

**Bylaws of the School Advisory Council**  
Forest Lake Elementary School  
Prepared by: Principal and School Advisory Council

**Article I.**

**Name of Organization**

The name of this organization shall be *The School Advisory Council of Forest Lake Elementary* Article II.

**Purpose and Function**

**Section 1:** The School Advisory Council (SAC) is a resource for the school, its teachers, parents and principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

**Section 2:** The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.

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

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. 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.
4. Consult with people or departments needed to support the School Improvement Plan.

**Article III.**

**Representation and Members**

**Section 1:** The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business and community members. The SAC membership shall be *appropriately* balanced referring to the racial, ethnic, and socio-economic representation of the SAC in comparison to the community that the school serves.

**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:

1. Parents, teachers, students and support employees will be elected by their respective groups through an election.
  - i. Teachers shall be elected by teachers;
  - ii. Education support employees shall be elected by education support employees;
  - iii. Students, when appropriate, shall be elected by students; and
  - iv. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.
2. There will be wide notice of SAC vacancies and elections through methods to include school marquee, school newsletter, PTO meetings, announcements at Open House, etc. The names of parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents who will vote on the nominees.
3. Business and community members will be appointed by the principal or school board to achieve an appropriate balance of membership.
4. Replacement members shall be elected by appropriate constituencies.
5. The principal is automatically a member by legal mandate.

**Section 2:** Elections shall be held in April-May of each year and the installation of new members shall follow immediately.

**Section 3:** Each parent of Forest Lake Elementary will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection."

## **Article V:**

### **Tenure**

**Section 1:** Elected members shall serve on the SAC for a period of two (2) years. 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 2:** 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 3:** All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.

## **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 (seven days' notice is generally recommended); 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:** Meetings will be scheduled at times when parents, students, teachers, business partners, and members of the community can attend.

**Section 2:** SAC meetings shall be held on first Monday of each month, from 5p.m. to 6pm 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 3:** The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice.

**Section 4:** 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 5:** Minutes will be recorded at each SAC meeting, approved at the subsequent meeting and copies shall be forwarded to the Superintendent/designee.

## **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.

## **Article VI.**

### **Duties of Officers**

**Section 1:** *Chairperson.*-- The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all committees.

**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.

### **Duties of Members**

**Section 3:** *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 4:** *Faculty and School Staff Representatives.*-- 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 5:** *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.

**Section 6:** *Student Representatives.*-- The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration. [See Fla. Stat. § 1001.452(1)(a) and Policy 2.09(2)(a)(i), (ii)].

## **Article VII.**

### **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 of any matter that is scheduled to come before the SAC for a vote.

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

## **Article VIII.**

### **Rules of Order**

**Section 1:** SAC decisions shall be reached by majority vote.

**Section 2:** The Florida Department of Education (FDOE) and the district recommend that SACs use *Robert's Rules of Order* as a resource in establishing procedures for conducting meetings.

### **Additional Financial Controls**

**Section 1:** After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed (decide the time limit of at least a few months) to use those funds and seek payment from the SAC. If the SAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

## **Article IX.**

### **Amendment of Bylaws**

**Section 1:** The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by Robert's Rules of Order) 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. All SAC meetings shall be held in accordance with Fla. Stat. § 286.011 – “Public meetings and records; public inspection.”

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