

Bylaws of The School Advisory Council of
Plumosa School of the Arts

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Article I

Name of Organization

The name of this organization shall be *The School Advisory Council of Plumosa School of the Arts K-8.*"

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 multiple sources of available school data.

Specific functions include, but may 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 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 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 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 member

Section 2: The majority (50% + 1) of the members of the SAC shall NOT be school district employees. District Employees would be the number and percentage of members who are employees of the district. The percentage of district employees should be less than 50 percent of the total SAC membership.

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.

Article IV

Membership Selection

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

1. Parents, teachers, students and education support employees will be elected by their respective groups through an election. There should be at least one representative member for each group. Depending on your school center, you may need a limit of members and candidates.
 - i. Teachers shall be elected by teachers;
 - ii. Education support employees shall be elected by education support employees;
 - iii. Students, when appropriate, shall be elected by students; and
 - iv. 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.

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.

2. The names of parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents who will vote on the nominees.
3. Business and community members will be selected based on the new procedures adopted by the School Board.
4. Replacement members shall be elected by appropriate constituencies.
5. The principal is automatically a member by legal mandate.

Section 2: Elections

1. Shall be held in August of each year and the installation of new members shall follow immediately. Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.
2. Voting can occur at meetings, using written ballots or a show of hands.
3. 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
4. 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, Attorney General's Office. State Statutes 1008.452 requires a quorum to conduct meetings and vote. The quorum is a majority of the membership. Schools may determine a minimum quorum by at least more than half (for example, seven of 10 members is a quorum) of the SAC members before business is transacted or motions be passed. For voting, the majority rule applies (more than half of the quorum).

Section 3: Each parent of Plumosa School of the Arts will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection."

Article V

Tenure

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

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to two year terms. It is recommended that a SAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

Section 3: Council members shall serve no more than [set number] terms in an elected position.

Section 4: 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.

Meetings

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "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 a council meeting at least eight times per year.

Section 2: SAC meetings shall be held on the fourth Wednesday of each Month from 5:30 PM to 6:30 PM.

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).

SAC Governance

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

1. Schools will be very specific when writing the procedures.
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. (Have a specific time frame)
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 copy to school administration, school's treasurer, with a copy going to SAC historian.
9. A summary of minutes will be kept at school site.

Article VI

Duties of Officers

The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, a secretary, and a historian. 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. Officers shall serve a maximum of two terms.

Section 1: Chairperson: The chairperson / co-chairperson shall preside at all meetings of the Council and shall 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 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.

Section 4: Historian: The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

Duties of Members

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) – Please note that Vocational-Technical Centers and Adult Education Centers are NOT required to have parent participation on their SACs. Business and community participation, however, is required for ALL SAC's.

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.

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 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.

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.

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 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 (decide the time limit of at least a few 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.
5. Once voting has been approved, a summary of the minutes will be kept at 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.
2. SDPBC's Budget Department suggest setting up separate accounts for each A+ type of distribution with year and type of allocation (for specifically marked project or program).
3. 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. 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.

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 annually. The adoption of revised bylaws shall follow the procedure for amendments.