

Acceleration Academy Advisory Council Operational Guidelines 2015-2016

Article I. General

- A. These guidelines are adopted to govern the operation of each Acceleration Academy Advisory Council within the State of Illinois.
- B. Illinois law governing school advisory councils, and rules of the applicable District School Board, now existing or hereafter adopted, are incorporated herein by reference.
- C. To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the District School Board or any Illinois law concerning school advisory councils, such rule, regulation, or law shall control.
- D. The guidelines/bylaws may be submitted to the District School Board annually for review.

Article II. Name

The official name of this body shall be Acceleration Academies Advisory Council of [insert site name].

Article III. Purpose

The purpose of Acceleration Academies Advisory Council is to enhance school site decision making, to serve in an advisory capacity to the site's instructional leader regarding the Acceleration Academy's improvement, to assist in the preparation and evaluation of Acceleration Academy's community relations initiatives, and to provide input on all matters affecting Acceleration Academy's climate and culture.

Article IV. Membership Responsibilities

Acceleration Academies Advisory Council shall review and provides insight, counsel, advice and recommendations to the site relating to:

- a) Student needs and community concerns
- b) Identifying available and potential resources to meet student and community needs.
- c) Minimizing the duplication of services while maximizing the use of district facilities.
- d) Program development as it relates to the mission of Acceleration Academies
- e) Promoting the community/citizen involvement the lives of Acceleration Academy students.

- f) Increasing and improving communication with staff, organizations, agencies and businesses within the school site's neighborhood.

Article V. Composition

Acceleration Academies Advisory Council shall include the Acceleration Academy's site leader and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives. The composition shall be as follows:

- a) Membership shall be representative of the ethnic, racial and economic community served by the Acceleration Academy, including students in the count.
- b) A majority of members shall be persons who are not employed at Acceleration Academies, excluding students in the count.
- c) Teachers shall be defined as any person performing instructional services.
- d) The Council shall consist of not less than 5 members.
- e) The goal of each Council is to have its membership comprised of the site's instructional leader and, at a minimum, and at least one Graduation Candidate Advocate (teacher), one Graduate Candidate (student), one parent, and one business/community member.

Article VI. Selection of Members, School Board Approval, Vacancies, Membership Term and Attendance

A. Selection of Members:

- a) Graduation Candidate advocates, Graduation Candidates, and parents shall be elected by their respective peer groups in a fair and equitable manner.
- b) Business and community members shall be nominated by Acceleration Academies and/or parents and appointed using the following guidelines to be followed by the site's instructional leader:
 - i. He or she shall seek candidates from businesses and the community through letters, newsletters, or other media releases.
 - ii. He or she shall prepare a list of individuals seeking nomination and present the list to interested parents, Graduation Candidates and Graduation Candidate Advocates for review and selection.

B. Acceleration Academies' Review:

- a) The site's instructional leader shall submit the list of Acceleration Academy Advisory Council members to Acceleration Academies' Chief Compliance Officer for review.
- b) The membership list shall include:
 - i. the name of each council member.
 - ii. the peer group represented.
 - iii. a description of how membership reflects the ethnic, racial, and economic community served by the council.

- iv. the number and percent of school-based and non-school-based members.
- v. a description of how members were selected for each peer group.

C. Vacancies:

The Acceleration Academy's site director shall:

- a) Fill Acceleration Academy Advisory Council vacancies as they occur throughout the year using the process described above.
- b) Submit a revised list to Acceleration Academies' Chief Compliance Officer when vacancies occur and are filled.

D. Membership Term:

- a) Members will serve a minimum of one (1) year. New members will begin at the first meeting following their appointment.
- b) A member may serve an unlimited number of terms.
- c) Terms will be staggered to ensure a mix of new and experienced members each year.

E. Attendance:

Any member who has two consecutive unexcused absences from an Acceleration Academy Advisory Council meeting that is noticed according to the procedures in the bylaws may be replaced.

Article VII. Officers

A. Officers:

There shall be a Chairperson, Vice-Chairperson, and a Recording Secretary nominated and selected at the first Acceleration Academy Advisory Council meeting of the regular academic year.

B. Duties:

The Chairperson shall preside at all Acceleration Academy Advisory Council meetings, schedule meetings, prepare agendas in collaboration with the principal, advertise the agenda to Acceleration Academies community at least 48 hours in advance of each scheduled meeting, and disseminate pertinent information to members. Further:

- a) The Vice-Chairperson shall preside at all meetings in the absence of the Chairperson and perform such other duties as requested by the Chairperson or by Acceleration Academies Advisory Council.
- b) The Recording Secretary shall keep a proper record of all meetings of Acceleration Academies Advisory Council, including a record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of these Operational Guidelines, previous minutes, and other pertinent papers. The Secretary shall also keep an accurate list of names, addresses, and telephone numbers of all members, indicating the status of such members (i.e. Graduation Candidate, Graduation Candidate Advocate, etc.) and the expiration

date of each member's current term. The Recording Secretary shall notify all members of Acceleration Academy Advisory Council meetings.

C. Term of Office

- a) Each officer shall serve a term of at least one year.
- b) Vacancies occurring during term shall be filled at the first meeting after the vacancy occurs.

Article VIII. Membership Voting

A quorum of school advisory council members shall be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.

Article IX. Meetings

- a) Acceleration Academies Advisory Council will adhere to the following guidelines for meetings:
- b) Meeting dates, times, and locations will be mutually agreed upon by members.
- c) Meetings will be scheduled at times when parents, students, teachers, business persons, and members of the community can attend and which support maximum attendance by members of Acceleration Academies community.
- d) Meeting notices, including agendas, will be posted on the site and in any parent newsletter 48 hours prior to the scheduled meeting.
- e) At least three days' advance notice in writing will be given to all members of any matter that is scheduled to come before the Advisory Counsel for a vote.
- f) All meetings will be open and public.
- g) Each meeting shall require the presence of a quorum. A majority of the membership of the council constitutes a quorum.
- h) Minutes from all regularly scheduled meetings will be recorded and maintained in the office of the site director.
- i) Acceleration Academies Advisory Council shall be in compliance with Illinois' law governing freedom of information and open meetings.

Article X. Committees

- a) Committees may be formed and guided by these Operational Guidelines of Acceleration Academy.
- b) Advisory Councils. All committees will function as advisory committees.

Article XI. Amendments

- a) These Operational Guidelines shall be reviewed annually and revised as determined necessary.
- b) Changes must be approved by Acceleration Academies Advisory Council.

Approved by the _____ Acceleration Academy Advisory Council
_____, 2015.

Chairperson
Acceleration Academy Advisory Council

Acceleration Academy Site Director