

# School Advisory Council (SAC) ByLaws



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Dillard HS (0371) ▼

SCHOOL ADVISORY COUNCIL I

## ARTICLE I. NAME

The name of this Council shall be the **Dillard HS** School Advisory Council.

## ARTICLE II. PURPOSE

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

The School Advisory Council shall be a link between the school and the local community and participatory management through which the various stakeholders in the school community n school may assist the community. The stakeholders are parents, business people, students, o professional educators, and other school staff. The School Advisory Council shall be a resourc 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 mat

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

## ARTICLE III. MEMBERSHIP

The School Advisory Council shall be representative of the ethnic diversity of the school's stud 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 Schools. The members must 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 student representative must be a parent of a student at the school. One SAC parent member will be elected as a student representative.

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, and students by students). Changes in the SAC membership for the next year will be filled by special elections as needed in the same general manner. Changes in the SAC membership for the next year must be approved by the Office of Service Quality and noted in SAC meeting minutes.

If the elected team is not representative of the school community, as determined by the Principal or the School Performance & Accountability Officer, the district school board shall appoint additional members to ensure adequate representation.

All stakeholders are invited to attend SAC meetings as non-voting participants without regard to their affiliation.

Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken at each meeting. All members of the Council shall have one vote each. A voting member must be present in person at the meeting. (See Section 9.)

Section 2. Term of Membership: Members of the SAC should attend SAC meetings on a regular basis. A member shall be removed from membership after two (2) unexcused consecutive absences from properly noticed SAC meetings as described above.

Section 3. Length of Term: Members of the School Advisory Council shall be elected for  year.

Section 4. Announcement of an election must be made to the various peer groups at least one month before the election. The announcement shall be distributed in a manner that ensures the widest dissemination possible within the peer groups.

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.

#### ARTICLE IV. OFFICERS

Section 1. Officers of this committee will consist of  and secretary.

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

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

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

Section 5. Nominations of SAC Officers:

A. There shall be a nominating committee composed of three members who shall be elected at a regular meeting. The committee shall consist of at least one, but not more than two, of the members of the committee and the remainder from the general membership.

B. The nominating committee will present a slate of candidates for each office at which their names 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 **Co-Chairpersons** shall preside at all meetings of the Council and will be an ex-officio nominating committee. The **Co-Chairpersons** will prepare an agenda at least 7 days in advance agenda shall be provided to anyone who requests it. The **Co-Chairpersons** or designee shall represent meetings and as a voting member of the school's School Advisory Forum (SAF). The **Co-Chairpersons** shall attend District meetings and/or workshops and may choose a designee to attend as necessary. The **Co-Chairpersons** shall review the school's annual budget (per District Budget Guidelines) as an indication of SAC participation in the budget process.

B. The Secretary shall be responsible for all correspondence and notices of meetings. The Secretary shall ensure that copies of the minutes are distributed in a timely manner to Council members and assure that copies of the minutes are distributed in a timely manner to Council members available to any stakeholder who requests them. The Secretary will keep an accurate record of a current roster of all stakeholders.

## ARTICLE VI. MEETINGS

The School Advisory Council shall meet regularly and the schedule of meetings for the year will be established in September for the current school year. The SAC and School Advisory Forum (SAF) will schedule meetings. Notification of all regular meeting places will be included in the minutes.

Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law; however, discussions on School Advisory Council issues.

Section 2. Attendance of SAC members will be kept for all meetings. The Secretary or a designee will keep records will be sent to the Area Superintendent.

Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be kept on file at the school and posted for public view. Minutes of the previous meeting will be available for additions or corrections noted.

Minutes will reflect all motions (including: maker of the motion, person seconding and the result of the motion made).

Section 4. Special meetings may be called by the **Co-Chairpersons** or by notice of any three (3) **Chairpersons**.

Section 5. All scheduled meetings, meeting times, and places will be announced at least three days in advance. Items scheduled to come before the council for a vote requires at least 3 days advance written notice. Changes will be advised of a change in the established date, time or location. All special meetings will require a majority vote.

Section 6. SAC meetings will be scheduled at times and locations convenient for all stakeholder business persons, and members of the community).

Section 7. A quorum is the minimum number of members who must be present at a meeting for a vote to take place. To establish a quorum, a majority of the membership of the council (more than half) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed by all members present. SAC meeting discussions will be restricted to those topics on the agenda. Other meetings, 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 whether or not there is a majority for or against the vote, a roll call must be taken. Voting on Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the meeting.

## ARTICLE VII. COMMITTEES

A. The **Co-Chairpersons** shall create such committees as may be required to promote the objectives of the school.

B. Committees may include other stakeholders not belonging to the SAC.

C. The SAC **Co-Chairpersons** 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 meeting.

**ARTICLE VIII. UTILIZATION OF SCHOOL IMPROVEMENT FUNDS**

- A. A portion of the Education Enhancement Trust Fund (lottery money) is distributed to the school to use for programs and projects to enhance school performance through the implementation of
- B. Per the General Appropriations Act, Accountability Funds may not be used for capital improvement with a duration of more than one-year. A principal may not override the selection of the use of t
- C. School-based decisions concerning the distribution of School Recognition Funds will be the r 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 develop skills, assist in the annual budget process, and gain a better understanding as to their 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. Members will participate in monitoring the progress of the SIP and will assist in completing a ne determine how best to revise the current SIP.
- D. The SAC will have access to the necessary data to successfully complete the SIP, including bu materials, and test data. School personnel, as directed by the principal, may assist the SAC in g
- E. The SAC and its officers will follow all District policies, state rules, and state statutes in condi

**ARTICLE X. AMENDMENTS**

- A. Bylaws must conform to the State of Florida statutes and the policies of the School Board of E
- B. Amendments to the bylaws will be approved by a majority of the SAC members. Bylaws will b

**ARTICLE XI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Council.

Annual Ratification

Amended

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