

EVERGLADES ELEMENTARY SCHOOL ADVISORY COUNCIL
BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the Everglades Elementary School Advisory Council.

ARTICLE II. PURPOSE

The primary objectives of the School Advisory Council (SAC) shall be to help identify needs and recommend programs of action. Through a community-wide commitment, the team will foster a positive learning environment, which sets high expectations and meets the diverse needs of the student body.

The School Advisory Council shall be a link between the school and the local community and will serve as a means for participatory management through which the various stakeholders in the school community may assist the school and the school may assist the community. The stakeholders are parents, business people, students, other community representatives, professional educators, and other school staff. The School Advisory Council shall be a resource to the school and school principal. School Advisory Council functions shall include:

- A. To facilitate the development of the School Improvement Plan (SIP)
- B. To monitor implementation of the SIP
- C. To evaluate the effectiveness of the SIP
- D. To provide assistance in the preparation of the school's annual budget
- E. To make recommendations as to the alignment of instructional staffing and instructional materials to support the SIP

The responsibilities and duties of the School Advisory Council will be in accordance with Florida State Statutes 1001.452 and Broward County School Board Policy 1403.

ARTICLE III. MEMBERSHIP

The School Advisory Council shall be representative of the ethnic diversity of the school's student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

- Principal
- Teachers
- BTU Steward (or designee)
- Parents
- I-Zone Representative (must be a parent)
- SAF Chair (or designee)
- ESOL Parent of a student at the school

ESE Parent of a student at the school
Gifted Parent of a student at the school
Pre-K (if applicable – parent or certified teacher)
Non-Instructional Support Employees
Community / Business Representatives
Students (required on high school & adult/technical centers—optional at the middle school)
Community School Representative (if applicable)

A majority (more than half) of SAC members must not be employed by the **Broward County School District**. Required members include the school Principal, BTU Steward, School Advisory Forum (SAF) *Chair (Co-Chair)* or designee, Community School Representative, ESE, ESOL, and Gifted parent representatives, and students (if applicable). **The ESE, ESOL, and Gifted representative must be a parent of a student at the school.** One SAC parent member will be elected as an Innovation Zone (IZ) representative.

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, etc.) Vacancies will be filled by special elections as needed in the same general manner. Changes in the SAC Composition during the school year must be approved by the Area Superintendent and noted in SAC meeting minutes.

If the elected team is not representative of the school community, as determined by the Principal and/or the Area Superintendent, the district school board shall appoint additional members to achieve proper representation.

All stakeholders are invited to attend SAC meetings as non-voting participants without regard to membership on the SAC.

- Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken. All votes must be conducted orally. All members of the Council shall have one vote each. A voting member must be present to vote. (See Section Article VI, Section 9.)
- Section 2. Term of Membership: Members of the SAC should attend SAC meetings on a regular basis. A SAC member will be removed from membership after two (2) unexcused consecutive absences from properly noticed SAC meetings. Vacancies will be filled as described above.
- Section 3. Length of Term: Members of the School Advisory Council shall be elected for two year term(s).
- Section 4. Announcement of an election must be made to the various peer groups at least one week in advance. Announcements will be distributed in a manner that ensures the widest dissemination possible within the peer group.
- Section 5. Election of the faculty representatives will take place at a scheduled general faculty meeting.

Section 6. Election of the parent representatives will take place at a scheduled general meeting of parents.

ARTICLE IV. OFFICERS

Section 1. Officers of this committee will consist of a chair, co-chairs, vice-chair and secretary.

Section 2. The officers shall be elected annually at the September meeting.

Section 3: Installation of new officers will be held at the first meeting of the school year.

Section 4: If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.

Section 5. *Nominations of SAC Officers:*

- A. *There shall be a nominating committee composed of three members who shall be elected by the School Advisory Council at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.*
- B. *The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.*
- C. *Nominations for officers will be made from the floor at a School Advisory Council meeting*

ARTICLE V: DUTIES OF THE OFFICERS

- A. The *Chair (Co-Chairs)* shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees except the nominating committee. The *Chair (Co-Chairs)* will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it. The *Chair (Co-Chairs)* or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The *Chair (Co-Chairs)* will represent the SAC at District meetings and/or workshops and may choose a designee to attend as necessary. The SAC *Chair (Co-Chairs)* will sign the School Improvement Plan and the school's annual budget (per District Budget Guidelines) as an indication of SAC participation in both processes.
- B. *The duties of the Vice-Chair shall be to represent the Chair in his/her assigned duties, and to substitute for the Chair during his/her absence, and to perform such other duties as may be assigned to him/her by the Chair or the School Advisory Council.*

will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, to the School Advisory Forum, the PTA/PTO, or the principal.

- Section 9. Voting will be conducted orally by asking all in favor to say “Yea” and those opposed to say “Nay”. If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida’s Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

ARTICLE VII. COMMITTEES

- A. The *Chair (Co-Chairs)* shall create such committees as may be required to promote the objectives of the School Advisory Council.
- B. Committees may include other stakeholders not belonging to the SAC.
- C. The SAC *Chair (Co-Chairs)* *is (are)* an ex-officio member(s) of all committees except the nominating committee.
- D. All committees shall bring recommendations to the School Advisory Council at the monthly Council meeting.

ARTICLE VIII. UTILIZATION OF SCHOOL IMPROVEMENT FUNDS

- A. A portion of the Education Enhancement Trust Fund (lottery money) is distributed to the school (through the District) for the SAC to use for programs and projects to enhance school performance through the implementation of the SIP.
- B. Per the General Appropriations Act, Accountability Funds may not be used for capital improvements or for projects or programs with a duration of more than one-year. A principal may not override the selection of the use of the money.
- C. School-based decisions concerning the distribution of School Recognition Funds will be the responsibility of the SAC in accordance with procedures established by the District.

ARTICLE IX. SAC TRAINING AND ACTIVITIES

- A. SAC members will have opportunities to engage in training activities and workshops to build the team, orient new members, develop skills, assist in the

annual budget process, and gain a better understanding as to their roles in the school improvement process.

- B. School-based accountability funds may be used to support appropriate training.
- C. Members of the SAC will take an active role in the development, implementation and evaluation of the School Improvement Plan. Members will participate in monitoring the progress of the SIP and will assist in completing a needs assessment each year to determine how best to revise the current SIP.
- D. The SAC will have access to the necessary data to successfully complete the SIP, including budgets, staffing levels, instructional materials, and test data. School personnel, as directed by the principal, may assist the SAC in gathering and interpreting data.
- E. The SAC and its officers will follow all District policies, state rules, and state statutes in conducting its business.

ARTICLE X. AMENDMENTS

- A. Bylaws must conform to the State of Florida statutes and the policies of the School Board of Broward County, Florida.
- B. Amendments to the bylaws will be approved by a majority of the SAC members. Bylaws will be reviewed and approved annually.

ARTICLE XI. PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Everglades Elementary School Advisory Council.

Ratified 10-17

Amended 10-17