

## **SOUTH LAKE ELEMENTARY SCHOOL ADVISORY COUNCIL BY-LAWS**

### **ARTICLE I. NAME**

The name of this Council shall be the South Lake Elementary School Advisory Council. (hereinafter referred to as the “Council/SAC”.)

### **ARTICLE II. PURPOSE**

The purpose of the Council 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. This advisory council shall not assume any of the powers or duties now reserved by the Florida Statutes for the School Board or its professional staff. Primary objectives of the School Advisory Council (SAC) shall be to help identify needs and recommend programs of action. Through a community-wide commitment, the team will foster a positive learning environment, which sets high expectations and meets the diverse needs of the student body.

The School Advisory Council shall be a link between the school and the local community and will serve as a means for participatory management through which the various stakeholders in the school community may assist the school and the school may assist the community. The stakeholders are parents, business people, other community representatives, professional educators, and other school staff. The School Advisory Council shall be a resource to the school and school principal. SAC is subject to the Sunshine Law. Members of a School Advisory Committee may not take on or engage in private discussion of board business via verbal correspondence, written correspondence, e-mails, text messages or other electronic communications. School Advisory Council functions shall include:

- A. To facilitate the development of the School Improvement Plan (SIP). The SIP is an ongoing process schools use to ensure that all students achieve at high levels. An effective school improvement planning process allows Florida’s public schools to develop a strategic and continuous plan that focuses on quality education and high levels of student achievement.
- B. To monitor implementation of the SIP
- C. To evaluate the effectiveness of the SIP
- D. To provide assistance in the preparation of the school’s annual budget

The responsibilities and duties of the School Advisory Council will be in accordance with Florida State Statutes 1001.452 and Brevard County School Board Policy 1403.

### **ARTICLE III. MEMBERSHIP**

The School Advisory Council shall be representative of the ethnic diversity of the school’s student population. The minimum standards for representation shall be as follows with the best intent to match diversity:

- Principal
- Teachers
- Parents
- Non-instructional Support
- Community Representative(s)

A majority (more than half) of SAC members must not be employed by the **Brevard Public Schools**.

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, and staff elects staff). Vacancies will be filled by special elections as needed in the same general manner. Changes in the SAC composition during the school year must be noted in SAC meeting minutes.

A ballot will be developed and placed in the school's newsletter listing all candidates who have expressed their interest. Those people who have expressed such interest understand that they will serve on the School Advisory Council for one year and attend eight meetings during that year. Nothing prevents them from serving again a second consecutive term if elected. The business/community member is selected by the principal.

All stakeholders are invited to attend SAC meetings as non-voting participants without regard to membership on the SAC.

Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken. All votes must be conducted orally. All members of the Council shall have one vote each. A voting member must be present to vote.

Section 2. Term of Membership: Members of the SAC should attend SAC meetings on a regular basis. Absence notification: To be in compliance with the state statute, a member who is absent from a meeting two times in the course of a year may receive a written notice about their attendance. It will be strongly advised that they attend all remaining meetings in order to remain a part of the council. Should a member be out of compliance due to excessive absenteeism that three or more meetings have been missed, a written notice will be issued by the chair and principal to that person and then to the council. The member has a right to file a hardship appeal. However, it will be strongly urged that the person be asked to resign from their seated position because they have failed to fulfill the requirements. Hardship Appeal: A member may appeal to the principal and chair of School Advisory Council in writing and explain the special circumstances regarding their absenteeism; the committee will review and respond accordingly.

Section 3. Length of Term: Members of the School Advisory Council shall be elected for a one year term, not limiting terms.

- Section 4. Announcement of an election must be made to the various peer groups at least one week in advance. Announcements will be distributed in a manner that ensures the widest dissemination possible within the peer group.
- Section 5. Election of the faculty representatives will take place during a school day prior to the first SAC meeting.
- Section 6. Election of the parent representatives will take place during the first SAC meeting of the year.

#### ARTICLE IV. OFFICERS

- Section 1. Officers of this committee will consist of a *chair, co-chair (parent, teacher, or admin), business partner, and secretary.*
- Section 2. The officers shall be elected annually at the *August* meeting.
- Section 3: *Installation of new officers will be held at the first meeting of the school year.*
- Section 4: *If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.*
- Section 5. *Nominations of SAC Officers:*
- A. *There shall be a nominating committee composed of three members who shall be elected by the School Advisory Council at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.*
  - B. *The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.*

#### ARTICLE V: DUTIES OF THE OFFICERS

- A. The *Chair* shall preside at all meetings of the Council/SAC and will be an ex-officio member(s) of all committees except the nominating committee. The *Chair* will prepare an agenda at least five days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it.
- B. *The duties of the Secretary shall be to represent the Chair in his/her assigned duties, and to substitute for the Chair or Co-chair during his/her absence, and to perform such other duties as may be assigned to him/her by the Chair or the School Advisory Council.*
- C. *The Secretary shall be responsible for all correspondence and notices of meetings. The Secretary shall keep the minutes of all meetings and assure that electronic copies of the minutes are distributed in a timely manner to Council members. Minutes will be made*

*available to any stakeholder who requests them. The Secretary will keep an accurate record of attendance at all meetings as well as a current roster of all stakeholders.*

## ARTICLE VI. MEETINGS

The School Advisory Council shall meet regularly and *the schedule of meetings for the year will be determined and published in September for the current school year.* Notification of all regular meeting places will be included in the minutes.

- Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers / guests may not vote on School Advisory Council issues.
- Section 2. Attendance of SAC members will be kept for all meetings. The Secretary or a designee will take attendance. Attendance records, SAC meeting agendas, and the minutes will be sent to the district in June.
- Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be kept on file at the school and available upon request. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions and ~~any~~ decisions made.
- Section 4. Special meetings may be called by the *Chair (Co-Chairs)* or by notice of any three members in writing to the *Chair (Co-Chairs)*.
- Section 5. All scheduled meetings, meeting times, and places will be announced at least three days in advance. Any matter that is scheduled to come before the council for a vote requires at least 3 days advance written notice to all SAC members. Members must be advised of a change in the established date, time or location. All special meetings will require notification. All meetings are posted in the school's newsletters and on the school-wide calendar.
- Section 6. SAC meetings will be scheduled at times and locations convenient for all stakeholders (parents, students, teachers, business persons, and members of the community).
- Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting and the meeting must be conducted on campus.
- Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda.
- Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes.

Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

#### ARTICLE VII. UTILIZATION OF SCHOOL IMPROVEMENT FUNDS

- A. A portion of the Education Enhancement Trust Fund (lottery money) is distributed to the school (through the District) for the SAC to use for programs and projects to enhance school performance through the implementation of the SIP.
- B. Per the General Appropriations Act, Accountability Funds may not be used for capital improvements or for projects or programs with a duration of more than one-year. A principal may not override the selection of the use of the money.
- C. School-based decisions concerning the distribution of School Recognition Funds will be the responsibility of the SAC in accordance with procedures established by the District.

#### ARTICLE VIII. AMENDMENTS

- A. Bylaws must conform to the State of Florida statutes and the policies of the School Board of Brevard County, Florida.
- B. Amendments to the bylaws will be approved by a majority of the SAC members. Bylaws will be reviewed and approved annually.

Ratified: 4/19/2021

Amended: 4/19/2021