



School Advisory Council Agenda
September 13, 2017 / Alumni Room / 3:30 p.m.

Time	Agenda Item	Speaker	Objective/Purpose
3:30-3:33	Welcome	Mr. Zozos All	•
	Notes •		
3:33-	Public Forum	Open Forum	• Comments from the public and/or on non-agendized items
	Notes •		
	Monthly check-in reports	All	• Student, parent and staff report at the beginning of each meeting
	Notes • Student • Parent • Staff		
3:45-4:00	SAC Business		<ul style="list-style-type: none"> • August meeting minutes – review & approve • Norms update • Bylaws revision • Co-Chair vote • WASC outline
	Notes •		
4:00-4:35	Data & Discussion	Ms. Arbizu	<ul style="list-style-type: none"> • Who are our students? • A-G completion
	Notes •		
4:35-4:45	Professional Development Requests	Mr. Lien	•
	Notes		



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September 13, 2017 / Alumni Room / 3:30 p.m.

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4:45-5:00	Announcements & Closing Business		•
	Notes •		
	Future Agenda Items	All	•
	Notes •		
	2017-18 meeting dates	3:30 – 5:00 PM, Alumni Room (or A206) 8/23 , 9/13 , 10/11, 11/8, 12/13, 1/17, 2/14 (or 2/21?), 3/14, 4/18, 5/9	
	Notes •		



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Burlingame High School
School Advisory Council
Meeting Norms

**Let BHS site goals guide the committee's action.
Be mission-driven: represent all BHS stakeholders.**

Start on time and adhere to the agenda.

Come prepared and listen attentively.

Always assume positive intent in other committee members.

All viewpoints are valid and merit discussion - question respectfully.

Whenever possible, make decisions by consensus.



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SAC Responsibilities:

To provide input, monitor and evaluate the Single Plan for Student Achievement (SPSA).
Allocate professional development funds according to school goals.
Provide input/feedback for fundraising priorities.

The California *Education Code* requires the school site councils to:

1. Measure effectiveness of improvement strategies at the school.
2. Seek input from school advisory committees.
3. Reaffirm or revise school goals.
4. Revise improvement strategies and expenditures.
5. Recommend the approved Single Plan for Student Achievement (SPSA) to the governing board.
6. Monitor implementation of the SPSA.

[Note: CDE Website](#)

SAC members should have knowledge of, review and monitor:

- Student achievement data including UC/CSU eligibility rates, CAASPP scores and results, CELDT scores, attendance and suspension rates, etc.
- Implementation of school improvement efforts
- District policies, State and federal requirements
- The core instructional program
- Discretionary and categorical funds

Officers:

In order to conduct school business effectively, the school site council needs officers with stated responsibilities and authority including:

- A chairperson to organize, convene, and lead meetings of the school site council. Sign all letters and reports of the school site council. Work with Principal to develop meeting agendas.
- A vice chairperson to serve in the absence of the chairperson
- A secretary to record actions taken at SAC meetings and keep council notes. Keep a register of names and email addresses of each member of the MPC
- A parliamentarian to resolve questions of procedure, often with the help of Robert's Rules of Order or similar guide
- Other officers as necessary to perform stated duties in support of the work of the school site council

Composition of a Secondary School Site Council

At the secondary level, the SSC shall be constituted to ensure parity between (a) the principal (1), classroom teachers (5), and other school personnel (1), and (b) equal numbers of parents or other community members (4) selected by parents, and students (3).



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**BURLINGAME HIGH SCHOOL
SCHOOL ADVISORY COUNCIL
BYLAWS**

ARTICLE I NAME

The name of this council shall be Burlingame High School, School Advisory Council.

ARTICLE II MISSION

The School Advisory Council (SAC) will ensure that all components of the school work together towards preparing all students to be well-educated, lifelong learners, productive workers, and culturally sensitive, responsible citizens with a positive self-image.

ARTICLE III PURPOSE

The purpose and function of the SAC is to provide input and monitor progress towards school goals; and to assist in making decisions on the use of school resources, with input and feedback from all stakeholders.

ARTICLE IV MEMBERSHIP

The SAC is composed of fourteen (14) members - seven (7) staff (principal, certificated (teachers), and non-teaching staff) and seven (7) non staff (three (3) students and four (4) parent/community members). All members, other than the principal, must be elected by their constituent group. Elections for open seats will be held prior to the first meeting of each school year. Parity between staff and non-staff members shall be maintained.



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New SAC members are provided with a history of agenda items discussed and approved in previous years. It is important this take place so that all members are up to date on related subject matter prior to roundtable discussions and voting process.

Recommendations will be made by consensus. Consensus is when council reaches a conclusion that has blended the best ideas into a recommendation, which everyone can support; or when some members express concerns or reservations, but can agree to support the recommendation. If consensus cannot be reached, decisions will be made by a hand vote requiring two-thirds approval.

The duty of recording minutes will rotate among SAC members every meeting. Within the week following the meeting, the recorder should send the minutes to BHS Principal for distribution.

ARTICLE X

SET AND PUBLISH AGENDA

- A. Minutes from previous meetings shall be published and distributed at least three (3) days prior to each meeting.
- B. Agenda items and related materials must be submitted to the chairperson at least ten (10) days prior to each meeting. If an item is submitted after the agenda deadline, it will be postponed until the following month. The agenda will then be published and distributed at least three (3) days prior to each meeting.
- C. The chair and principal will set the agenda.
- D. Each agenda will provide a limited amount of time for "Public Comments."
- ~~E. Funding requests must be submitted to Parents' Group first and then will be reviewed by SAC at one meeting in the Fall and one meeting in the~~
~~the~~ Spring.



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ARTICLE XI **SCOPE**

The scope of topics appropriate for the SAC should be reflective of one or more of the following:

- Long range plans
- School goals and direction including staff development
- School-wide policies, issues, needs or concerns
- School community communication process
- Appropriation and distribution of SAC funds and/or advising other site funding committees

ARTICLE XII **BYLAWS**

Bylaws will be reviewed at the first meeting for possible amendments and revisions with final approval at the next meeting. Revisions by bylaws can be proposed and discussed at any meeting when placed on the agenda in advance.

Rev: 8/2017