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Roosevelt Elementary School

#### Article 1: Name of the Organization

The name of the organization shall be the Roosevelt Advisory council, hereinafter referred to as the SAC Committee.

#### Article II: Purpose

The purpose of the SAC is to assist in the preparation and evaluation of the school improvement plan required pursuant to S. 230.23 (16). It shall perform such functions as are prescribed by regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the school board.

#### Article III: Duties

Duties of the SAC members shall include:

- Participate in developing the school's vision
- Use state and district goals as a guide for assessing the school's needs
- Thoroughly examine all aspects of the school when developing the school improvement plan
- Determine and prioritize the goals of the school based on appropriate needs assessments and other data
- Develop measurable objectives and strategies for addressing the goals that have been prioritized
- Assist in the preparations and evaluation of the school improvement plan
- Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan and associated processes
- Assist in recruiting and retaining other school advisory council members

#### Article IV: Representatives and Elections

Representation

1. The SAC representation will comprise of the school principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representatives of the ethnic, racial, and economic community served by the school.
2. The SAC shall be minimally composed of the following:
  - Administrator 1
  - Instructional Personnel
  - Non- Instructional Personnel
  - Parents
  - Business/ Community Members 1

51% of the Committee shall not be employed by the school

3. In the event that the SAC is not representative of the ethnic, racial and economic community served by the school, additional members shall be appointed to achieve this balance. The School Board or its designee shall make these appointments.
4. The majority of SAC members shall be non-school employees.

#### Elections

Election of members shall take place after the school year begins in August and prior to the September SAC meeting. Council members representing teachers, education support employees, and parents shall be elected by their respective peer groups.

#### Election of Parents

1. Principal and previous school year's SAC chair identify the number of vacancies and review ethnic, racial, and economic composition.
2. Information about SAC and identified vacancies is sent to all parents.
3. Parents notify principal or previous school year's SAC chair of their interest in serving on SAC.
4. Ballots are sent to all parents and returned to the school office for notification of the results.

#### Election of Teachers and Education Support Employees

Their respective peer groups prior to the September SAC meeting shall elect school employees.

#### Election of Business/Community Members

Business/community members shall approved by the SAC. If more than two business/community members wish to serve SAC members shall vote to select the representatives.

#### Article V: Voting Procedures

1. A quorum shall be 51% of the total SAC membership.
2. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require the simple majority (51%) of members present.
3. At least a 3-day advance notice in writing to all members of the advisory council is required of any matter that is scheduled to come before the council for a vote.

#### Article VI: Tenure

1. Elected SAC members shall serve for a period of two years. They assume their duties upon election and serve until their seats are filled in subsequent election.
2. Appointed SAC members shall serve for a period of one year. They shall assume their duties upon being appointed and serve for a period of one calendar year from the date of appointment.
3. There shall be no limit of the number of terms a member may serve.
4. SAC members are required to attend scheduled monthly meetings. AS a member of the SAC every effort must be to attend meetings. In the event a meeting is to be missed the member must contact the administration in charge or the chairperson.
5. Members who have two unexcused consecutive absences or miss three or more unexcused scheduled meetings shall be replaced according to the procedures in the by-laws.
6. Parent members must have a child enrolled at Roosevelt Elementary School.
7. Vacancies of members shall be filled from those who had the highest number of votes.

#### Article VII: Meetings

1. Meetings shall be held beginning in September and continuing monthly throughout the school year.
2. Meetings shall be scheduled when parents, teachers, business persons, and members of the community can attend.
3. Emergency meetings shall only be called if jointly agreed upon by the SAC Chair and the principal.
4. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government in the Sunshine Law and the Florida Public School Law.
5. Meetings shall be noticed as follows:
  - \* The notice shall contain the time and place of the meeting and if available, an agenda
  - \* The notice shall be prominently displayed in the area set aside for that purpose.
  - \* Emergency meetings should be afforded the most appropriate and effective notice under the circumstances and should have at least 24 hours reasonable notice to the public.

#### Article VIII: Duties of Officers

1. The SAC shall have two officers: Chair, and Secretary. They shall be decided at September meeting.
2. the duties of chair shall include:
  - Preside at meetings
  - Develop last-minute or emergency agenda items with the principal
  - Notify all members of upcoming meeting dates
  - SAC correspondence

3. The duties of the Secretary shall include:
  - Record minutes
  - Keep attendance records
  - Send minutes to members within 14 days following a meeting

#### Article IX: Amendments

1. The by-laws shall be reviewed annually at the September meeting.
2. Approval of the by-laws amendments shall require a 2/3 vote in attendance.