

Bylaws of the School Advisory Council of Bunnell Elementary School

Reviewed: August 17, 2021/Adopted: August 26, 2021

Article I

General

Section 1: The name of this organization shall be: The Bunnell Elementary School Advisory Council, hereafter referred to as the SAC.

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the school, its staff, parents and principal.

Section 2: The primary purpose of a SAC is to assist in the preparation of the school improvement plan to improve student performance. The plan shall be based on an analysis of student achievement and other school performance data. The SAC shall be responsible for the final decision making at the school relating to the school improvement process and plan.

Section 2: The SAC shall perform such functions as are prescribed by regulation of the School Board and state law.

Specific functions include, but may not be limited to, the following:

1. Assist in the preparation and evaluation of the School Improvement Plan required pursuant to 1001.42(18).
2. Assist in the preparation/review of the Annual School Budget per FS 1008.385(1). A portion of funds provided in the annual General Appropriations Act for use by School Advisory Councils must be used for implementing the school improvement plan.
3. Enlist, promote, and support greater interaction between school and all stakeholders.
4. Provide input in matters concerning disbursement of School Improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs, the following sections are established.

Section 1: Each school shall establish a SAC, composed of teachers, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the school.

Section 2: The SAC shall consist of the principal, parents, teachers, education support personnel, other business and community citizens, and students, as appropriate. At least fifty-one percent (51%) of the SAC shall be parents and community representatives not employed by the school district.

Article IV

Membership Selection

Section 1: The SAC membership shall be constituted as follows:

- a. Teachers shall be elected by teachers;
- b. Parents shall be elected by parents;
- c. Education support employees shall be elected by education support employees;
- d. Business and community members will be selected by procedures established by the district school board that include means of ensuring wide notice of vacancies and of taking input on possible members from local businesses and the community at large.
- e. Replacement members shall be nominated by the principal and chairperson(s) with the approval of the council by a majority vote.
- f. The principal is automatically a voting member.

Section 2: Elected members shall serve on the SAC for a period of one (1) year. Appointed members shall serve on the SAC for a period of one (1) year. The SAC will approve the appointments through majority vote providing a quorum is present.

Section 3: Elections shall be held within four weeks of the start of the school year in conjunction with the first meeting.

Section 4: Each parent of Bunnell Elementary School will be notified of SAC elections in accordance with Fla. Stat. 286.011, "Public meetings and records; public inspection." aka "Sunshine Law".

Section 5: The SAC shall replace any member who has two unexcused, consecutive absences from SAC meetings that are noticed according to the procedures set out in these bylaws.

Section 6: All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.

Section 7: The first meeting of the SAC will be held within four weeks of the start of school.

Article V

Tenure

Section 1: SAC members will serve a one-year term and will have the opportunity to be re-elected each school year (including office positions: chair(s), secretary, and treasurer).

Section 2: No member may miss more than two (2) unexcused consecutive SAC meetings. Members must notify the SAC Chair or Principal prior to a meeting in order to be excused. As required by Fla. Stat. 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, and such individuals will fill the remainder of the terms to which they were elected.

Section 3: In the event a member resigns or is not eligible to be a member of the SAC, the Chairperson and Principal may appoint an appropriate member to the council for the remainder of the school year.

Article VI

Meetings

All SAC meetings shall be held in accordance with Florida Statutes 286.011 - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice of three (3) days; openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written notice required by Fla. Stat. 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: The first meeting of the SAC will be held within four weeks of the start of school.

Section 2: There shall be a council meeting at least eight times per year. The actual day and time shall be determined by the SAC members during the first regular meeting of the year to accommodate their schedules.

Section 3: The schedule of the SAC meetings for the year shall be decided upon by the members at the first regular SAC meeting of the school year. As required by Fla. Stat. 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend

Section 4: An agenda will be developed three (3) days in advance in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.

Section 5: There will be at least 7 days advance written notice of any matter that is scheduled for a SAC vote.

Section 6: A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the council constitutes a quorum.

Section 7: Minutes will be recorded at each SAC meeting, approved at the subsequent meeting and copies shall be forwarded to the Superintendent/designee.

Section 8: Subcommittees will be formed as needed as determined by the principal.

Article VII

Duties

Section 1: The SAC shall assist in the preparation and evaluation of the school improvement plan and the annual school budget.

Section 2: The SAC shall have total authority to determine how the school improvement funds are disbursed. A portion of funds provided in the annual General Appropriations Act for use by the SAC must be used for implementing the school improvement plan.

Article VIII

Officers

Section 1: Officers for the SAC will be the Chairperson (and Co-Chairperson if requested) and a secretary.

Section 2: The Principal will appoint the SAC Chairperson(s) from the elected members. The SAC will approve the appointment through majority vote providing a quorum is present.

Section 3: The SAC Chairperson, or Co-Chairperson, will work with the principal and SAC members to prepare an agenda for SAC meetings. The Chairperson, or Co-Chairperson, will conduct the SAC meeting,

Duties of Officers

Section 1: *Chairperson.* The chairperson shall preside at all meetings of the Council.

Section 2: *Secretary.* The secretary shall keep minutes [available to the public per Fla. Stat. 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. 1001.452(1)(d)5.

Section 3: *Treasurer.* The treasurer maintains SAC's financial reports in efforts to maintain transparency of revenues and expenditures to both the SAC and general school community.

Duties of Members

Section 1: *Principal.* The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

Section 2: *Faculty and School Staff Representative.* The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

Section 3: *Parents, Business, and Community Representatives.* The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Article IX

Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. 1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. 1001.452(1)(d)2, all SAC members will receive at least three (3) days' notice, in writing, including an agenda.

Committees

Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

Article X

Rules of Order

Roberts Rules of Order shall govern the SAC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the SAC providing a quorum is present.

Voting

Section 1: A vote will be the primary decision-making method to be used by the SAC.

Section 2: Quorum must be established at the beginning of each meeting in order for a vote to take place. 51% of the voting members present must approve or disapprove any actions requested.

Article XI

School Improvement Funds

Section 1: A process will be developed by the SAC for expenditures of the School Improvement Funds.

Section 2: The Chairperson and Principal may authorize an expenditure of up to \$250 of the School Improvement Funds without prior approval of the SAC for urgent request. However, the item approved must be presented to the SAC at their next regularly scheduled meeting.

Article XII

Amendments

Section 1: The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken.

Section 2: The SAC and/or its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

Section 3: The SAC will follow all District policies, State rules, and State statutes in conducting its business.