LEWIS CARROLL ELEMENTARY SCHOOL

SCHOOL ADVISORY COUNCIL BYLAWS

(Revised Spring 2023)

PURPOSE:

The purpose of the Lewis Carroll School Advisory Council(SAC) shall be to serve in an advisory capacity to the principal and to assist in the development of the educational program, and in the preparation and evaluation of the school improvement plan required pursuant to Section 230.23 (18) Florida Statutes for the School Board or its professional staff.

MEMBERSHIP:

The SAC may be comprised of the principal or assistant principal and an appropriately balanced number of teachers, educational support employees, parents, students, business, and community members who represent LEWIS CARROLL ELEMENTARY SCHOOL. The Senate Bill of 1992 requires that a majority (51%) of each school advisory council must be persons who are not employed by the school board. Composition of SAC membership is subject to the review of the Brevard County School Board. The committee shall have no more than 25 members and follow the guidelines prescribed by the state. The following will comprise the membership:

a. An administrator
b. Teacher representatives
c. Parent representatives
d. Business/community representative- These shall be appointed by our business partners.

MEMBERSHIP ELECTION:

(A). Parent Representative:

An initial letter will be available at the registration table to inform parents about the Advisory Council and to seek candidates. All parents will be given the opportunity to fill out an application and to become a candidate for election. A ballot listing candidates and their biographical information will be available for voting at open house. People not successful in the election shall be asked to serve as alternates should a vacancy arise for a parent representative.

(B). Teacher Representative:

Instructional personnel representatives shall be selected by instructional personnel.

(C). Non-Instructional Personnel:

Non-instructional personnel representative shall be selected by non-instructional personnel.

RULES OF PARTICIPATON:

(A). Quorum for decisions of the SAC is established when more than fifty percent of the total membership is in attendance for the scheduled SAC meeting. Recorded Media will be available for review by members who are unable to attend. Input may be given to chairperson from the audio tape.

(B). A member who is physically absent for more than three consecutive meetings may be subject to replacement or removal. After two unexcused meetings, the member will be contacted by the SAC Chairperson, or a designee, and queried as to whether replacement is requested. If attendance continues to be missed, then the SAC may vote to substitute the position. Removal or replacement of a member will be officially identified in writing, signed by the Chairperson or the Principal.

(C). Substitute replacement of a member due to illness, family demands, or temporary job reassignment may be arranged at the discretion of the SAC.

OFFICERS:

Any Council members may hold office. They shall be elected by the majority at the first meeting of the Council every other year and serve for a two year term. The council shall elect a chairperson and a secretary.

Chairperson- runs the meetings and develops the agendas. Sends out meeting notification.

Secretary- will take minutes of meetings and attendance. All minutes will be available upon request.

MEETINGS:

(A). The Council shall determine the date, time and place of the meetings. All meetings are open to faculty, students, parents, and business/community members.

(B). Agenda items shall be published for review by membership, faculty, and parents at least three days prior to scheduled meetings.

(C). Every effort will be made to notify everyone of meetings.

(D). Minutes of each meeting shall be published including agenda, reminder of the next meeting, and other information as needed. This shall be available for review by parents, students, and business/community members.

(E). Agenda items for the SAC shall be submitted to the SAC chairperson five days before the next scheduled meeting.

(F). Robert's Rules of Order will be the format used at the meetings.

RESPONSIBILITIES:

(A). The School Advisory Council shall assist in the development or modification of the School Improvement Plan based on needs assessment data.

(B). The Council shall serve as a resource for the principal who remains responsible for all decisions affecting the school. The principal shall make the final decision on recommendations of the Council.

(C). The Council shall inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community.

(D). The Council shall provide input on the school's annual budget.

(E). The Council shall determine how the School Improvement Funds will be spent. An accounting of the expenditure of these funds shall be made by the last meeting of the year.

ACCEPTANCE:

The committee can modify the bylaws at any time by a simple majority vote. These bylaws were submitted to the 1999-2000 SAC, and accepted on behalf of the team. Bylaws were revised at the May 23, 2002 meeting and approved. They were also revised on November 19, 2008. Minutes were revised in April 2023.

Principal

Council Chairperson

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Jami Miner

Suzanne Clark