

LOCKMAR ELEMENTARY SCHOOL ADVISORY COUNCIL BYLAWS

1. GENERAL: Lockmar Elementary's School Advisory Council, (SAC) has been comprised in accordance with Florida Statutes and Brevard County School Board rules. Policies and procedures of the Council shall be defined and implemented in accordance with Sections 229.58, 230.22(2), and 230.23(18), Florida Statutes.

2. PURPOSE: The purpose of SAC is to enhance active involvement of parents, students, staff, and community representatives in achieving the goals set forth in the A+ Plan: A System of School Improvement and Accountability.

3. ESTABLISHMENT: SAC must be comprised 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 of Lockmar Elementary. Composition of SAC membership is subject to the review of the School Board.

4. MEMBERSHIP: In addition to the School Principal the Senate Bill 1992 requires that the majority of each School Advisory Council must be persons who are not employed by the school board. At least, fifty-one percent of the council must be non-school employees. Business and community members shall be encouraged.

- a. The Principal serves as a resource providing information regarding the local school education program.
- b. Teacher representatives are elected annually.
 1. Teacher representatives may be elected for consecutive terms.
- c. Parent representatives are elected annually.
 1. Parent representatives may be elected for consecutive terms.
 2. Parents may be eligible for election during the period of time that their child is a student attending Lockmar Elementary.
- d. Business/community representatives are selected for the current school year.

5. ELECTIONS: Selection criteria for elections are as follows:

- School employees shall be elected by school employees.
- Parents shall be elected by parents.

a. **School Employee Elections:** Nominations for representatives for the school year shall be solicited and received prior to the last Faculty Meeting in August of the current school year. Nominations will be voted on at the first Faculty Meeting in September. Current SAC members can express their interest in being on next years

committee at the last SAC meeting of the year.

b. **Parent Elections:** Requests for parents interested in serving on the following school year's School Advisory Council will be solicited in August at pre-registration. The individuals agreeing to serve will be elected at the first SAC meeting of the school year. Current SAC members can express their interest in being on next years committee at the last SAC meeting of the year. parents will be elected at the first PTA meeting / Open house of the year.

c. **Business/Community Representatives:** These representatives must be part of an organization which has an agreement with Lockmar. Invitations to be a part of School Advisory Council will be made by the SAC members. Once identified, the representative will be requested to attend the next scheduled SAC meeting.

6. RULES OF PARTICIPATION: Participation of all members elected to the SAC is paramount to the success of the mission. Consequently the following rules are established.

- a. Quorum for decisions of the SAC is established at 50 percent of the total membership. A quorum must be present before a vote may be taken by the SAC.
- b. Members must attend a minimum of 50% of the SAC meetings. SAC attendance must meet 80% overall attendance to qualify for 5 Star School designation. Members are asked to contact either the principal or the SAC chairperson if they anticipate missing a meeting. An absence can only be considered excused if the principal or SAC chairperson is provided with prior notification of the absence and the reason for the absence. Members who have two or more unexcused consecutive absences from a scheduled and properly promoted SAC meeting will be replaced by an individual voted on by their peers.

7. RULES OF OPERATION: The following rules have been developed and established for the administration of the SAC.

- a. Parliamentary procedures as documented in "Robert's Rules of Order Revised" shall be used for conducting meetings and to establish any required Standing or Special Committees.
- b. Agenda items shall be published for review by membership at least 3 days prior to scheduled meetings. Any items requiring a vote will be published in a SAC agenda.
- c. The SAC shall meet a minimum of eight (8) times during any given school year. All meetings are open to faculty, students, parents and business/community citizens.

d. Meetings will be scheduled when parents, students, teachers, business persons, and members of the community can attend. Every effort will be made to notify everyone of meetings and it shall be published in the School Newsletter.

e. Minutes of each meeting shall be published and placed on the website and available in the front office upon request.

f. Agenda items for the SAC shall be submitted to the SAC chairperson 5 days before the next scheduled meeting.

g. Designated officials (SAC chairperson and secretary) will be voted on and appointed at the last meeting (May) of each year.

8. OFFICIAL DUTIES AND RESPONSIBILITIES: The following positions are designated for the SAC.

a. **Chairperson and/or Co-Chairperson:** This position may be voluntary or elected and involves the following duties:

1. Manages the Council meeting
2. Keeps discussion on target
3. Provides leadership
4. Organizes and publishes each meeting's agenda

b. **Secretary:** This position may be voluntary or elected and involves the following duties:

1. Records and publishes minutes of each meeting
2. Ensures clarity of discussion at meetings
3. Takes attendance

9. ACCEPTANCE: The committee can modify the bylaws at any time by a simple majority vote. These bylaws were submitted to and revised by the 2015-2016 School SAC and accepted on behalf of the council as follows:

Norma Hostetler
Principal

Linette Lochner & Manuela Moffitt
School Advisory Council Chairpersons