

Barton Elementary SAC Bylaws

Bylaws of School Advisory Council
Barton Elementary
Prepared by: Principal and School Advisory
Council (or subcommittee thereof) – April 23rd, 2025

Article I

Name of Organization

The name of this organization shall be *The School Advisory Council of Barton Elementary*.^{1|1|}

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 peripheral constituency groups when making decisions concerning educational practices within the school.^{2|2|}
5. Consult with people or departments needed to support the School Improvement Plan.^{3|3|}
6. The SAC must ensure the school includes within their SIP reference to:
 - i. Alignment to the District's Strategic Plan
 - ii. Single school culture and appreciation of Multicultural diversity (applicable to all grade levels).
 - iii. Content as required by Florida State Statute § 1003.42, (see the matrix within the Student Progression Plan which is incorporated in School Board Policy 8.01) as applicable to appropriate grade levels, including but not limited to:
 - a. History of the Holocaust
 - b. History of Africans and African Americans
 - c. Contributions of Hispanics to US History
 - d. Contributions of Women to US History
 - e. Sacrifices of Veterans and the value of Medal of Honor recipients

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs: 4[4]

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.

¹[1] "Each school advisory council shall include in its name the words 'school advisory council.'" Fla. Stat. § 1001.452(1)(a).

²[2] For example, but not limited to: PLC; PTA/PTO; VIP; PALS; CASAS; SEDNET.

³[3] See Footnote 2.

⁴[4] Guidelines for election processes are included in Fla. Stat. § 1001.452(1)(a)

Section 2: The majority (50% + 1) of the members of the SAC shall NOT be school district employees. **Section 3:** The SAC membership shall be *appropriately* balanced.⁵[5]

Article IV

Membership Selection

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

1. The SAC membership shall be constituted as follows:
 - a. The principal is an automatic appointed voting SAC member. Parents, teachers, students (where appropriate) and education support employees will be elected by their respective groups through an election. Community/Business partners are appointed by the principal. There should be **at least one** representative member for each group.
 - i. Teachers **must** be elected by teachers;
 - ii. Education support employees **must** be elected by education support employees;
 - iii. Students, when appropriate, **must** be elected by students; and
 - iv. Parents **must** elect parents in general, with all parents having an opportunity to participate in voting for any parent who wants to be a SAC member at a meeting. Limited to the number of representatives of the community served by the school.
2. Information about SAC and identified vacancies are sent to all parents and school-based employees. The school will ensure a wide notice of vacancies via the school newsletter, flyers, email, school marquis, SAC bulletin board, or the school website etc. The school will notify the parents, community, and school-based employees of the vacancies at the SAC meeting, whereas the parents, community, and the school-based employees will receive an invite to the SAC meeting holding the voting for the vacancies. This notice will begin prior to the end of the school year and as necessary throughout the year.
3. For business and community members, wide notice of vacancies shall be sent to Partners in Education i.e., business and community members. The school will take input on possible members from local businesses, chambers of commerce, community and civic organizations and groups, and the public at large.
4. Business and community members will be **selected** by the principal or as otherwise stated in School Board Policy 2.09.
5. Replacement members shall be elected by appropriate constituencies.

Section 2: Elections

1. Shall be held in August ~~on the first Wednesday of September~~ of each year, absent exigent circumstances, and those elected by their representative groups become members immediately.
2. Voting shall occur at meetings, using a show of hands.
3. The names of parents willing to serve on the SAC will be distributed to all parents who will vote on the nominees. Each parent of Barton Elementary School will be notified of elections of parents for SAC membership.
4. The Chair or other SAC officer counts the hands and informs the group of the results. To prevent discrepancies, they need to be certain of the count and who has voted.

5. Resolution of disputes and/or deadlocks as to the membership if done at a SAC meeting, must be in compliance with the Sunshine laws: No resolution, rule, or formal action of a SAC shall be considered binding unless taken or made by voting members at meetings that have been made open to the public.

Section 3: Each parent of Barton 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: The term of office shall be staggered to provide continuity from year-to-year.

[5] This refers to the racial, ethnic, and socio-economic representation of the SAC in comparison to the community that the school serves.

6[6] Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.

Section 2: 7[7] SAC members, other than those designated to complete unexpired terms, shall be elected to two-year terms.

Section 3: Council members shall serve no more than two terms in an elected position.

Section 4: No member may miss more than two (2) unexcused consecutive SAC meetings. 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, **Article IV, Section 1**. Such individuals will fill the remainder of the term to which they were elected. \

Meetings

1. All SAC meetings shall be held in accordance with Florida State Statute § 286.011 – the Sunshine Statute "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice of at least 5 days; openness of SAC meetings to the general public, in a location accessible to the public, absent emergency situations when allowed by law; and taking minutes of the meeting, which must be made available for public inspection following the meeting.

2. This public notice is in addition to the minimum three (3) days advance written notice required by Florida State Statute § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

3. The SAC shall designate a specified period of time for public comment during each meeting before the SAC votes on an item as per Florida State Statutes §§ 286.011(1) and 286.0114 and Informal Opinion, February 17, 1995, Attorney General's Office.

Florida State Statute § 1008.452 requires a quorum for the SAC to conduct meetings and vote. The quorum is a majority of the SAC membership before business is transacted or motions can be voted upon.

Participation in Meetings Interactive Video or Telephonically.

A. SAC members, parents, community, and the public may attend and participate in meetings through the use of an interactive video and/or telephone system, as long as a quorum of voting SAC members are physically present at all times during the meeting in the same location. The Department of School Improvement is available to assist principals with resources regarding the decision to offer a hybrid option for SAC meetings.

B. Voting SAC members may participate and vote through the use of an interactive video and/or telephone system to allow a SAC member who is not physically present to attend the meeting, in those instances where the SAC member is confined to home or hospital due to illness or accident, or in situations where the committee member's absence is due to a death or serious illness of an immediate family member. Any other situations which cause a voting member to be absent from a meeting will

require a vote by a majority of the committee members physically present, based only on extraordinary circumstances as required by law in the SAC's best judgment, to allow the voting member to participate and vote by the above-referenced technology. This voting procedure needs to take place for all future meetings to determine if any extraordinary circumstance exists. SAC will determine if the requests constitute "extraordinary circumstances" based on their best judgment therein.

Section 1: Council meetings will be held every two months with allowable 2 absent emergency situations.

Section 2: SAC meetings shall be held ~~on a monthly basis to be determined by SAC at the first meeting of the school year on the Second Wednesdays at 6:00PM.~~ absent emergency situations. As required by Florida State Statute § 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 and the three days' notice required for members.

Section 4: Subcommittees will meet as needed (See Article VII).

SAC Governance

Establishing procedures for making proposals, collecting, counting, and narrowing suggestions; and for the resolution of disputes and/or deadlocks.

1. Schools will be very specific when writing the procedures.
2. SAC may decide to have specific days/dates set aside for new ideas or they can determine a specific time during any given SAC meeting when individuals could present their ideas.
3. Person(s) suggesting idea(s) should be present at SAC meeting(s) where their idea is being presented or considered for questions/comments or concerns.
4. All ideas should be heard and considered prior to making any decisions.
5. Any idea should have purpose and outcome affecting school improvement and aligned to the Strategic Plan.
 - a. Historian or secretary will be in charge of recording minutes.
6. Idea can be addressed before closure of meeting or postponed until next meeting. (Have a specific time frame)
7. When an idea is addressed SAC by majority vote will decide the outcome of adopting or rejecting the idea.
8. If voted and approved the SAC chairperson must sign as approved, give copy to school administration, school's treasurer, with a copy going to SAC historian.
9. A summary of minutes will be kept at school site.

Officers

Section 1: The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, a secretary, and an historian. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.^{10|10|}

Section 2: The Council shall elect its own officers at the first regular meeting. Officers shall serve a maximum of two terms.

Article VI

Duties of Officers¹¹ [11]

7[7] It is recommended that a SAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

8[8] These are examples only – each SAC should determine the meeting schedules that best meet their needs and objectives.

9[9] See Footnote 8

10[10] Although the terms of office are optional based upon the needs of the school, the intent of this language is recommended for inclusion in the bylaws.

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.^{12[12]}

Section 2: Vice-Chairperson-- The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 3: 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 4: Historian-- The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

Duties of Members

Section 5: Principal 13[13]-- 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 6: 14[14] 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 7: Parents, Business, and Community Representatives 15[15].-- 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 8: Student Representatives 16[16].-- 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)].

11[11] These are recommended positions and duties – additional and/or different offices and duties may need to be included to better serve your SAC's vision and objectives.

12[12] Required by implication in Fla. Stat. § 1001.452.

13[13] Required by implication in Fla. Stat. § 1001.452.

14[14] Required by Fla. Stat. § 1001.452(1)(a) – Please note that, "A majority of the members of each school advisory

council must be persons who are not employed by the school."

1515] Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and Adult Education Centers are NOT required to have parent participation on their SACs. Business and community participation, however, is required for ALL SAC's.

1616] Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and High Schools MUST include student representatives on their SAC. Per Policy 2.09(2)(a)(i), Middle and Junior High Schools also MUST include student representatives.

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 ~~consist~~^{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 1717].-- Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

1717] These are recommendations and exemplars only. Each SAC will determine the committees needed to meet their vision and objectives.

1818] This section is included as an example. Although it is recommended to have rules of order in the SAC bylaws, the rules of order used needs to be determined based on individual SAC needs.

- **Standing Committees**-- Standing committees are created for long-term, on-going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

- **Ad Hoc Committee - (Task Force)**-- These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. An example of an ad hoc committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent.

The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve, while limiting the actual voting membership of the SAC to a manageable number (such as 12 or less). Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents.

Article VIII

Rules of Order 1818]

Section 1: SAC decisions shall be reached by consensus or vote whenever possible. (*See Consensus, Section 1*)
If the SAC is deadlocked, decisions will be made according to the deadlock process. (*See Consensus, Section 2*)

Section 2: The SAC need not operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making must be specified.

1. Call to order
2. Roll call of members present not necessary, Sign in sheet provided
3. Reading of minutes of the last meeting

4. Approval of minutes
5. Principal's Update
6. Title I Update
7. Special orders - Important business previously designated for voting consideration at this meeting
8. Unfinished and/or new business
9. Special stakeholder guest (when applicable)
10. Announcements and open forum

Consensus 17[17] These are recommendations and exemplars only. Each SAC will determine the committees needed to meet their vision and objectives. 18[18]

Section 1: Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when **all members** *understand the decision, will support it, and are willing to implement the decision.*

Procedures for Collecting ideas and determining the use of School Improvement Funds Florida Statute 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. The principal may not override the recommendations of the SAC on use of these funds.

1. During the SAC meeting individuals could present their ideas/questions/comments/concerns regarding use of school improvement funds.
2. All ideas should have a purpose and an outcome supporting the school improvement process and aligned to the Strategic Plan.
3. Ideas can be addressed before closure of meeting or tabled until next meeting.
4. The use of school improvement funds requires a vote, the voting process set forth within the bylaws should take precedence.
5. Once voting has been approved, a summary of the minutes will be kept at school site.

Establishing a Procedure for use of A+ Funds

1. Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise.
2. SDPBC's Budget Department suggests setting up separate accounts for each A+ type of distribution with year and type of allocation (for specifically marked project or program).
3. The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and school advisory council. They must be used for nonrecurring bonuses to faculty and staff, non recurring expenditures for educational equipment, materials and/or for temporary personnel.
4. The Ad Hoc Committee is formed to make recommendations for the ballot to be approved by the SAC. Once approved the ballot is shared with the school staff to be voted on anonymously as stated within the SAC Bylaws and within a given time frame. Once the voting has been finalized, the results of the vote must be shared with SAC. If any deadlocks occur during voting the ballot goes back to the Ad Hoc Committee and the process begins again. Schools need to be aware of the statutory deadline for schools to develop and approve a school recognition spending plan. Example of a three option ballot with percentages and distribution details. The sample ballot below lists all the options in percentage form.
Option 1: Instructional staff receives 70% and non-instructional staff receives 30% of school recognition funds.
Option 2: Instructional staff receives 50% and non-instructional staff receives 50% of school recognition funds.
Option 3: Instructional staff receives 50%, non-instructional staff receives 30% and all classrooms receive libraries totaling 20% of school recognition funds. The minutes and voting results are recorded, a copy is kept at the school and shared with the school treasurer.

Section 2: The deadlock resolution procedure will be used when the membership has voted and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is agreement to refer the issue to a committee for further study.

If not referred, follow this deadlock process:

- Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or
- Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting, and specify the official position.

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.

Additional Financial Controls Ensuring A+

Section1: As per Florida State Statute § 1008.36, the final recommendation comes from school staff, and the SAC votes on whether to approve that recommendation. If school staff and the school advisory council cannot reach an agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

The ballot options are shared with SAC before the staff vote for review and approval. The SAC cannot revoke the Committee options, but they can add an option. One option should be None of the Above to allow for staff disagreement with the options

Article IX

Amendments

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 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.

- STATUTORY AUTHORITY:
§§ 1001.41(2), 1001.42(17), (22), Fla. Stat.

LAWS IMPLEMENTED: §§ 24.121(5)(c); 1000.03(5); 1008.345(6);

1008.36(4), (5); 1008.385(1);
1001.42(17)(b); 1001.42(16); 1001.452,
Fla. Stat.

HISTORY: 7/21/82; 02/25/2002; 12/8/2003; 7/13/2005, 9/13/2006