



OFFICERS' DUTIES AND RESPONSIBILITIES

Principal

- Assures that membership of the School Advisory Council (SAC) is representative of the ethnic, racial and economic community served by the school.
- Works closely with the SAC Chairperson to prepare meeting agendas.
- Maintains the appropriate statutory composition of the SAC.
- Serves as a resource providing information regarding the local school educational program.
- Supplies academic information to the SAC.
- Encourages leadership from within the council.
- Assists in training members in leadership skills.
- Arranges for presentations of interest to the council.
- Represents the school at District Advisory Council (DAC) meetings (a designee can be used when needed.)
- Keeps the SAC apprised of county policies, curriculum, etc.
- Establishes, maintains, and regularly consults with SAC, involving it in decisions in accordance with stated purposes and policies.
- Develops, through positive actions, feelings of trust and understanding among SAC, community and staff.
- Facilitates the distribution of SAC minutes and agendas.
- 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.
- Is not a passive resource person or a dominant figure.
- Is a voting member of SAC.
- Is the only administrator on SAC.
- Supervises instruction.
- Leads in the development, revision and successful implementation of the School Improvement Plan (SIP).
- Involves all stakeholders in the SIP process.
- Keeps SAC informed of relevant policies and activities of the school, district and state.
- Ensures a record of SAC activity is housed at the school and available upon request.

Chairperson

- Be responsible and accountable to SAC membership for carrying out the purposes of the SAC as prescribed in these Bylaws and Appendix B, Section A of KCPS School Board Policy.
- Preside at all meetings of the SAC and may sign all letters, reports, and other communications of the SAC.
- Perform all duties incident to the office of the Chair and such other duties as may be prescribed by the SAC from time to time.
- Form one Standing Committee to deal with training issues and other committees as directed by the SAC.
- Form sub-committees and task force as directed by the SAC, Superintendent, or School Board.
- Ensure that SAC members receive pertinent information, including but not limited to the activities of the SAC Committees and others acting in the name of the SAC, in a timely and prudent manner. and
- Convening special meetings of the SAC and SACX as directed in electronic or hard-copy written requests from a simple majority of SACX members.
- In general, performs all the duties pertinent to the office of Chairperson and other such duties as from time to time may be assigned to the office by the SAC.
- The Chair shall not be an employee of KCPS.

Vice-Chairperson

- Represent the Chairperson in assigned duties and to substitute and act as the Chair during his/her absence.
- Perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the SAC.
- Assume the position of the Chairperson if the position becomes vacant.
- Serve as an ex-officio member of all committees except the nominating committee.
- In general, performs all the duties pertinent to the office of Vice-Chairperson and other such duties as from time to time may be assigned to the office by the Chairperson or the SAC.
- The Vice-Chair shall not be an employee of KCPS.

DAC Delegate

- Attends all DAC and SAC meetings.
- Reports the DAC meetings and findings to their school SAC.
- Keeps a record of the information and concerns from their school SAC in order to report and give DAC amendments from your individual SACs.

Recording Secretary

- Keeps or causes to be kept the minutes of all general and special meetings of the SAC and SACX.
- Retain minutes of any committee or sub-committee where applicable.
- Maintain a record of all official documents for a period of two years.
- Exhibit at all reasonable times all official documents to SAC members, the Superintendent and School Board members.

- In the absence of both the Chairperson and the Vice Chairperson, assume the role of Chairperson until a Chairperson is chosen by a majority of the directors present at the meeting.
- Prepare and transmit to each of the members, to the Superintendent and to such other persons as the council may direct, true and correct copies of the minutes of such meetings. and
- Ensure that all notices are duly given in accordance with the provisions of these bylaws.
- Prepare an agenda at least 7 days in advance for all meetings and provide a copy of said agenda to anyone who requests it.
- Disseminate true and correct copies of the minutes of each regular or special meeting of the SAC and SACX to members.
- Write letters and other correspondence as directed by an action of the SAC, SACX or Chairperson.
- Maintain a record of all incoming and outgoing SAC correspondence and make said record available to SAC members via appropriate means.
- Keep attendance is kept for all meetings.
- Develop a register of contact information for each member of the SAC and furnish said register as necessary. and
- In general, performs all the duties pertinent to the office of Corresponding Secretary and other such duties as from time to time may be assigned to the office by the Chairperson or the SAC.

Treasurer

- Prepare a monthly financial statement to be presented to SAC membership at regular meetings.
- Assist the Communications Chairperson in preparing the annual Financial Report.
- Oversee the collection, disbursement and secure custody of funds as directed by the SACX.
- Deposit any funds or other deposits in the name of the SAC in banks or other depositories approved by the SACX.
- Ensure that two authorized signatures are present on all funding documents. Officers authorized to sign funding documents are: The Chairperson, Vice Chairperson and Treasurer.
- Keep or cause to be kept a full and accurate account of receipts and disbursements in books/records belonging to the SAC.
- Chair all committees involving finance or fundraising. and
- In general, performs all the duties pertinent to the office of Treasurer and other such duties as from time to time may be assigned to the office by the SAC Chairperson.

Title One Delegate

- Attends all SAC meetings.
- Attends all Title One Meetings.
- Reports the Title One Meetings and findings to the school SAC.
- Keep record of the information and concerns from their school SAC in order to report Title One budgetary and fund allotment to the parents (SAC).
- Works with the principal on the school improvement plan and Title One budget.

Sergeant at Arms

Before Board Meetings

- Set up the venue before the meeting starts and checks that everything is in order before everyone arrives.
- Organize equipment and set up refreshments.
- Greet new members are attending their first meeting and brief them on protocol and procedures. he also welcomes any guests.
- Administer sign-in documentation, ensures that the meeting starts on time.

During Board Meetings

- Keeps order. If other Board members or meeting attendees are disruptive, the Sergeant may warn them and, in extreme cases, eject them from the meeting.

After Board Meetings

- Oversee the cleanup process after meetings, either alone or with the help of other Board members.
- Pack up equipment and materials and restores the room to its original state.
- Responsible for the safe storage of any equipment, supplies and property owned by the organization, inventorying them after each meeting and reordering supplies when needed.

Fundraising Chair

- Design a program of fundraising for the year to achieve the SAC's annual budgeted income, giving consideration to offering fundraising activities and events that will involve the Paseo Academy community at a variety of levels of engagement.
- Evaluate fundraising solicitations and proposals from the membership and the outside community.
- Assist fundraising event chairpersons in promoting participation in fundraising activities through announcements at school and SAC events.
- Attend monthly Board and General SAC meetings. report to Board on upcoming plans for fundraising activities and on just-completed tasks.
- This position requires initiative and creativity in designing a program for responding to the SAC's fundraising needs for the year.

Teachers and Educational Support Representatives

- Function as members of the council to represent the views and interests of the school staff.
- Participate regularly in SAC meetings and carry out council assignments.
- Provide input into the process of identifying community resources which can aid in the school's educational program.
- Accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- Serve as a communication link between the SAC and the school staff, keeping the staff informed of actions and activities of the council.
- Participate in efforts to encourage school staff support for goals and activities of the SAC.
- Act as resource persons for the SAC by making available specialized information about the educational program, innovative ideas and available resource.
- Serve as representatives of all students, securing suggestions and recommendations from members of the student body for consideration by the SAC.
- Function as members of the SAC in accordance with established procedures.
- Participate regularly in SAC meetings and carry out council assignments.
- Provide input to the process of identifying community resources to aid in the educational program.
- Assist in securing the support of students in programs planned to deal with issues affecting students.
- Serve as a communications line between the SAC, the community and the student body.
- Participate in activities aimed at obtaining parent and community support for the school.