

**BUDDY TAYLOR MIDDLE SCHOOL  
BYLAWS OF SCHOOL ADVISORY COUNCIL**

**ARTICLE I: NAME OF COUNCIL**

The name of the organization is Buddy Taylor Middle School advisory Council. Hereinafter, the organization shall be referred to as SAC.

**ARTICLE II: ARTICLES OF ORGANIZATION**

The Florida legislature passed the Education Improvement and Accountability Law or Blueprint 2000 in the spring of 1991. The legislation requires every public school in the state to develop a school improvement plan ready for implementation.

**ARTICLE III: PURPOSES**

1. Each school must have a school advisory council that ethnically, racially and economically is representative of its community.
2. A needs assessment is conducted based upon state goals, performance standards and local and state data.
3. The SAC addresses goals and sets priorities for goals and standards, to be included in the yearly school improvement plan.
4. The SAC assists in preparing the proposed yearly school improvement plan including activities, assessment methods and measures of progress.
5. The SAC releases the school improvement plan to the entire school community (stakeholders) for reaction and input.

**ARTICLE IV: DUTIES OF THE OFFICERS**

Duties of the School Advisory Council Chairperson shall be:

1. To call and preside at all meetings of the SAC.
2. To supervise the activities of the SAC.
3. To publicize and communicate the activities of the SAC to all stakeholders.
4. To serve as primary liaison between SAC, school principal, and the BTMS school community.

Duties of the School Advisory Council Vice-Chairperson shall be:

1. To assume the responsibilities of the chairperson in their absence.
2. To assist chairperson as needed in maintaining records, following procedures and serving as a secondary liaison.

Duties of the School Advisory Secretary shall be:

1. Maintain accurate record of all meetings of the SAC.
2. Ensure that minutes are distributed to the appropriate persons.

Vacancies: If a vacancy in any BTMS SAC office occurs, the office may be filled by an online vote. Members shall be notified at least two (2) weeks prior to the vote that the vacancy exists. Nominations will be accepted on-line and the majority vote of the members casting ballots shall be to place the person elected in the vacant position for the remainder of the term.

**ARTICLE V: DUTIES OF THE SCHOOL ADVISORY COUNCIL MEMBERSHIP**

1. Attend and actively participate in SAC meetings.
2. Address issues and items that relate to school improvement initiatives.
3. Address questions directed to SAC members.

## **ARTICLE VI: MEMBERSHIP**

SAC membership shall be ethnically, racially, and economically representative of our community.

1. The Council may be composed of the following:  
Administrators, Instructional Personnel, Non-Instructional Personnel, Parents, and Community Members.
2. The SAC may add new voting members as long as a majority of the Council is made up people who are not employed by the School Board. New members may only be added in the event that the presentation is no longer balanced. Parents, Students and Community Members must make up at least half plus one of the total voting memberships of the Council.
3. A voting member with two unexcused consecutive absences will be replaced as a voting member.

## **ARTICLE VII: APPOINTMENT PROCESS**

1. Officers of the SAC will be SAC Chairperson, Vice-Chairperson, and Secretary.
2. The officers will be nominated and elected at the last SAC general member meeting of the school year.
3. All officers shall assume their duties immediately at the close of the school in which they are elected.

## **ARTICLE VIII: MEETINGS**

1. The SAC shall hold a minimum of four meetings during the year.
2. At the end of each SAC meeting, a five minute time period will be allocated for public input.
3. A quorum must be present before a vote may be taken by the SAC. A majority of the membership of the council constitutes a quorum.

## **ARTICLE IX: FUNDING**

School improvement funds allocated by the state legislature will be available for developing and implementing the School Improvement Plan.

## **ARTICLE X: PROCEDURES FOR SCHOOL RECOGNITION PROGRAM**

The following procedures must be taken in sequence to insure that both a legal process is achieved, and the opportunity for participation is afforded to all stakeholders. Procedures anticipate a 5-7 week process in order to maintain accountability and fairness. External factors such as deadlines from the District Office, etc., must not be a determining influence on the process. Stakeholders, for the purposes of School Recognition Funds (SRF), are defined as instructional and non-instructional personnel.

1. As soon as SAC is notified that the school is eligible for School Recognition Funds (SRF), a SAC meeting must be scheduled within **five** school days and notification to all appropriate stakeholders must be undertaken within the following time frame and manner:
  - a. Within one school week, stakeholders must receive no fewer than two emails announcing the meeting, with one on the day of the meeting is announced and one the day of the meeting; at least one public address announcement should be made on the campus by the Principal or designee; and, the scheduled SAC meeting should also be posted immediately on the school's website.
  - b. At the meeting, a School Recognition Funds Review Committee consisting of a balanced number of voting SAC representatives from each eligible group, including the SAC Chairperson or designee, must be formed and the following procedures for the collection of proposals must be put into action within **one** week:
    - i. The SAC Chairperson must send the Principal a formal request asking for proposals to be submitted by all eligible stakeholders concerning the distribution of the S.R.F. This request will also explain the acceptable legal uses of S.R.F. (A blank copy of this form will be kept in the Chairperson's official SAC Notebook for future use.)
    - ii. The Principal or designee must promptly send the request form on to eligible stakeholders via emails, notices, announcements and/or personal contacts to best ensure that all have a reasonable opportunity to participate in the process.

- iii. Stakeholders must return their proposals to the SAC Chairperson via email, or to the Principal/designee in a sealed envelope which will be picked up by the Chairperson. All proposals must be submitted within **five** school days of the original request from the Chairperson.
- 2. Following the submission of the stakeholders' proposals, the School Recognition Funds Committee must meet, preferably by the middle of the next week, to go through and verify the legality of each proposal as identified by Section 1008.36 in the State's K-20 Governance pages. From the proposals in compliance with this section, this committee shall select three, which they will recommend to SAC, to be placed on the voting ballot along with a fourth option of NONE OF THE ABOVE.
  - a. Within three days of that meeting, the SAC must meet to approve or reject these proposals. If the three are approved by the voting SAC members, the proposals must be published and made available to all eligible stakeholders via the same methods listed above in section 1.b.ii, for not less than three full school days.

b. Three standardized proposals have been established as follows:

Proposal 1	Proposal 2	Proposal 3
87% Teachers & Admin	86% Teachers & Admin	85% Teachers & Admin
9% Support Staff, para pros, computer tech, & SRO	10% Support staff, para pros, computer tech, & SRO	11% Support staff, para pros, Computer tech, & SRO
4% Custodial & kitchen staff, maintenance staff, & bus drivers	4% Custodial & kitchen staff, maintenance staff, & bus drivers	4% Custodial & kitchen staff, maintenance staff, & bus drivers

- 3. Voting procedures must be set up as follows:
  - a. A large and closed ballot box will be available in the Faculty Lounge for one full school day for at least one hour prior to the start of the school day continuously through until 1 ½ hours following the end of the school day in order to cover all faculty and staff work hours. The ballot box must be supervised by the SAC Chairperson and/or one or more designees during the voting hours.
  - b. Eligible stakeholders must be physically present to vote and must personally sign the roster when submitting their official ballot.
    - i. Any stakeholder who will knowingly be absent on the day of voting must notify the SAC Chairperson in writing, email is acceptable, prior to that day in order to submit an absentee vote in advance. All Absentee Ballots will be matched against the sign-in rosters on voting day.
    - ii. Due to the extensive time already committed to this process and the follow up necessary by the SAC and School Recognition Funds Committee, and the fairness to Stakeholders, no other exceptions to the voting process will be made.
  - c. The Chairperson and up to two other SAC members from the community group will count all of the ballots and bring the results before the SAC for determination of SAC approval of the majority vote. In the event that such a joint decision between the eligible stakeholders and the SAC cannot be reached, the process will begin anew within three school days, and continue until such time as it is removed from local control by the state's official deadline.

**ARTICLE XI: RATIFICATION/AMENDMENTS**

These bylaws shall be adopted when passed by two-thirds (2/3) vote of those present at a duly called and held meeting of the SAC. Amendments to these bylaws may be made when passed by two-thirds (2/3) vote of those present.

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Date Adopted

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Chairperson's Signature