

**By Laws for Robert Louis Stevenson Elementary School of the Arts  
School Advisory Council**

Adopted September 2019

**Article I: Name**

The Name of the organization shall be the Robert Louis Stevenson Elementary School of the Arts School Advisory Council (hereinafter referred to School Advisory Council, or know as SAC).

In conjunction with the School Advisory Council, specific Board members of the R.L.S. Parent Volunteer Fundraising Organization (PVFO) shall attend these meetings and be a part of the School Advisory Council as part of the elected officials of the group.

**Article II: Purpose**

The purpose of the School Advisory Council shall be to serve in an advisory capacity to the principal and to assist in the development of the education program, and in the preparation and evaluation of the School Improvement Plan required by pursuant to Section 230.23 (18) of the Florida Statutes. This School Advisory Council shall not assume any powers or duties now reserved by the Florida Statutes for the School Board or its professional staff such as the principal, teachers, or support staff. The principal is the principal overseer of the school in conjunction with the School Board of Brevard County Public Schools.

**Article III: Responsibilities limited to School Advisory Council**

**Section A: School Advisory Council**

1. 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 School Advisory Council.
2. Advise the principal in matters as it pertains to the school program. "*Advise*" means in this context to inquire, inform, suggest and or recommend.
3. Inquire about school matters, identify problems and then by proposing adequate solutions to the expressed problems/concerns may be made. However, solutions should be viable and of benefit to the school and not to a select group only. Helping the principal to inform communities of changes and solutions to such an issue after they have been adopted by the school is permissible. All formal recommendations made by the Council shall be brought to the attention of the principal in writing.
4. Address any other educational area that could be improved through the encouragement of a close working relationship with the principal, the teachers, and support personnel along with parents, business partners and students.
5. Provide input on the school's annual School Improvement Plan budget and objectives on an annual basis as in accordance with the District and D.O.E. timeline.
6. An accounting of the expenditures of the funds shall be made monthly.

7. An accounting of the budget shall be made clear to members at the last meeting of the school year.
8. Monthly updates shall be provided to all members about related school activities that involve academic programs, enrichment activities, descriptions of fundraising efforts and education training opportunities. Included in the updates, volunteerism will be reported with regard to the level of participation as well as attendance to varied functions/events.
9. When a vacancy occurs:
  1. Ceases to reside or work in the school area or otherwise continue his/her relationship with the school, committee, organization, or group he or she was elected to represent, or if a parent representative ceases to have a child attending Robert Louis Stevenson Elementary School of the Arts. The administration will have the right to fill the vacancy by holding a subsequent election for that particular vacancy.

**Section B: Function of the School Advisory Council**

1. Conduct hospitality/special projects with approval of the principal.
2. Make recommendations about the School Improvement Plan as it relates to the objectives regarding school safety, academics, volunteering, as it all relates to the Districts Strategic Objectives set by the School Board.

**Section C: Administration**

1. Share all pertinent information (i.e. staffing, curriculum, budget, and facilities) with the School Advisory Council as requested to do by the School Board.
2. Seek the School Advisory Council's assistance in developing the School's Improvement Plan that will address student performance and continuous improvement.
3. Establish a close working relationship with teachers, educational support personnel, parents and community members.

**Article IV: Membership and Elections**

**Section A: Representatives of the School Advisory Council**

1. The School Advisory Council will be comprised of at least the following:
  - a. Chairperson (parent, teacher or administrator)
  - b. Business/community partner
  - c. Treasurer
  - d. Identified Parent Volunteer Fundraising Organization Board Members
  - e. Teachers
  - f. Staff
  - g. Administrator
  - h. Student (Optional)
2. A designated Secretary will be appointed at the first SAC meeting of the year.
3. Stevenson's School Advisory Council may add to the minimum as long as a majority of the members of the Council are persons who are not employed by the School

Board (51% non-BPS). Parents and community members must make up at least half plus one of the total Membership of the Council. (This balance does not include the student.)

4. The groups shall be elected by that specific group. I.e: Parents elect parents, teachers elect teachers, and staff elects staff. The business/community member is selected by the principal. Every effort is made to ensure that the ethnic and economic ratios of the school are met so therefore, representation of those groups will also be able to serve on the Council. Elections will be held annually. Unopposed candidates will be elected at the official time that the election is held school-wide.
  - a) The school newsletter will serve as-a-means to circulate information about a candidate's biography. This will help school community members to elect the person of their choice to serve on the School Advisory Council. All parents will be given limited opportunity to express their interest in writing who wants to serve on the council to the principal to place in the newsletter.
  - b) A ballot will be developed and placed in the school's newsletter listing all candidates who have expressed their interest with their biography. Those people who have expressed such interest understand that they will serve on the School Advisory Council for 2 years and attend eight meetings each year or a total of 16 meeting during the two years. Nothing prevents them from serving again a second consecutive term if elected.
  - c) Business Partner/Community members are selected to fill that seat by the principal.
5. The principal shall forward all the names elected to the School Advisory Council to the School Board at the specified time.
6. The School Board shall review the names and approve the School Advisory Council membership's final appointment. The School Board reserves the right to appoint a member of its own to the school's advisory council. At the time that the School Improvement Plan is submitted, the names of the Council should be in place.

#### **Section B: Requirement of Each Member**

1. Council members may serve more than one term if elected.
2. Membership year shall be from May 31<sup>st</sup> through May 31<sup>st</sup> (unless the school year is amended).
3. If any member ceases to be a member of the School Advisory Council, whether by voluntary termination or otherwise, the remainder of the term shall be filled by soliciting a vacant seat and then holding another election as specified in Article IV.
4. All members of the School Advisory Council must be in attendance 80% of the time at the regularly scheduled annual meetings. There are eight regularly scheduled meetings per year.
5. Absence Notification:  
To be in compliance with the state statute, a member who is absent from a meeting (3) times in the course of a year will 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. If any member has two (2) unexcused consecutive absences from a school advisory council meeting, they may be asked to resign their seat.

6. Excessive Absences (4):

Should a member be out of compliance due to excessive absenteeism that (4 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 their requirements.

7. 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 C: Voting Rights**

1. Council members shall attempt to arrive at their decisions by majority as much as possible. Should a member be of a minority option, it will be recorded in the minutes for that meeting as it relates to the topic.
2. Should a vote be taken on any matter, only School Board approved members of School Advisory Council shall have voting rights as an advisor to the principal as described in Article II.
3. Electronic Voting:
  - a) Generally, voting by electronic mail is disfavored as opening dialog is limited and advance notice is not provided.
  - b) However, in the event of an urgent need as determined by the Principal and Chair, the Chair may solicit votes and with clearly stated motion.
  - c) The Chair shall offer as much detail as possible to accompany the motion.
  - d) Email discussion will be welcomed if agreed to by the chair.
  - e) Final votes shall be reported to the whole group Council by the Chair.
  - f) All electronic votes must be ratified formally at the next available SAC meeting.
  - g) All email discussion and votes are open for public viewing in the "Sunshine."

### **Article V: Officers**

Any School Advisory Council member may hold office. However, an employee of the Brevard County Public Schools shall hold no more than two-thirds (2/3) of the offices created for the School Advisory Council.

1. The School Advisory Council members shall agree to serve the organization/offices at the first meeting.
2. The Chair runs the meetings with input from the principal regarding the agenda items.
3. The recording of the minutes will be done by the secretary. All minutes will be submitted to the chair and principal first and then the membership will receive a copy of the minutes. The minutes will be read and approved at the next meeting. The principal will keep the school's official copy of all agendas and minutes in a notebook as the

school's official record. The district will receive copies upon request. The secretary is responsible for the reading of the minutes at each meeting.

4. The Treasurer will present a report that documents all expenditures as it relates to the School Improvement Plan. All budgets are monitored by the school's bookkeeper.
5. At times, the Parent Volunteer Coordinator will present a report regarding the various activities that parent volunteers have been involved with that impact student performance.
6. Members of the council that are either teachers or staff members provide input into the curriculum. They are the experts that drive the instruction so that students receive the maximum opportunity to learn. Curriculum remains at the forefront of most discussions.
7. Community/Business Partners lend support by contributing their expertise in their field when possible. They are regarded as an invaluable resource to the school's overall success.

### **Section B: Terms of Office**

Each member shall assume the office on May 31<sup>st</sup> after election results are announced. They will serve as part of the School Advisory Council for two (2) years. It is expected that they will attend the eight (8) annually scheduled meetings posted on the 3<sup>rd</sup> Tuesday of the month at 4:30PM in the Media Center. Due to the Sunshine Laws, no council member at any time may speak on behalf of the council with out proper authority and at the designated meeting time.

### **Article VI: Committees/Special Advisors**

1. The School Advisory Council may decide by majority vote to create a sub-committee to promote its objectives and accomplish specific work or projects as specified though an action plan.
2. A member of the School Advisory Council must be on the sub-committee.
3. The sub-committee member must report the work being done by the sub-committee to the SAC.
4. The School Advisory Council may steer or advise the sub-committee in order to accomplish its mission.
5. The School Advisory Council may ask special advisors or presenters to join the group. However, they do not have voting rights as stated in Article IV Section III.
6. Such persons asked to join them at our scheduled meetings serve at the pleasure of the council and are done by invitation only from the council.

### **Article VII: Meetings**

1. Regularly scheduled meetings shall be established by the School Advisory Council with input from the Principal. District meetings may change regularly scheduled meeting when necessary. However, ample notice will be provided to the membership.
2. All meetings are posted in the school's newsletter and on the School's webpage calendar.
3. If the Chair is not present, the Principal will conduct the meeting.

4. There must be 60% of the membership present in order to hold a meeting. If the meeting is cancelled due to lack of a quorum, the meeting will be rescheduled in order to comply with Article IV Section II.
5. Meetings will be posted a minimum of 48 hours in advance.
6. Individuals interested in presenting information to the Council, must submit in writing their intent at least 72 hours prior to any scheduled meeting. The Chair and principal shall review the request and determine a time to present at the following meeting. The presentation should not last longer than three (3) minutes whereby that agenda item will close. If a response is necessary, the principal shall reply in writing. If the request does not pertain to the School Advisory Council, the request will be redirected through appropriate channels.

#### **Article VIII: Parliamentary Authority**

Robert Rules of Order Newly Revised shall govern the Council in all cases where they are not in conflict with the By Laws. Said rules may be suspended at the discretion of the Chair and discretion may be overruled by the majority of vote of those School Advisory Council members present and voting. The Brevard County Public School Board Policy on School Advisory Councils shall supersede these By Laws and provide additional procedures as needed.

#### **Article IX: Standing Rules**


At the discretion of the School Advisory Council, these By Laws may be supplemented with such standing rules, as the Council deems necessary and appropriate. To be adopted or amended, a standing rule must be approved by majority of those voting members. At least a two week notice in writing must be given to all voting members that the standing rule is being considered and why.


1. Approval of the By Laws is to be approved by the Council. If there are amendments to be considered, they must be submitted in writing to the Principal. A majority vote is required to pass the amendment by the voting Council at the following meeting. These By Laws should take in to account the Florida State Statutes about School Advisory Councils and cannot be placed into effect with School Advisory Council approval.

#### **Article X: School Advisory Council Checklist for Preparing for an Election**

1. Review the election procedures and guidelines.
2. Determine the best dates for an election.
3. Determine an election timeline and post.
4. Determine the number of vacant seats and roles of each.
5. BE mindful of the 51% rule regarding the make-up of the Council.
6. Communicate the material about School Advisory Council business in English and Spanish when needed.
7. Explain the election process in writing through the newsletter or at a meeting done through SAC.
8. Prepare biographies and prepare ballots.

9. Set timeline when ballots are due.
10. Count ballots with a parent from the former SAC and School Administration.
11. Appoint community/business members.
12. Principal submits membership to district on said date.
13. Signature to officiate membership attesting that the elected SAC members was done in accordance to statute will be done and sent to the District.

I  hereby agree that these By Laws have been  
*Chair*  
Reviewed by the School Advisory Council on 17 September 2019.  
*Date*

I  hereby agree that these By Laws have been  
*Principal*  
Reviewed by the School Advisory Council on Sept. 17, 2019.  
*Date*