

**Longleaf Elementary
SCHOOL ADVISORY COUNCIL BYLAWS**

ARTICLE I: NAME

The name of this association is: Longleaf Elementary SCHOOL ADVISORY COUNCIL. In these bylaws, the Longleaf Elementary School Advisory Council may be referred to as the "Council" or "SAC."

ARTICLE II: GOALS AND PURPOSE

SECTION 1: The goals and purpose of the Council are:

- a) To provide parents, teachers, and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations and the neighborhood community.
- e) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.

ARTICLE III: POLICY

SECTION 1: The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:
 1. Council meetings are publicly noticed,
 2. Open to the public,
 3. Include public participation,
 4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
 5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any

partisan interest or for any purpose not appropriately related to the objectives of the Council.

ARTICLE IV: DUTIES AND OBLIGATIONS

SECTION 1: The Longleaf Elementary School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the School Board of Brevard County. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The School Advisory Council shall be the sole body responsible for final decision making at the school relating to implementation of the provisions of ss.1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the School Board of Brevard County and Florida Law. (ss. 24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by ss. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ss.1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the School Board of Brevard County or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, parents, and other citizens who are representative of the community the school serves.

ARTICLE V: MEMBERS AND ELECTION

SECTION 1: Except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending Longleaf Elementary, employees of Longleaf Elementary, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

SECTION 2: There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be

persons *who are not employees of the district*. The principal and the executive committee will determine the Council maximum number from each group annually.

The SAC shall consist of no less than 9 members and no more than 20 members.

- a) Principal
- b) Teachers
- c) Education Support employees
- d) Parents/Guardians
- e) Business and Community members,
- f) Appointments by the principal or school board to comply with Florida Law
- g) Replacements may be elected from their respective peer groups if the minimum quorum is no longer able to be met. with the sole duty of serving as a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings.

SECTION 3: Elections shall take place annually, at the beginning of the school year for a term of two years. Community persons serve for two years or until his/her successor is appointed. Election to a position as an officer will automatically extend the SAC membership for the duration of the term.

- a) Teachers: will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
- b) Education Support Employees: will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
- c) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August for open membership positions. Nominations/volunteers will be accepted for a designated period of seven days. The committee will establish a voting period of seven days. Voting will be waived for that school year if the number of nominations/volunteers is below the maximum number of the parent/guardian SAC membership number needed for that school year. Representatives must be the parent or guardian of a child(ren) at Longleaf.
- d) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Longleaf Elementary. Business/Community members may be nominated by the principal or by a council member and be approved by the Council.
- e) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group, unless voting is waived as set forth above.

SECTION 4: If a vacancy occurs, the position may be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.

- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence.
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Resignation by a member shall be made in writing to the Principal or the Chairperson/Co-chairs.

- b) Vacancies also occur when school employees or students of Council members are transferred.

ARTICLE VI: OFFICERS AND ELECTION

SECTION 1: SAC officers shall be elected from the current SAC membership at the last SAC meeting of the school year and serve their term through the following school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the public and alternates may be considered for the position(s) and will become members representing their respective peer groups.

SECTION 2: Officers and their election:

- a) The officers of the Council shall consist of one chair, or two co-chairs, one treasurer, and one secretary as agreed upon by the Council.
- b) Election of SAC officers shall be conducted prior to June 30th of each year; however, the election of SAC officers in a particular year may be postponed until September of a year if two-thirds of a quorum of SAC members votes for such postponement prior to June 30th of that calendar year.
- c) Officers shall assume their official duties on July 1 and shall serve for a term of two years or until his/her successors are elected.

SECTION 3: Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of Council, notice of such election having been given.

ARTICLE VI: DUTIES OF OFFICERS

SECTION 1: The Chair/Co-chairs shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition, the Chair/Co-chairs:

- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

SECTION 2: Treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting, and maintaining data on approved expenditures, and collecting the reports on how much is spent.

SECTION 3: The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.

- a) SAC minutes will be available for public inspection and kept on school premises.
- b) SAC minutes will record attendance and decisions made by the Council.

SECTION 4: All officers shall deliver to their successors all official materials prior to July 1.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

SECTION 1: The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.

SECTION 2: The Chair/Co-chairs of each school improvement committees shall present a plan of work to the Council for approval.

SECTION 3: Ad hoc committees may be established from time to time at the discretion of the Council.

ARTICLE IX: MEETINGS

SECTION 1: Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council.

SECTION 2: The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair/Co-chairs will call a vote and the issue will be decided by a majority vote of the membership present. The Chairperson/Co-chairs will vote on all matters.

SECTION 3: A majority of the membership, 51%, of which at least two of whom are school representatives as listed in Article V, Section 7 and at least two of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council.

SECTION 4: Meetings will have three days written notice to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email correspondence will be considered written notice for council members with email capabilities. [ss.1001.452]

SECTION 5: The Chair/Co-chairs, the Principal or the Principal's designee may call special meetings with three days written notice having been given. See Article IX, Section 4 above regarding email notification.

SECTION 6: All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws. [ss. 286.011.]

SECTION 7: Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the Chairperson/Co-chair of the agenda item at least 4 days before the date of the meeting. The Chairperson/Co-chair shall provide to the members an agenda at each meeting

which shall include a general topic "Open Agenda" wherein any Council member or member of the Longleaf community may present an item for future consideration or discussion.

ARTICLE X: FISCAL YEAR

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

Longleaf Elementary School Advisory Council By-laws Adopted: April 6, 2022
