

West Melbourne Elementary School for Science
SCHOOL ADVISORY COUNCIL
By-Laws

Article I. Name

West Melbourne Elementary School for Science, School Advisory Council, referred to as SAC.

Article II. Purpose

The purpose of the SAC 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 1001.452, of the 2009 Florida Statutes. This advisory council shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its professional staff.

Article III. Responsibilities

Section 1: Council

1. Operate in compliance with Sunshine State Law.
2. 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 SAC.
3. Advise the Principal in matters pertaining to the school program. "Advise" in this context means to inquire, inform, suggest, or recommend.
4. Inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community. Formal recommendations of the SAC shall be made to the Principal.
5. Address any other educational area that would be improved through the encouragement of closer working relationships among the school Principal, the teachers, educational support personnel, and the parents and members of the community.
6. Provide input on the school's annual budget when requested by the Principal.
7. Determine how state funds will be spent through the School Improvement Plan (SIP). An accounting of the expenditure of these funds shall be made at the last meeting of the year.
8. Pursue SAC training for current and future members.
9. Vote on "A +" School Recognition Funds.

Section 2: Administration

1. Share all pertinent information (i.e. staffing, budget curriculum and facilities) with the SAC as requested.
2. Seek the SAC's assistance in developing the School's Improvement Plan.
3. Establish a close working relationship with teachers, educational support personnel, parents, and other members of the community.

Article IV. Membership

Florida Statutes, section 1001.452 specifies that each SAC be composed of the school's principal and an appropriate number of teachers, education support employees, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school.

1. The SAC will be minimally composed of the following:

- Faculty Representatives - 5
- Business/Community Leaders - 4
- Parents - 6
- Non-Instructional Staff Representative - 1
- Principal/Administrator - 1

Schools may add to the minimum as long as a majority of the members of the SAC are persons who are not employed by the School Board. Parents and community members must make up at least half, plus one, of the total membership of the SAC.

2. Parents shall elect parent SAC members with every effort being made to ensure representation from the ethnic, racial, and economic community of the school.

3. The Principal shall send the elected Council members' names to the County School Board at the time specified by the Superintendent and the School Board.

Article V. Elections - Membership

1. Term of Membership

Each membership term will be for two (2) consecutive years starting September 1st, ending August 31st. Elections will be held as required and determined by SAC. Parent member terms may be adjusted to comply with 50 percent of the parent membership being elected every school year. When the term will be less than two (2) years, notification will occur prior to the nomination process.

2. Parents will elect Parents

Parents will be notified of the upcoming election and vacant seats. If interested in running for election, parents of an enrolled student at WMSS will be asked to submit biographical information of 100 words or less by a specific date. A ballot listing candidates and their biographical information in alphabetical order will be given to each family at WMSS. Those ballots returned by the deadline will be counted by a minimum of two (2) returning SAC parents and observed by a member of the faculty or staff, excluding administration. If two (2) returning SAC parents are not available for ballot review, administration will assign the appropriate party. All parent candidates will be notified of the election results in a timely manner by the party responsible for the ballot review.

3. Faculty/Staff will elect Faculty/Staff

Faculty/staff employed by WMSS will be notified of the upcoming election and vacant seats. If interested in running for SAC, ballots will be cast during a full staff meeting and will be counted by returning SAC faculty/staff and observed by a returning SAC parent, excluding administration. All

staff candidates will be notified of the election results in a timely manner by the party responsible for the ballot review.

4. Business / Community Leaders

Business/Community Leaders will be seated for one year with optional renewal yearly as appointed by the Principal.

5. A vacancy shall be declared when a representative:

a. Ceases to reside or work in the school area or ceases to continue his/her relationship with the group, committee or organization he/she was selected to represent; or if a parent representative ceases to have a child attending WMSS.

b. Has two consecutive unexcused absences from SAC meetings. An absence can only be considered excused if the Chairperson or Vice Chairperson or Principal is provided with prior written or verbal notification of the absence and the reason for the absence.

If any member ceases to be a member of SAC, whether by voluntary termination or otherwise, the seat shall be filled as follows:

- Parent replacement – via election.
- Staff replacement – via election.
- The replacement parent, faculty or staff will be a member of SAC for the remainder of the vacated term.

Article VI. Officers

1. Elections – Officers

Elections will be held the second meeting of the new school year. Any SAC member may hold office. Employees of Brevard County Public Schools can hold no more than two-thirds of the SAC total offices.

2. Terms

Each year the following officers will be elected by majority vote of the SAC.

Chairperson – Facilitate the meetings, work with the Principal to set and disseminate the agenda, represent the SAC at designated conferences and meetings.

Co-Chairperson – Assume the duties of the Chairperson, if absent.

Recorder / Secretary – Responsibilities will include recording attendance, compiling, writing and disseminating minutes, and maintaining SAC information binder.

Treasurer – Work with school administration to gather and disseminate information pertaining to, but not limited to, all financial transactions tied to SAC, school budget items and any additional items requested by SAC, administration or parents.

Article VII. Meetings

1. Regularly scheduled meeting dates shall be established by the SAC at the first meeting of the year and shall be open to the public. All meetings require a minimum of two (2) school days notice. The Council shall determine the date, time and place of the meetings, taking into consideration a time when all members can attend. Notice of regular and emergency meetings shall include as a minimum, two forms of notification.
2. If the Chairperson and Co-Chairperson are both absent, the Principal will assume the duties of the Chairperson.
3. For all meetings, a majority (half of council, plus one) of the Council constitutes a quorum. If a meeting is cancelled due to a lack of a quorum, an attempt will be made to reschedule the meeting as soon as possible, with 2 school days notice being given.
4. Individuals wishing to address the SAC must submit an Agenda Item Request Form, available in the front office, to the Principal at least three (3) school days prior to the regularly scheduled meeting. The Principal will review the Request Form(s) and the Council Chairperson will ensure it is pertinent to the Council's purpose. If, instead, the interest is more appropriately addressed by another school area, it will be forwarded to the correct person/committee. If the request is accepted for the Council's review, the writer will be notified that it has been placed on the next meeting's agenda. They will also be notified if it is referred. If they wish to speak, the presentation will be limited to five (5) minutes.
5. SAC members will be provided a copy of the minutes from the previous meeting and an agenda for the upcoming meeting at least one week or as is reasonable, prior to the next scheduled monthly meeting. These will also be posted in the front office.
6. SAC members will review the previous meeting minutes and must vote to approve any corrections in the minutes as presented at the meeting. Copies of all approved SAC minutes and agendas will be made available for viewing in the SAC binder in the office.
7. Meetings must have minutes recorded.

Article VIII. Voting Rights

SAC will require a quorum to be present before a vote may be taken. A majority of the membership of the council constitutes a quorum.

1. Council members shall work on a consensus basis with consensus to mean public support by nearly all the members and a clear hearing of the minority view so that the minority view can be considered.
2. Any matter that is scheduled to come before the council for a vote must be announced, in writing, to all members at least three (3) school days prior to the meeting.

Article IX. Parliamentary Authority

It is recommended that all council members are familiar with Robert's Rules of Order Newly Revised. A copy of the basic Motions chart and supporting documentation will be made available to all members at the first meeting of the school year. Said rules may be suspended or may be overruled by a majority vote of those Council members present and voting. The Brevard County

School Board policy on School Advisory Councils shall supersede these By-laws and provide any additional procedures as needed.

Article X. Standing and Special Committees

The SAC may create committees to research and address school issues by appointment.

Article XI. Utilization of School Improvement Funds

The clearly earmarked amount in the General Appropriations Act for discretionary use by the SAC shall be determined at the beginning of the school year on a per unweighted FTE student basis. This is to be used for programs and projects to enhance school performance through the implementation of the SIP. The money may not be used for capital improvements or for projects or programs with duration of more than one year.

Section XII. Amendments

A majority vote of the SAC is required to add, change or amend the WMSS SAC by-laws.

Approved by SAC Vote 01/25/2010