

Bylaws of School Advisory Council South Olive Elementary School

Article I

Name of Organization

The name of this organization shall be The School Advisory Council of South Olive Elementary School. Fla. Stat. § 1001.452(1)(a).

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the school, its staff, parents and principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

Section 2: The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.

Specific functions include, but are not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school & community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with peripheral constituency groups when making decisions concerning educational practices within the school.
5. Consult with people or departments needed to support the School Improvement Plan.

Article III

Representation and Membership

In accordance with Florida Statute § 1001.452, which outlines the establishment of SAC:

Section 1: The membership shall be representative of the community served by the school. The SAC shall be comprised of teachers, parents, educational support employees, business/community members. There shall be 4 teachers, 1 educational support employee, 6 parent members, and 2 business/community members.

Section 2: The majority (50% + 1) of the members of the SAC shall NOT be school district employees. Parents who are also district employees must be included in the count for school district employees, even if they work at another district location.

Section 3: Reasonable effort shall be made to reflect the demographics of the community the school serves.

Article IV

Membership Selection

Section 1: The SAC membership shall be comprised as follows: parents, teachers, and educational support employees. Each will be elected by their respective groups. FS § 1001.452(1)(a).

Section 2: Elections

1. Parent members shall be elected at the first SAC meeting of each year and the installation of new members shall follow immediately.
2. Voting will be done by written ballot unless there is only one candidate for each seat, in which case it may be done by acclamation.
3. Ballots will be counted and results will be announced at the meeting and recorded in the minutes. Voting by secret ballot is not permitted by state statute FS § 1001.452(1)(a).

Article V

Tenure

Section 1: The term of office shall be staggered to provide continuity.

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to 2 year terms.

Section 3: No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, Section 1. Such individuals will fill the remainder of the term to which they were elected.

Section 4: SAC members may serve until they choose to resign, their children no longer attend South Olive, or they are removed due to absences.

Meetings

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - the Sunshine Statute "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven days' notice is generally recommended); openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting.

This public notice is in addition to the minimum three (3) days advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: There shall be one SAC meeting per month, with the exception of December and when school is not in session. As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, staff, businesspersons, and members of the community can attend.

Section 2: Dates for SAC meetings will be published at the beginning of the year after consulting the District Master calendar. Meetings will be held from 5:30-6:30pm.

Section 3: The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice.

Section 4: Subcommittees will meet as needed (See Article VII).

Section 5: A quorum, defined as fifty percent plus one of the eligible voters, must be present for SAC to take official action.

SAC Governance

Procedures for making proposals, collecting, counting, and narrowing suggestions; and for the resolution of disputes and/or deadlocks.

1. Person(s) suggesting idea(s) should notify the principal and/or SAC Chairperson in writing one week prior to the meeting where the idea(s) will be considered.
2. Person(s) suggesting idea(s) should be present at SAC meeting(s) where their idea is being presented or considered for questions/comments or concerns.
3. All ideas should be heard and considered prior to making any decisions.
4. Any idea should have purpose and outcome affecting school improvement and aligned to the Strategic Plan.
5. Ideas can be addressed before closure of meeting or postponed until next meeting as long as it is within 30 days.
6. When an idea is addressed, SAC by majority vote will decide the outcome of adopting or rejecting the idea.

7. If voted and approved, the SAC chairperson must sign as approved, give copy to school administration, school's treasurer, with a copy going to be kept on site.
8. A summary of minutes will be kept at school site.

Article VI

Duties of Officers and Members

Required by implication in Fla. Stat. § 1001.452

The officers of this Council shall be a chairperson, (or co-chairperson), a vice-chairperson, and a secretary. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election. The Council shall elect its own officers at the first regular meeting of the school year. SAC officers will be elected to one year terms.

Section 1: Chairperson: The chairperson (and co-chairperson as per CTA) shall preside at all meetings of the Council and shall be a de facto member of all committees. The chair, or designee, will facilitate the SAC meetings and inform the SAC of relevant issues related to school improvements activities. The chair, or designee also ensures that a quorum is present before an actions item on the agenda comes to a vote and works in collaboration with the SAC secretary to ensure minutes are recorded and filed promptly.

Section 2: Vice-Chairperson: The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 3: Secretary: The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Section 5: Principal: The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

Section 6: Faculty and School Staff Representatives: The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council. Required by Fla. Stat. § 1001.452(1)(a)

Section 7: Parents, Business, and Community Representatives: The parent, business, and community members of the SAC shall represent the views of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)2, all SAC members will receive at least three (3) days' notice in writing of any matter that is scheduled to come before the SAC for a vote.

Article VII

Committees

Committees may be formed to research and make recommendations regarding specific areas that affect the organization. Committees are also subject to Sunshine law requirements.

Standing Committees. Standing committees are created for long-term, on-going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

Ad Hoc Committee (Task Force). These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. Examples of ad hoc committees could be a uniform committee or a committee formed to deal with a bus problem, etc.

Article VIII

Rules of Order

Section 1: SAC decisions shall be reached by consensus or vote whenever possible. If the SAC is deadlocked, decisions will be made according to the deadlock process.

Section 2: The SAC need not operate under Parliamentary Procedures such as Robert's Rules of Order. Rules that will be used to govern decision-making are specified as follows.

Consensus

Section 1: Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.

Section 2: The deadlock resolution procedure will be used when the membership has voted and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is an agreement to refer the issue to a committee for further study. If not referred, follow this deadlock process:

1. Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or
2. Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting with a majority vote, and specify the official position.

Additional Financial Controls

Section 1: After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed 90 days (unless otherwise specified by the SAC at the time of the vote) to use those funds and seek payment from the SAC. If the SAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

Procedures for Collecting ideas and determining the use of School Improvement Funds

Florida Statute 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. The principal may not override the recommendations of the SAC on use of these funds.

1. During the SAC meeting individuals may present their ideas/questions/comments/concerns regarding use of school improvement funds.
2. All ideas should have a purpose and an outcome supporting the school improvement process and aligned to the Strategic Plan.
3. Ideas can be addressed before closure of meeting or tabled until next meeting.
4. The use of school improvement funds requires a vote.
5. Anyone requesting funding from SAC must submit their request in writing. Those requesting funding, or a designee, must attend the meeting at which the request is to be considered.
6. If funds are approved, SAC will set a date for a review of the program/resources for which the funds were used.

Establishing a Procedure for use of A+ Funds

As per Florida State Statute 1008.36, the final recommendation comes from school staff and the SAC votes whether to approve that recommendation. If school staff and the SAC cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

1. Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise. SDPBC's Budget Department suggests setting up separate accounts for each A+ type of distribution with year and type of allocation (for specifically marked project or program).
2. The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and school advisory council. They must be used for nonrecurring bonuses to faculty and staff, non-recurring expenditures for educational equipment, materials and/or for temporary personnel.
3. The Ad Hoc Committee is formed to make recommendations for the ballot to be approved by the SAC. Once approved the ballot is shared with the school staff to be voted on anonymously as stated within the SAC Bylaws and within a given time frame. Once the voting has been finalized, the results of the vote must be shared with SAC. If any deadlocks occur during voting the ballot goes back to the Ad Hoc Committee and the process begins again.

Article IX

Amendments

Section 1: The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by Robert's Rules of Order) of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken. All SAC meetings shall be held in accordance with Fla. Stat. § 286.011 – “Public meetings and records; public inspection.”

Section 2: The SAC and its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws. The adoption of revised bylaws shall follow the procedure for amendments.

STATUTORY AUTHORITY: §§ 1001.41(2), 1001.42(17), (22), Fla. Stat.
LAWS IMPLEMENTED: §§ 24.121(5)(c); 1000.03(5); 1008.345(6);
1008.36(4), (5); 1008.385(1); 1001.42(17)(b);
1001.42(16); 1001.452, Fla. Stat.

Prepared by: Bylaws Committee January 8, 2001

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