

School Advisory Council
Agenda
Tuesday, November 15, 2001

1. Election of officers: Chair, Co-chair & Secretary (see attached duties for officers)
2. DCAP – review any suggested changes
3. Firm up ideas for adult Spanish lessons
4. Survey – how will our proposal for parent / teacher surveys be effected by the surveys already conducted?
5. Next meeting December 20th – 5:30-6:30
6. Assignments for December meeting?

1) Duties of Officers

A. The Chair

- 1) He/She presides and facilitates all the meeting of the SAC.
- 2) He/She shall communicate effectively with members, constituents, and administration.
- 3) He/She shall prepare and make available an agenda in a timely manner prior to upcoming meetings. The Chair will communicate and coordinate the agenda with the principle and post the agenda on the common 3-5 days prior to the meeting.

B. The Co-Chair

- 1) He/She will assume the responsibilities of the co-chair in his/her absence.
- 2) He/She will perform all the duties of the Secretary in his/her absence.
- 3) In the event that the chair and secretary are absent for the same meeting the Co-Chair will assume the Chair's responsibilities and designate another member of SAC to assume secretarial duties for that meeting.

C. The Secretary

- 1) He/She will record the minutes of all the meetings.
- 2) He/She will have a copy of the bylaws at the meeting
- 3) He/She shall maintain the attendance log.
- 4) He/She shall post minutes of each meeting on the website and place a "hard copy" of said minutes in the SAC binder in the main office within ten days of the meeting.