

Revised November 23, 2020

Rymfire Elementary School School Advisory Council Bylaws and Procedures

The purpose of SAC is to promote active involvement of parents, staff, and community representatives in achieving the Vision established for Rymfire Elementary School.

Membership

School Advisory Council membership includes the principal and an appropriate balance of teachers, education support employees, parents, and business and community members who are representative of the ethnic, racial and economic community ratio served by the school. A majority of members must be persons not employed by the school system. A minimum of fifty-one percent (51%) of each School Advisory Council must be non-school system employees. It is to be noted, however, that all School Advisory Meetings are open to anyone who would wish to attend. (**1001.452 District and school advisory councils.**—)

delineates that all school advisory councils in the state have by-laws that establish specified requirements. These are:

1. Votes may only be taken if a quorum is present. (A quorum is defined as a majority of the membership of the Council.)
 2. At least three-day written, advance notice must be given to all council members when a matter is coming before the council that requires a vote.
 3. Meetings should be scheduled when the majority of stakeholders can attend.
 4. Members with two unexcused consecutive absences from a properly noticed meeting should be replaced.
 5. Meetings must have minutes recorded.
- A. Parent Elections (A parent is defined as a person who has a child at RES.)
1. Elections for parent members will be held in the fall. The SAC will decide the date. The process is as follows:
 - a) Information regarding SAC and parent membership will be made available to the school population.
 - b) In the event that 3 or fewer candidates apply by the deadline, the candidates will be automatically appointed to serve.
 - c) If a parent has to resign, or is absent from the Council, another parent who was voted as an alternate will attend.
 - d) In the event that SAC members would like to and/or be asked to participate in school sponsored functions, SAC members would be required to have a school volunteer badge.

B. Teacher/Education Support Employee (Staff)

Teacher: includes classroom teachers, guidance counselors, teachers on assignment, media specialist and instructional coaches.

Education Support Employee: any person employed by a school who is not defined as instructional or administrative personnel (who works 20 or more hours per week)

1. The SAC teacher/staff members will be less than 50% of the SAC population.
2. Teachers/staff will be elected for one-year terms, by the teacher/staff population that they represent.
3. If a teacher/staff member has to resign, or is absent from the Council, another teacher/staff member who was voted as an alternate will attend.

C. Administration Member

1. The principal (or assistant principal in the absence of the principal) will serve as the representative of the school administration.
2. The principal collaborates with the chairperson to set the agenda.
3. The principal will act as chairperson in the absence of the chairperson.
4. This person's voting status at team meetings is equal to any other SAC member.

D. Community/Business Member

1. 2 Representatives from the community will be appointed by administration to serve as SAC members.
2. In the event that a community/business member would like to and/or be asked to participate in school sponsored functions, the community/business members would be required to have a school volunteer badge.

**School Advisory Voting Committee:
Responsibilities**

1. The Chairperson and secretary will be elected to a one-year term by a consensus of SAC members.
2. Any SAC member can nominate any other SAC member for any office.

<p>School Board Employees 1 Administrator 2 Teachers 1 Support Staff</p> <p>-----</p> <p>Non-School Board Employees 2 Business/Community members 3 parents</p>
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Member Responsibilities

- A. Chairperson
 - 1. Coordinates activities
 - 2. Collaborates with the principal to set the agenda
 - 3. Distributes agendas.

- B. Secretary
 - 1. Records, types and distributes written minutes of each meeting
 - 2. Maintains an attendance sheet
 - 3. Maintains a binder with: By-laws, minutes, agendas and related documents accessible to parents and staff upon request
 - 4. Reads the minutes of the previous meeting

C. Team members

1. Regularly attend SAC meetings throughout their elected term
2. Participate in some subcommittee activities as required
3. If the member is an alternative member – they will have voting rights for that scheduled meeting.

D. Non-Voting Members

1. Everyone is welcome to attend any meeting however only SAC voting committee members may vote on issues.

Guidelines for Meetings

A. Scheduling

1. Regular meeting time and place will be established and advertised a minimum of 4 times per year.
2. In the event a special meeting is requested, team members will be notified at least three days before the special meeting.
3. At the end of each SAC meeting a five minute time period will be allocated for public input.

B. Agendas

1. The agenda will be reviewed at the start of the meeting.
2. Agendas will be kept in a binder.

C. Minutes

1. Minutes will be kept for all meetings.
2. Minutes from previous meetings will be approved by the council at the beginning of the next meeting.

D. Consensus decisions will be noted in the meeting minutes.

E. Minutes will be kept in a binder. The secretary will maintain this binder.

F. Team Decisions

1. When consensus is reached regarding an issue, all members will support consensus. When a consensus cannot be reached, a majority vote will decide outcome regarding the issue. (Majority can be defined as 1 more vote.)
2. At least a three-day written, advanced notice will be given to all council members when a matter is coming before the council that requires a vote.
3. Votes may only be taken if a quorum is present. (A quorum is defined as a majority of the membership of the council.)
4. Purchases made with SAC money must be related to one of the goals in School Improvement Plan.

Subcommittee Guidelines

A. Voting Committee Membership

1. Membership of the sub-committee will consist of parents, administrators, teachers, and staff who are interested in the overall goals and objectives of the School Improvement Plan as well as the vision of Rymfire Elementary School.

*Only members of the voting committee can be members of the sub-committee.

B. Responsibilities

1. Each sub-committee will present a status report to the SAC as necessary. Status reports should be brief, and no more than 10 minutes. A hard copy of the report should be provided to the recorder so that it may be attached to the minutes.
2. In accordance with the state “Sunshine Law” (F.S. 286), all sub-committees are required to keep minutes of all meetings. A copy of these minutes should be forwarded to the SAC Chairperson. In addition, planned meeting dates and times should be published in these minutes. Members and visitors may wish to attend as guests if not part of subcommittee.
3. The subcommittee having the appropriate ratio of administration, teachers, education support employees, parents, and business and community members may act on behalf of the SAC if approved by SAC.

School Improvement Plan

The School Improvement Plan is an essential part of the school’s accountability system. It is based on an analysis of student achievement and other school performance data and includes each school’s needs assessment, activities to address state goals, and performance standards, evaluation methods, and a definition of yearly adequate progress. Each plan may also address issues relative to budget, training, instructional materials, technology, staffing, student support services, specific school safety and discipline strategies and other matters of resource allocations; as determined by the school board policy. Members of the SAC team are invited and encouraged to be part of the team to update/write the School Improvement Plan. The plan is revised or rewritten each year as needed. The process is essentially the same: include needs assessment, evaluation activities, adequate progress, and the approval of the School Board.

Florida School Recognition

Each summer the Department of Education notifies schools of the performance grade (A through F). If Rymfire Elementary School should receive a financial award from the Florida School Recognition Program, as outlined in F.S.1008.36, the School Advisory Council will follow these procedures taken in sequence.

Article X: Procedures for School Recognition Program

These 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 School Recognition Funds) 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 5 school days and notification to all appropriate stakeholders must be undertaken within the following time frame and manner:
 - a. Within 1 school week, stakeholders must receive no fewer than 2 emails announcing the meeting, with one on the day 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 his/her 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 his/her designee, must be formed 1 teacher, 1 staff, 1 administrator, 1 community representative, 1 parent, and the following procedures for the collection of proposals must be put into action within 1 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 his/her designee must promptly send the request form on to eligible stakeholders via emails, notices, announcements and/or personal contacts to best insure 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 or his/her designee in a sealed

envelope which will be picked up by the Chairperson. All proposals must be submitted within 5 school days of the original request from the Chairperson.

2. Following the submission of 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 3 which they will recommend to the SAC committee be placed on the voting ballot along with a 4th option of NONE OF THE ABOVE.
3. Voting procedures must be set up as follows:
 - a. A large and closed ballot box will be available in the Principal's Secretary's office for one full school day for at least one hour prior to the start of the school day continuously through until 1½ 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 of his/her 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 in fairness to stakeholders, no other exceptions to the voting process will be made.
 - c. The Chairperson and up to 2 other SAC members from the community group will count all of the ballots and bring the results before the SAC committee for determination of SAC approval of the majority vote. In the event that such a joint decision, between the eligible stakeholders and the SAC committee cannot be reached, the process will begin anew within 3 school days, and continue until such time as it is removed from local control by the state's official deadline.

4. If the school is not notified by the November SAC meeting about what the amount of money would be, then SAC will proceed with the selection of the School Recognition Funds Committee and the selection of proposals.