

OLD KINGS ELEMENTARY SCHOOL BYLAWS OF SCHOOL ADVISORY COUNCIL

Article I: Name

The name of the organization is the Old Kings Elementary School Advisory Council. Hereinafter, the organization shall be referred to as SAC.

Article II: Purpose and Goals

1. The SAC addresses goals and sets priorities for goals and standards, to be included in the annual school improvement plan.
2. The SAC assists in preparing the proposed annual school improvement plan including activities, assessment methods and measures of progress.
3. The SAC assists in preparing the proposed annual school budget.
4. The SAC shall determine how to distribute School Recognition Funds, when necessary, in accordance with school board and statutory requirements.
5. To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a school improvement plan.
6. To act as an advisory body to the principal, administrators, teachers and other interested persons of the school community.
7. Provide a liaison between the school, school organizations and the neighborhood community.
8. To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
9. To instill a desire to learn information, problem solving techniques, self-direction, critical thinking and to stimulate creativity.

Article III: Duties of the School Advisory Council Membership

1. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan as required by the Florida statutes.
2. Each school advisory council shall assist in the preparation of the school's annual budget and plan.
3. 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.
4. Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board.
5. In joint effort with the school's staff, to assist in the determination of how the Florida School Recognition funds are spent when the school is financially rewarded.
6. Ensure that the SAC is composed of teachers, staff, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.
7. Attend and actively participate in SAC meetings.
8. Address issues and items that relate to school improvement initiatives.

9. Address questions directed to SAC members.

Article IV: Membership and Election

1. The SAC shall be composed of the principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.
2. A majority of the members of the SAC must be persons who are not employed by the school district.
3. SAC members shall be elected by their respective peer groups at the first scheduled SAC meeting of the school year. School employees shall elect representatives for the members who shall serve as the school employee group and the parents and community members shall elect representatives for those not employed by the school.
4. Anyone shall have the right to nominate themselves for membership, but must then be elected by their respective peer group.
5. A voting member with two unexcused consecutive absences shall be replaced as a voting member.
6. If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the school year term.
7. Alternates may be elected in a manner similar to that provided in this Article IV, section 3, from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term, or who has been absent from two (2) or more meetings and must be replaced.
8. The principal or school board may appoint a SAC member, if necessary, to comply with Florida Statutes requiring the SAC to be representative of the ethnic, racial, and economic community served by the school.

Article V: Officers

1. Officers of the SAC will be SAC Chairperson, Vice-Chairperson, and Secretary.
2. The officers will be nominated and elected at the last regularly scheduled SAC meeting of the school year.
3. All officers shall assume their duties immediately at the close of the school year in which they are elected.
4. If a vacancy shall occur in any office, the vacancy shall be filled for the unexpired term by a person elected by a majority vote of the SAC members at the next properly noticed meeting, except if a vacancy occurs in the office of chairperson, the vice-chairperson shall assume the chair for the remainder of the term.

Article VI: Duties of the Officers

1. Duties of the School Advisory Council Chairperson shall be:
 - a) To call and preside at all meetings of the SAC.

- b) To supervise the activities of the SAC.
 - c) To publicize and communicate the activities of the SAC to all stakeholders.
 - d) To serve as primary liaison between SAC, school principal, and also to the school community as a whole.
2. Duties of the School Advisory Council Vice-Chairperson shall be:
 - a) To assume the responsibilities of the Chairperson in their absence.
 - b) To assist Chairperson as needed in maintaining records, following procedures and serving as a secondary liaison.
 3. Duties of the School Advisory Council Secretary shall be:
 - a) Maintain an accurate record of all meetings of the SAC.
 - b) Ensure that minutes are distributed to the appropriate persons and are made available to the public for review.

Article VII: Meetings

1. The SAC shall hold a minimum of four (4) meetings during the year.
2. Regular meetings of the SAC shall be determined by the SAC at the beginning of the school year for the remainder of the school year. Members are required to attend all meetings.
3. A majority of the membership, 51%, shall constitute a quorum for the transaction of business in any meeting of the SAC. A quorum must be present before a vote may be taken by the SAC.
4. The SAC will attempt to make all decisions by consensus. If consensus cannot be reached, the Chairperson will call a vote and the issue will be decided by a majority vote of the membership present. The Chairperson will vote on all matters.
5. The Chairperson shall provide three (3) days' written notice to all members of the SAC of any matter that is scheduled to come before the SAC for a vote. Members shall provide the Chairperson with an email address, or other method of notification, at which they can receive written notice. Email will be considered written notice for SAC members with email capabilities.
6. The Chairperson, or the principal, or the principal's designee may call special meetings with three (3) days' written notice having been given.
7. All SAC meetings are open to the public.
8. Each member of the SAC shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the Chairperson of the agenda item at least four (4) days before the date of the meeting. The Chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any SAC member or member of the public may present an item for future consideration or discussion.

Article VIII: Committees

1. The SAC may, as it deems necessary, create a committee to promote the objectives and carry on the work of the SAC.

2. The chair of each SAC committee shall present a plan of work to the SAC members for approval.
3. Committees may be established from time to time at the discretion of the Council.

Article IX: Procedures for School Recognition Program

The SAC shall work jointly with the school's staff to determine the distribution of funds provided to the school through the Florida School Recognition Program. To determine such distribution of funds, the SAC shall abide by the following procedures:

1. Immediately following the first SAC meeting of the school year, the SAC chairperson shall request that the principal, or principal's designee, announce to all eligible stakeholders that SAC will begin accepting proposals for distribution of School Recognition Funds (SRF). Stakeholders shall be any person who may benefit from the distribution of the funds, and may include, but not be limited to teachers, staff, employees, parents, and other members of the school community. The principal should make the best efforts possible to ensure all stakeholders have a reasonable opportunity to participate in the process.

The principal's announcement to the Stakeholders shall be made the first school day following receipt of notification by the SAC Chairperson, and should include, but not be limited to, sending a request for proposals to all eligible Stakeholders via email, a notice posted in the teacher's lounge, and by verbal announcement at the school. The principal shall copy the SAC Chairperson on the email notification and provide in writing, information to the SAC Chairperson on how Stakeholders were notified of the opportunity to submit proposals.

- a) The request for proposals shall:
 - i. Explain the acceptable legal uses of SRF. (A blank copy of this form will be kept in the chairperson's official SAC Notebook for future use).
 - ii. Explain the procedure for submission of the proposals as follows: (1) stakeholders must return their proposals to the SAC Chairperson via email, or to the principal, or the principal's designee, in a sealed envelope which will be picked up by the Chairperson; and (2) all proposals must be submitted within five school days of the original request for proposals from the principal.
2. The SAC Chairperson shall call a meeting to occur within at least one month following the receipt of the proposals, and shall review the proposals at this meeting with the SAC members. (Proposal Review Meeting)
3. At the Proposal Review Meeting, the SAC members shall:
 - a) Determine the legality of each submitted proposal, pursuant to the Florida Statutes; and
 - b) Vote on two (2) proposals which the SAC members determine will best serve the school community and are representative of the recommendations of the Stakeholders. If only two, or less than two, proposals are submitted, then the

SAC committee shall present all proposals submitted which comply with Florida Statutes.

- c) At the conclusion of the Proposal Review Meeting, the SAC Chairperson, shall select a day for eligible voters to vote on the proposals. The vote shall take place within two (2) weeks of the SAC Proposal Review Meeting. The principal shall publish the proposals in the same format provided by the SAC Chairperson. The proposals shall be published the school day following the SAC Proposal Review Meeting, and must be published for three (3) school days. The principal shall include the date of the vote with the published proposals. If a holiday, or other occurrence prevents the SAC Chairperson or principal from holding a vote in the time period provided above, the SAC Chairperson and principal will use their best efforts to provide a timely vote on the proposals.
4. Voting procedures:
 - a) A list of Eligible Staff Members shall be provided to the SAC Chairperson, or someone designated prior to the beginning of voting. An “Eligible Staff Member” is any staff member that is employed at Old Kings Elementary School.
 - b) The vote shall take place in the faculty lounge, for one full school day for at least one half (½) hour prior to the start of the school day continuously through and until (½) hour following the end of the school day in order to cover all faculty and staff work hours.
 - c) Votes shall be placed in a closed ballot box. The SAC Chairperson, or one or more persons designated by the Chairperson, shall supervise the ballot box during voting hours.
 - d) Eligible voters must be physically present to vote, and must present a photo identification and must sign the voter roster when submitting their official ballot.
 - e) An absentee ballot may be provided to a voter who notifies the SAC Chairperson by noon on the day of voting, that they are not able to be present to vote. The SAC Chairperson may accept the absentee ballot if the voter has provided written notice of the reasons for their absence. The absentee ballots shall be kept separate from the other ballots, and must be verified separately by comparing the signatures from the voting roster to the absentee ballots received to ensure someone did not vote more than once.
 5. Immediately following the vote, the SAC Chairperson and up to two other SAC members shall count all of the ballots. The SAC Chairperson will present the results of the vote at the next duly held SAC meeting. The winning proposal shall be accepted by the SAC members, unless proof of a procedural error can be shown with the voting process.
 6. If the winning proposal is not accepted due to a procedural error, then the process will begin again in accordance with paragraph 1 above.

The process of selecting a proposal for distribution of SRF shall continue until either a proposal is approved, or the state’s official deadline passes, as set forth in the Florida Statutes.

Article X: Amendments

1. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a duly called meeting of the SAC. Notice of the proposed amendment(s) shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment(s) shall be subject to state guidelines.
2. The amendment shall become effective upon receipt of approval from Flagler County School Board.
3. A bylaw committee may be appointed annually to review the bylaws.

Date Amended

Chairperson's Signature