

### **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 September. 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.

## Upcoming Events

Book Fair – November 13-17<sup>th</sup> more details to follow!!

### V STINGRAY VOLLEYBALL SCHEDULE

Girls' Games begin @ 5:30pm Boys' Games begin @ 6:30pm

September 19th Home vs. Landrum

September 21st Home vs. Sebastian

September 26th Away @ Pacetti Bay

September 28th Away @ Fruit Cove

October 3rd Away @ Swiss Point

October 10th Home vs. Murray

October 12 Away @ Landrum

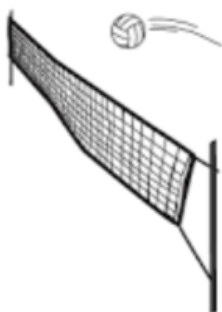
October 17th Away @ Sebastian

October 19th Home vs. Pacetti Bay

October 24th Home vs. Fruit Cove

October 26th Home vs. Swiss Point

November 7th Away @ Murray



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# STINGRAY FOOTBALL SCHEDULE

## DATES

**9/5**  
GRMS VS MURRAY  
@ ST. AUGUSTINE HIGH

**9/14**  
GRMS VS SEBASTIAN  
@ PEDRO MENENDEZ

**9/20**  
GRMS VS PACETTI BAY  
@ PACETTI BAY

**10/4**  
GRMS VS SWISS POINT  
@ BARTRAM HIGH

**10/11**  
GRMS VS FRUIT COVE  
@ GAMBLE ROGERS

**10/18**  
GRMS VS LAKE CITY  
@ GAMBLE ROGERS

**10/25**  
GRMS VS LANDRUM  
@ CORNERSTONE

PLAYOFFS — TBA

**GAME TIME**  
**5:00pm**

**AT THE DOOR**  
**\$5**

