

Kingsway Elementary School
School Advisory Council Bylaws

Article I.

Purpose and Function

Section 1.

The main purpose of the School Advisory Council:

- Assist in the preparation and evaluation of the School Improvement Plan
- With technical assistance from the department of education, each school advisory council shall assist in the preparation of the school's annual budget and plan
- To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.

Section 2.

The School Advisory Council shall perform such functions as are prescribed by the School Board:

- Providing parents, citizens, and teachers an opportunity to actively participate in the assessment of our school's needs, development of educational priorities, and identification and use of local resources
- Communicate the Student Success Plan to parents, community members, business people, and citizens
- Assist with the monitoring of the students' and schools' progress in attaining objectives and communicating appropriate data to the community
- Make recommendations concerning the waiver of Florida Statutes or State Board of Education Rules which will allow school personnel to improve student performance
- Be the sole body responsible for final decision making at the school relating to implementation of State Statute 1001.42 (18) Powers and duties of district school board and 1008.345 (SIP)
- Perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and

- duties not reserved by law to the district school board
- Assist with preparing the school's annual budget

Article II.

Representation and Membership

Section 1: Composition of School Advisory Council

Each Advisory Council shall be composed of the principal and the appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. A majority of the members of each School Advisory Council must be persons who are not employed by the school district.

Section 2: Selection of Members

The principal shall head a nomination committee to recruit members for the School Advisory Council. Through nomination and invitation, parents will be recruited to represent the diversity of the school community, as well as teachers, education support employees, and business and community representatives. A slate of nominees representative of the ethnic, racial and economic makeup of the school community will be prepared and elections held according to the following:

- Teachers shall be elected by teachers
- Education support employees shall be elected by education support employees
- Parents shall be elected by parents

Section 3: Removal from Membership

If a SAC member misses two unexcused consecutive absences from a School Advisory Council meeting, he/she will be subject to removal

from the committee.

Section 4: Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SAC. Proxy voting and absentee ballots shall not be permitted.

- A quorum must be present before a vote may be taken by the SAC
- A majority of the membership (50% + 1) of the council constitutes a quorum
- It is required to provide at least 3 days' advance notice in writing to all members of the SAC of any matter that is scheduled to come before the council for a vote

Article III.

Term of Office

Section 1: Membership shall be as long as member's child is enrolled

Section 2: Vacancies shall be appointed by the chairman and the principal until the next election. Replacement of an officer shall be for the remainder of the term only.

Section 3: Any member who has 2 consecutive unexcused absences from a school council meeting that is noticed should be replaced.

Section 4: Any council member may resign by filing a written resignation with the council president.

Section 5: A member may be removed from the Council for just cause with a two-thirds majority vote.

Article IV

Officers

Section 1: Officers

The officers of the SAC shall be a president/chairperson, vice president, secretary, and other officers as the council may deem desirable.

Section 2: Election

The officers of the SAC shall be elected annually and shall serve a term of one year. Officers shall be eligible for reelection to the same office. Installation of officers shall take place at the first organization meeting.

Article V

Duties of Officers

Section 1: Chairperson

- The chairperson shall preside at all meetings of the SAC · The chairperson shall work closely with the Principal to plan each meeting and establish an agenda for each SAC meeting · In addition, they shall perform all duties assigned to the office of the chairperson and such other duties as may be prescribed by the SAC from time to time.
- Sees that minutes are taken, prepared, read, approved, and properly filed
- Appoints and sees that subcommittees function as directed
- Encourages full participation of all members
- Keeps everyone informed
- Is knowledgeable about the district's strategic planning process and school improvement issues
- Maintains a focus on factors that have school-wide implications and relate directly to student learning

- The chairperson shall also serve on the District SAC.

Section 2: Vice President/Chairperson

- Represents the president in assigned duties
- Substitutes for the president during his or her absence
- Performs other duties as may be assigned by the president ·
Becomes the president for the remainder of the unexpired term if the president is unable to complete his or her term

Section 3: Secretary

- The Secretary shall keep accurate, complete minutes and files them for inspection by members
- Prepares and distributes copies of the agenda and minutes of previous meeting in a timely manner
- They shall see that all notices are duly given in accordance with the provisions of these bylaws
- They shall be custodian of the council's records; keep register of the address and telephone number of each member of the SAC; and in general, perform all duties incident to the office of Secretary and such duties as from time to time may be assigned by the Chairperson or by the SAC
- Serves as the key communicator, sharing information in the school newsletter and community outlets

Article VI

Committees

Section 1: Standing and Special Committees

The SAC may from time to time establish and abolish such standing or special committees as it may desire. Each member of every standing or special committee shall be a member of SAC. No standing

or special committees may exercise the authority of the SAC.

Section 2: Membership

The Chairperson of the SAC shall appoint members to the various committees

Section 3: Term of Office

Each member of a committee shall continue as such for the term of their appointment unless the committee is terminated

Article VII

Meetings of School Advisory Council

Section 1: Regular Meetings

- The SAC shall meet at least 6 times a year
- The meetings shall begin at 6:00 p.m. unless otherwise noted
- The dates of SAC meetings are provided in a yearly calendar, website, and in parent letters.
- Meetings will take place on a set Tuesday of the month

Section 2: Special Meetings

- Special meetings may be called by the Chairperson or the principal

Section 3: Place of Meetings

- All regular and special meetings shall be held at the school

Section 4: Notice of Meetings

- Agendas for all meetings shall be emailed or sent home to members at least three days in advance
- Any change in the established date, time, or location must be

given in advance

Article VIII

Amendments

These bylaws may be amended at any time by two-thirds affirmative vote of members of SAC provided that the amendment is to further carry out the objectives of the SAC. Any amendments must conform to the State of Florida guidelines, and changes must be consistent with School Board Policy of Charlotte County.

Date on which these current bylaws were approved: October 20, 2020