



Cleveland Avenue Elementary 21st Century Community Learning Centers GOALS Advisory Council Bylaws

Article I: Name

An Advisory Council has been established in the Cleveland Avenue Elementary School in the Atlanta Public School System on October 7, 2014. The name of this council shall be the Cleveland Avenue Elementary 21st CCLC GOALS Academy Advisory Council, hereinafter referred to as the GOALS Advisory Council.

Article II: Purpose

The purpose of the advisory council is to be committed to the success of the 21st Century GOALS Academy program, which serves children in grades K-5 with academic, physical and enrichment activities and homework assistance.

Article III: Advisory Council Authority

The GOALS advisory council shall advise and make recommendations to the program director, site administrator and principal on matters relating to program improvement and student achievement. The advisory council shall review afterschool program budget and expenditure information. The advisory council has the authority to appoint committees or task forces for such purposes as it deems helpful.

Article IV: Role of the Advisory Council

The advisory council provides advice and recommendations to the program director, site administrator and principal on any matter related to student achievement and afterschool program improvement, including but not limited to, the following:

1. Afterschool program improvement plans;
2. Afterschool program curriculum and assessments;
3. Development of an afterschool program profile which shall contain data as identified by the advisory council to describe the academic performance, academic progress, environment, and other such data as the advisory council deems appropriate;
4. Afterschool program budget priorities;
5. School-community communication strategies;
6. Methods of involving parents and the community;
7. Extracurricular activities in the afterschool program;
8. School-based and community services
9. Sustainability

Article V: Membership

Membership on the GOALS Academy advisory council shall be open to principals, teachers, parents, business representatives and other such members as the advisory council may specify in its bylaws. Members of the advisory council shall not receive compensation to serve on the advisory council. Members of the GOALS Academy advisory council shall include:



1. Two parents or guardians of students enrolled in the afterschool program;
2. Certificated teachers;
3. Students;
4. Community partners
5. The principal, program director and site administrator

Article VI: Terms

Advisory council members shall serve two year terms. Council members may serve more than one term.

Article IX: Meetings

The GOALS Academy advisory council shall meet 4 times annually. The advisory council shall also meet at the call of the chairperson, or at the request of a majority of the members of the advisory council.

Notice by mail, phone call or email shall be sent to advisory council members at least seven days prior to a meeting and shall include the date, time and location of the meeting.

A quorum must be present in order to conduct official advisory council business. A quorum is comprised of a majority of advisory council members. Every question shall be determined by a majority vote of members present. Each member of the advisory council is authorized to exercise one vote. Proxy votes are not allowed. Members must be present in order to vote.

Article X: Minutes

The minutes of GOALS Academy advisory council shall be provided to the advisory council members, each of whom shall receive a copy of such minutes. Minutes at a minimum shall include the names of the advisory council members present at the meeting, a description of each motion or other proposal made and a record of all votes.

Article XI: Officers of the Advisory Council

The officers of the advisory council shall be a chairperson, vice chairperson, and secretary. Officers of the advisory council shall be elected at the first meeting of the advisory council. The term of the officers of the advisory council shall be **two years**.

The chairperson shall develop the agenda for all meetings, preside at all meetings of the advisory council and perform such other duties as requested by the advisory council.

The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the advisory council.

The secretary shall act as the clerk of the advisory council, record all minutes and votes of all proceedings, give notice of all meetings of the advisory council, and shall perform such other duties as may be requested by the advisory council.



Article XII: Duties of the Program Director and Site Administrator

The GOALS Academy program director shall have the following duties pertaining to the advisory council:

1. Articulate the program's vision, mission, and goals of the 21st CCLC program to staff, administrators, students, families, and community leaders to generate support;
2. Collaborate often and frequently with staff and all stakeholders;
3. Require and foster frequent communication and collaboration between regular school day and 21st CCLC staff;
4. Develop and implement effective procedures and policies to ensure an effective 21st CCLC program;
5. Recruit and support high performing staff;
6. Observe and evaluate instructional staff according to program policy;
7. Review and analyze CAYEN Afterschool data no less than monthly and make adjustments as a result of review and analysis;
8. Develop the afterschool improvement plan and afterschool operation plan and submit the plans to the advisory council for its review, comments, recommendations, and approval; and
9. Perform all of the duties required by the bylaws of the advisory council.

The GOALS Academy site administrator shall have the following duties pertaining to the advisory council:

1. Articulate the program's vision, mission, and goals of the 21st CCLC program to staff, students, families, and community leaders to generate support;
2. Provide administration and direction to manage the afterschool program;
3. Manage the recruitment and retention of students;
4. Work in partnership with school-day and partner agencies;
5. Provide progress reports regarding the afterschool program student achievement goals;
6. Develop the afterschool improvement plan and submit the plan to the advisory council for its review, comments, recommendations, and approval; and
7. Perform all of the duties required by the bylaws of the advisory council.

Article XIV: Bylaws

The advisory council shall adopt the bylaws as it deems appropriate to conduct the business of the advisory council. The adoption of bylaws or changes thereto requires two-thirds affirmative votes.

Article XV: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the governing parliamentary authority for the advisory council in all cases applicable but not inconsistent with these bylaws.