

SAC Bylaws for Liberty Park Elementary School
Bylaws of School Advisory Council
Liberty Park Elementary
Prepared by Principal Joseph Schneider and SAC Chair Tonya Crenshaw
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Article I

Name of Organization

The name of this organization shall be *The School Advisory Council of Liberty Park Elementary School*.

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the school, its teachers, 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 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 limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with peripheral contingency groups (i.e. Instructional Innovation Team, Parent Teacher Organization, etc.) when making decisions concerning educational practices within the school.
5. Make decisions based on the available data.
6. Consult with people or departments needed to support the School Improvement Plan.

Article III

Representation of Membership

In accordance with Florida Statute, this outlines the establishment of SAC's: HISTORY: 7/21/82; 02/25/2002; 12/8/2003; 7/13/2005, 9/13/2006.

Section 1: The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business and community members.

Section 2: The majority (50% + 1) of the members of the SAC shall be non-employees.

Section 3: The SAC membership shall be *appropriately* balanced. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support

employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and socio-economic community served by the school.

Section 4: If the appropriately balanced membership is not elected, the Principal can appoint additional SAC members.

Article IV

Membership Selection

Section 1: Each parent of Liberty Park Elementary School will be notified of Council elections in accordance with Florida Statute 286.011.

Section 2: The SAC membership shall be elected as follows:

1. Parents, teachers, and support employees will be elected by their respective groups through an election. There should be at least one representative member for each group, No more than 13 members.
2. Teachers shall be elected by teachers;
3. Education support employees shall be elected by education support employees; 4. Students, when appropriate, shall be elected by students; and
5. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.
6. Business and community members will be elected by the existing SAC membership. 7. Replacement members shall be elected by appropriate constituencies.
8. The principal is automatically a member by legal mandate.

Information about SAC and identified vacancies are sent to all parents, school-based employees, and Partners in Education i.e. business and community members. The school will ensure a wide notice of vacancies via the school newsletter, flyers, email, school marquis, SAC bulletin board, and school website etc. This notice should begin prior to the end of the school year.

Section 3: Elections shall be held in September of each year and the installation of new members shall follow immediately.

1. Voting can occur at September meetings, using written ballots or a show of hands.

1. Ballots are returned to the school office. The SAC chair, principal, and other SAC members shall open and count ballots at an advertised place and time. Ballots are counted, recorded, and retained. Ballots and voting records will be kept by a SAC officer, and the results will be reflected in the official SAC minutes. Voting by secret ballot is not permitted. For further information, see Section 100L452(1)(a), F.S

1. Resolution of disputes and/or deadlocks as to the membership if done at a SAC meeting, must be in compliance with the Sunshine laws: No resolution, rule, or formal action of a SAC shall be considered binding unless taken or made by voting members at meetings that have been made open to the public. The SAC will provide reasonable notice of all such meetings and designate a

specified period of time for public comment during each meeting as per Section 286.011(1), F.S., Sunshine Manual, and Informal Opinion, February 17, 1995, the Attorney General's Office. State Statutes 1008.452 requires a quorum to conduct meetings and vote and the quorum is defined as a majority of the membership. Schools may determine a minimum quorum must be attended by at least 50 percent + 1 (majority rule applies when voting takes place) of the SAC members before business can be transacted or motions be passed. For voting, the majority rule applies (more than half).

Article V

Tenure:

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

Section 2: SAC members may serve an unlimited amount of terms. They must be voted on, annually (every 2 years for Chairperson), by the SAC membership.

Section 3: No Member may miss more than two (2) SAC meetings. An email or written notification will be sent explaining pending if an additional unexcused absence reoccurs. In the event of recurring absences, the SAC Chairperson may arrange for the replacement of the member by election as specified in Membership selection, Section 2.3. Such individuals will fill the remainder of the term to which they were elected.

Meetings:

All SAC meetings shall be held in accordance with Florida Statutes 286.011 - "Public meetings and records; public inspection."

Section 1: There shall be a council meeting at least eight (8) times per year.

Section 2: SAC meetings shall be held on a day decided by the council. For Liberty Park Elementary School the meetings days are: The First Wednesday of the month at 5:30 p.m. in the Media Center.

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

Section 4: Subcommittees will meet as needed.

Officers

Section 1: The officers of this council shall be a chairperson, 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.

Section 2: The Council shall elect its own officers at the first regular meeting. Officers can serve unlimited terms but must be voted on annually (vote every 2 years for Chairperson).

SAC Governance

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

1. Interested parties would send proposals directly to the SAC Chair or Principal via email.
2. SAC may decide to have specific days/dates set aside for new ideas or they can determine a specific time during any given SAC meeting when individuals could present their ideas.
3. 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.
4. All ideas should be heard and considered prior to making any decisions.
5. Any idea should have purpose and outcome affecting school improvement and aligned to the Strategic Plan.
 - a. Historian or secretary will be in charge of recording minutes.
6. Ideas can be addressed before the closure of the meeting or postponed until the next meeting.
7. When an idea is addressed SAC by majority vote will decide the outcome of adopting or rejecting the idea.
8. If voted and approved the SAC chairperson must sign as approved, give a copy to school administration, school's treasurer, with a copy going to SAC historian.
9. A summary of minutes will be kept at the school site.

Article VI

Duties of Officers

Section 1: Chairperson-The chairperson shall preside at all meetings of the Council. The SAC chairperson shall appoint the chairpersons of all standing committees.

Section 2: Vice-Person-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 Florida Statute 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 Florida Statute 3001.452 (1) (d) 5.

Section 4: Treasurer-(if one exists) - The treasurer shall give an overview of expenditures and monies available at each meeting.

Duties of Members

Section 5: Principal-The principal shall provide information regarding the school educational plan, including school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual trust 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.

Section 7: Parents, Business, and Community representatives- The parent, business, and community members of the SAC shall represent the view 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 communication link between SAC, business, community, and parent groups.

Section 8: Student Representatives [15]: High schools must have a student representative and Middle Schools may have a student representative. The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration. [See Fla. Stat. § 1001.452(1) (a) and Policy 2.09(2)(a)(i), (ii)].

Article VII

Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will consist 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.

Committees

Are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

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.

If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent.

The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve, while limiting the actual voting membership of the SAC to a manageable number (such as 12 or less). Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents.

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. However, rules that will be used to govern decision-making must be specified.

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 a 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, 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 120 days (six months) 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 could 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, the voting process set forth within the bylaws should take precedence.
1. Once voting has been approved, a summary of the minutes will be kept at the school site.

Establishing a Procedure for use of A+ Funds

1. Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise.
1. 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).
1. 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.
4. The Ad Hoc Committee is formed to make recommendations for the ballot to be approved by the SAC. SAC maintains the right to require a vote within the ballot with recommendations. 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. (Schools need to be aware of the statutory deadline for schools to develop and approve a school recognition spending plan.

Liberty Park School Advisory Council will have two options to present on the ballot.

The Ad Hoc sub committee will have two top options to place on the ballot.

These four options will be placed to a vote and the final two top options will be placed on a second ballot (the options on the final ballot must have one option from the SAC choices and one from the Ad Hoc Committee choices). The new vote will take place to determine the distribution of the funds.

Final vote will be conducted and a decision made by November 30 .. of the school year the funds are given.

The minutes and voting results are recorded, a copy is kept at the school and shared with the school treasurer.

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. HISTORY: Revised 9-2016, 5-2019, 9-2020, 9-2024