

Dr. N. E. Roberts Elementary #1851
School Advisory Council (SAC) Meeting Minutes
October 17, 2017

Timothy Warren, Principal	Tory Walker parent	Jeff Wallace, parent
Moe Hassler, AP	Kristina Lang, teacher/para	Heather Yerkes, teacher
Diana Clopton, Reading Interventionist	Patricia Aruzu, parent	Phyllis Hill, LEA
	Nicole Wallace, teacher	Ashley Menetre, Math Coach

- I. Welcome-Mr. Warren opened the meeting at 6:01 PM
- II. Minutes of meeting on 9-19-17- minutes were read and accepted with no changes.
- III. Business Partners- Mr. Warren provided a list of active business partners and provided members with a business partner interest survey to be given to new or potential business partners. Business Resource Assessment will be used to survey potential business partner to align with their interest and strengths. Then they will complete the employee interest inventory used for employees of those business may volunteer/support as needed. Mr. Warren set a goal for SAC to be using the interest survey by next month.
- IV. School Beautification-Painting Update- David Connelly (supervisor) of "L" shop has been contacted but delayed possibly due to Hurricane Irma. Mr. Warren will continue to follow-up with district until he gets a date for starting the project.
- V. Dress Code- Students are spending instructional time waiting in the office due to dress code violations. The process has been to give students a copy of the district

dress code policy date stamped by Mrs. Stills detailing where they are out of compliance. Then, the student is sent back to class.

This will now be done using a 2-ply, half sheet form that teachers can send out to parents. One copy stays with the teacher as a record of the incident and the other copy is sent home. A note will be added to the notice encouraging parents to seek assistance from the school, through Mrs. Stills, if they need uniforms for their child.

Students who are out of compliance 3 times (3 sheets sent home) will face disciplinary action that does not require the student to miss class time (after school detention, work detail, etc.). Follow up about this form to be provided by the next meeting.

VI. Roberts Rules of Order and SC Guidelines- committee policies and protocols are available on our school web page. As well as a FAQ for SAC from the Florida Department of Education.

VII. Questions-

- Staples and Office Depot will be contacted as potential business partners.
- Issues with ants on campus will be addressed with Mr. Carter so granules can be spread. Mrs. Manly will be notified to use the school credit card for the purchase of supplies.
- A request was made for the PE baseball field to be cleaned and restored. That process will be considered.
- Incoming or new to ESE parents will be given a list of agency contacts, a tour of the school, a hierarchy of ESE staff, and a list of acronyms used for students.

Mrs. Menetre will send this information to Ms. Clopton, Mrs. Hill, and Mr. Warren. By our next meeting, as an orientation to Roberts, a flowchart of contacts, the process for 501/IEP plans, and resources for autism will be compiled into a pamphlet for parents.

- **“BUSTED”**- A bus positive reward system initiated by the Polk County School Board is in used at Roberts. At the end of the week students that have been ‘busted’ for making good choices on the bus are called up to the office and given a reward. Mrs. Wallace asked this be added to the CHAMPS program currently in use at Roberts.

VIII. Meeting Adjourned at 7:14

Meeting Norms:

- Start on time
- Silence cell phones
- Make introductions
- Adhere to the agenda
- Engage in discussions with an open minded and respectful tone
- Limit extraneous and side conversations

Advisory Council Meetings and Robert's Rules of Order

Robert's Rules will help your meeting run more effectively - and you only need to know a few key concepts...

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. It is a set of rules for conducting a meeting that allows everyone to be heard. It gives the group structure and a consistent format which helps them make decisions and achieve their goals and objectives democratically. Robert's Rules of Order is the most widely accepted guide to parliamentary procedure. They keep a meeting organized and flowing.

The genius of Robert's Rules is that they work well for groups of all sizes and types. How you apply the rules of parliamentary procedure is entirely up to you and your group. Large groups (i.e. legislature) will adhere to the strictest strict interpretation. Smaller groups i.e. FRYSC Advisory Councils, school PTAs, etc. can be more flexible, i.e. by only using the basic procedures.

Basic meeting management:

1. **Conduct business one item at a time.** Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.
2. **Let the chairperson do their work.** The chair is the gatekeeper for the meeting. A good chairperson keeps the group on task and the meeting flowing.
3. **Let committees do their work.** Your general meeting is to resolve the major issues. Save everybody's time by letting committees deal with the smaller details.
4. **Don't allow too much crosstalk.** This helps you keep control and ensures everyone will hear the business at hand. Allow time for socializing before or after the business part of the meeting.
5. **Limit discussion to the topic at hand.** Keep things focused, and don't be shy about asking speakers to deal only with the current topic.
6. **Cut off discussion when it becomes redundant.** For controversial issues, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new—or shut off discussion by calling for a motion.

An orderly, well-run meeting is better for all those attending. You'll get more business done in a shorter time, and everyone will be happier. Groups – especially Advisory Councils that have busy parents, community and school representatives - that limit meetings to one hour have much better luck getting people to return the next month. As for the terms and procedures you find in Robert's Rules, there are a few fundamentals that you should know.

Agenda

The agenda is a detailed list of specific items, in the sequence in which they will be covered. Use a consistent order of business from meeting to meeting and distribute hard copies of the agenda

to attendees. Post the agenda ahead of time at the school and on your website so members know what issues will be discussed at the upcoming meeting. And be specific. Don't just list "unfinished business." State what items of unfinished business will be covered.

A typical order of business for a regular Advisory Council meeting might be:

1. Welcome
2. Approval of minutes (from last meeting)
3. Budget report
4. Coordinator's report
5. Discussion of Needs and Activities
6. Committee reports
7. Unfinished business
8. New business
9. Announcements (including date and time of the next meeting)
10. Adjournment

Motion

A motion is a formal way to propose something on which the group should vote. The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the Chairperson, the group discusses the motion until they are ready to vote. Finally, the Chair asks for an indication of "all those in favor" followed by "those opposed." There is no need to ask for "abstentions" (those who choose not to vote at all), because abstentions are not counted toward the outcome of the motion.

Tabling a Motion

If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone ("table") it until the next meeting. Technically there should be a new motion to table the current motion, but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members at the next meeting. This tactic can save time on circular debate, especially when all of the facts aren't available.

Quorum

A quorum is the minimum number of members required to conduct business at a meeting. Usually this number is stated in the group's bylaws. If a quorum is not indicated in the bylaws, Robert's Rules of Order sets it at a majority of members.

Minutes

The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary, if there is one. They include details such as the date, time, and location of the meeting, who was present, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.

Adjournment

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.

Resources

There are many guides to Robert's Rules. If you'd like a reference, go with an abridged version such as Webster's New World Robert's Rules of Order, Simplified and Applied. Sticking to a few simple rules can make meetings more pleasant for everyone, from the president to first-timers.

Compiled from:

"Robert's Rules: What You Should Know", by Christy Forhan; www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know

"Parliamentary Procedure 101", by Paula Tarry, Barren Co. Extension Agent for 4-H Youth Development; for Region 11 FRYSC Region Meeting, March 10, 2009.

Dr. N.E. Roberts Elementary #1851
Business Partners

	Business Name	Contact	Number
1	Fuel Church	Pastor Jeremiah	Private (Not issued) See Principal Warren
2	Regal	Mrs. Montgomery (former Art Teacher)	Teacher (email only) Regal (863-687-8000)
3	McDonalds	Donor Only (863-859-2263)	
4	Chick-fil-A	Donor Only (863-940-2828)	
5	Walmart	Donor Only (863-859-3626)	
6	Publix	Donor Only (863-858-6861)	

The mission at Dr. N.E. Roberts Elementary is to work together encouraging each other to become lifelong learners who are able to solve problems in the real world.

Business Resource Assessment

Name of Business/Organization: _____
Address, City, Zip: _____

Person Completing Form: _____
Title: _____
Phone: _____ E-Mail: _____

Please check as many boxes as apply.

Is there a preference for a specific school level or population?

- Elementary
- Middle
- High
- Technical Center
- Special Student Center

Is employee release time available to the partnership?

If yes,

- How many and which employees are available to participate?
- Are employees paid for volunteering during workday?
- Are there a specific number of hours that employees may donate each week or month?
- What time of day (during school day) are employees available?
- Is there a blackout on certain days of the week?

Is there a particular area of interest?

- Reading
- Math
- Science Technology
- Special Education
- Social Studies
- Fine Arts
- Foreign Language
- Drop Out Prevention
- Language Arts/English
- Drop-out Prevention
- Economics

Activities of interest

- Tutors
- Mentors
- Classroom speaker
- Computer assistance
- Shadowing opportunities
- Staff development
- Cultural enrichment
- Special event sponsorship
- Provide incentives for motivation of students
- Club advisor/sponsor
- Serve on School Advisory Forum

Are financial resources (in-kind or cash) available to the partnership?

- If yes, what and how much?
- Do schools need to apply for funding through the Corporate Foundation?
(Please note, in-kind contributions cannot be coupon or product)

Employee Interest Inventory

The Employee Interest Inventory is a guide to help business partner liaisons recruit volunteers to work in the partnership. Please check off as many boxes as apply.

Employee Name: _____ Supervisor: _____

***Mentor a child**

***Tutor a child**

Math

Science

Language Arts

Other: _____

*Mentoring and Tutoring generally require one hour of employee release time per week. No minimum number of employees required.

Assist in Reading program

Read to a child or have him/her read to you.

Read to a small group of children (Primary level).

Donate a book or books to a child for home use.

Assist in School to Career Transition

Help students "bridge the gap" between theoretical learning and the practical application of skills.

Take students on an educational tour of your facility.

Have a student be your shadow.

Supervise a paid or non-paid internship for a student or teacher.

Be a Career Mentor (select high schools only).

Provide Instructional Support and Enrichment

Work in collaboration with school staff to further the school's (or district program's) instructional objectives.

Be a classroom speaker.

Please state subject of presentation _____.

Note: Only career day presentations do not require application and outline approval by Speakers Bureau.

Help a classroom set-up a mock business.

Invite students or staff to attend professional conferences and training with you.

Demonstrate and supervise student use of company state-of-the art equipment and/or software.

Join the School Advisory Council

Help shape school reform and improvement in your community.

Set up a Service Learning project with a teacher

Partnership Opportunities

"Individualized partnerships allow us to choose how we can contribute to the school—either time, talent or monetary assistance. This works for us!" mid-size organization.

There are numerous ways you can serve schools in our community, regardless of the size of your organization. As a Partner in Education, you can be a catalyst and a role model, demonstrating the relationship between learning and earning, how skills learned in school can be applied in the workplace. You can also make it economically feasible for schools to serve their students to the best of their ability.

Your time, your talent, and your financial contribution make a difference!

Examples of Opportunities

Financial/In-kind

- Provide incentives for students who have improved in attendance, academics, attitude/behavior, citizenship, etc.
- Sponsor and participate in school beautification projects
- Be involved in recognition programs for students and teachers
- Sponsor special programs or school clubs, such as seminars for students, parents, administrators, and faculties, theatrical productions, and sporting events
- Underwrite the cost of a school initiative
- Provide access to technology
- Sponsor field trips, school publications, needy families at holiday times
- Support school-fundraising activities
- Donate used equipment or surplus materials for curriculum

Time

- Provide release time for employees to tutor, mentor, read to students, attend parent conferences, or be a classroom speaker
- Mentor a student
- Adopt a class
- Become a Great American Teach-In volunteer
- Participate in school events as judges and emcee's for school events
- Be a Junior Achievement, Success at Work or Youth Motivator volunteer
- Serve on a school advisory council (SAC) or task force
- Host meetings
- Offer your services and programs to the school

School to Work connections

- Provide apprenticeships, internships, job-training for students
- Share industry skills and business practice information as a guest speaker
- Sponsor work place and industry tours
- Employ qualified students in areas of career focus
- Be a match partner for a Service Learning project
- Participate in paid cooperative education program (DCT, DECA, BCE, etc.)
- Create a school-based enterprise

- Provide career shadowing and job rotation for students, teachers, and administrators
- Develop student interviewing, job search, and resume skills
- Share industry skills and business practice information
- Develop and provide student internships
- Create and sponsor teacher apprenticeships and internships
- School to Work website

Your financial contribution to a school enables the school to direct funds to the areas they have identified as in greatest need of assistance. You can easily make your contribution through the Polk Education Foundation.

Dr. N. E. Roberts Elementary #1851

Parent Teacher Organization (PTO)

Meeting October 17, 2017

Location: Media Center

Time: 6:30 pm

No meeting
conducted. PTO President
did not present.
Walker

	Sign Your Name	Phone Number	Email
1	Diana Clayton	863 844 2030	dianaclayton
2	Tory Walker	720-568-0899	torywalker321@gmail.com
3	Kristina Lang	863-398-7506	
4	Patricia Amizu	863 286-2342	Patty26AR@gmail
5	Jeff Wallace	863-838-6345	Jeffery 2. Wallace@amphicor
6	Heather Yerkes	863 289 1076	Heather.Yerkes@polk
7	Nicole Wallace	863-701-5541	Nicole.Wallace@polk-FL.net
8	Phyllis Free		
9	Moe Hanks		
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Meeting Date*	Month	SAC Meeting Time*	PTO Meeting Time*	Location
22 nd	August	6:00pm	6:30pm	Media Center
19 th	September			
17 th	October			
14 th	November			
16 th	January			
20 th	February			
20 th	March			
17 th	April			
15 th	May			

**Dates and times are tentative until ratified by a vote in September.*

There is no meeting in December due to the winter break.

Please put all dates in your calendar (phone) to participate in decision-making opportunities.



Our vision at Dr. NE Roberts Elementary is for family, community and staff to build the foundation necessary to create productive citizens.