TEQUESTA TRACE MIDDLE SCHOOL

SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the TEQUESTA TRACE MIDDLE SCHOOL, 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)Bylaws Template Revised 9/1/09 2

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 SAC must devise and implement a process which insures

proper representation. For example, the principal may appoint community members to the SAC.

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 3

year term(s). ***(Example one year, two year, or three year terms)***

Section 4. Announcement of an election must be made to the various peer groups at least one

month 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 ***last*** meeting of the year.

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 ) 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 Secretary shall be responsible for all correspondence and notices of***

***meetings. The Secretary shall keep the minutes of all meetings and assure that***

***copies of the minutes are distributed in a timely manner to Council members.***

***Minutes will be made available to any stakeholder who requests them. The***

***Secretary will keep an accurate record of attendance at all meetings as well as 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 determined and published in September for the current school year***. The SAC and

School Advisory Forum (SAF) will schedule a joint meeting semi-annually. 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, nonmembers / guests may not vote on School Advisory Council issues.

Section 2. Attendance of SAC members will be kept for all meetings. The Secretary or a

designee will take attendance. Attendance 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 sent to the Area Superintendent, kept on file at the school and posted for

public view. Minutes of the previous meeting will be approved at the next

meeting, with any additions or corrections noted.

Minutes will reflect all motions (including: maker of the motion, person

seconding and the results of the vote) and any decisions made.

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

members in writing to the ***Chair (Co-Chairs)***.

Section 5. All scheduled meetings, meeting times, and places will be announced at least

three days in advance. Any matter that is scheduled to come before the council

for a vote requires at least 3 days advance written notice to all SAC members.

Members must be advised of a change in the established date, time or location.

All special meetings will require notification.

Section 6. SAC meetings will be scheduled at times and locations convenient for all

stakeholders (parents, students, teachers, 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 business to be conducted and for voting to take place. To establish a quorum,

a majority of the membership of the council (50% plus 1) must be present at the

meeting. Effective school year 2009-2010, a quorum is defined as not only a

majority of SAC members, but a majority of those present must be non-School

Board employees.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be

discussed to the satisfaction of the members present. SAC meeting discussions

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. All members of the SAC will take an active role in the 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 TEQUESTA TRACE MIDDLE SCHOOL School Advisory Council.

**Ratified = unaninimously on 09/14/16**