

Bylaws of the School Advisory Council
Deep Creek Elementary School

Prepared by: Principal and School Advisory Council (or subcommittee thereof) – February 24, 2014

ARTICLE I

Name of Organization

The name of this organization shall be The School Advisory Council of Deep Creek 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 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 available school data.

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

1. Develop, review, and support 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.

ARTICLE III

Representation and Membership

In accordance with Florida Statute 229.58(1)(a) which outlines the establishment of SACs:

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-school employees.

Section 3: The SAC membership shall be appropriately balanced.

ARTICLE IV

Membership Selection

Section 1: The SAC membership shall be constituted as follows:

1. Parents, teachers, and support employees will be selected in a process in which all stakeholders have an opportunity to participate. There will be wide notice of SAC vacancies through methods to include school marquee, school newsletter, PTO meetings, Open House, etc. Additional members shall be appointed to ensure an appropriately balanced membership. Members shall be selected to the committee by a majority vote of the council.
2. Business and community members shall be selected based by the School Advisory Council after reviewing a list of nominees presented by the School Principal or any SAC member.
3. Any member who has two consecutive unexcused absences from the School Advisory Council Meeting that is noticed may be replaced.
4. The principal is automatically a member by legal mandate.

Section 2: A vote shall be held at the second meeting of each school year and the installation of new members shall follow immediately.

Section 3: Each parent of Deep Creek Elementary School will be notified of SAC elections in accordance with F.S. 286.011, "Public meetings and records; public inspection."

ARTICLE V

Tenure

Section 1: Membership shall be staggered in a manner such as to provide continuity from year-to-year to be determined by the council.

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to term as long as their child is enrolled at Deep Creek Elementary School.

Meetings

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

Section 1: There shall be a minimum of eight council meetings per year.

Section 2: SAC meetings shall be scheduled when parents, teachers, business members can attend.

Section 3: The SAC chairperson, on occasion, may call a special meeting.

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

Officers

Section 1: The officers of this Council shall be a 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.

Section 2: The Council shall elect its own officers at the last regularly scheduled meeting of the school year for the following school year.

ARTICLE VI

Duties of Officers

- Section 1: Chairperson. The chairperson shall preside at all meetings of the Council and be a de facto member of all committees.
- 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 FS 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.
- Section 4: 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 5: 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 6: 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 communications link between the SAC, business, community, and parent groups.

ARTICLE VII

Membership Voting

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 to be taken. A quorum is a majority (50% + 1) of the SAC membership.

- Section 1: Each elected School Advisory Council member shall have one vote. A member must cast his or her vote in person or in written correspondence such as email as specified in section two below. No vote by proxy or by alternates is permitted.
- Section 2: In the event a quorum is not present at a meeting at which a vote is to be taken a consensus will be reached. The minutes from that meeting will be emailed/provided and the topic of consensus will be voted upon by the School Advisory Council via written correspondence including email and documented by the Confidential Secretary.
- Section 3: All School Advisory Council votes will require at least three days advance notice in writing including email communication to all members.

ARTICLE VIII

Rules of Order [18]

Section 1: SAC decisions shall be reached by consensus whenever possible. (See Consensus, Section 1) If the SAC is deadlocked, decisions will be made according to the deadlock process. (See Consensus, Section 2)

Section 2: The SAC shall operate under Robert's Rules of Order.

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 been polled and consensus is not reached. When time deadlines permit further deliberations, the SAC should be polled to determine if there is agreement to refer the issue to a standing committee for further study.

If not referred, the deadlock process shall be as follows:

- Every member of the SAC shall be given notice that a vote will be held at the next meeting on the issue.
- If a majority of the total SAC voting body votes to adopt a position on the issue at the meeting, that position shall be the official position of the SAC.

ARTICLE IX

Amendments

Section 1: The by-laws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Notice of the proposed amendment shall be 30 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 Florida Statute 286.011 -- Public meetings and records; public inspection.

Section 2: A committee shall be appointed to review, and when appropriate, recommend revisions of the Council By-laws at least once every three years. The adoption of revised by-laws shall follow the procedure for amendments.