

## School Advisory Council (SAC) ByLaws



[Home](#)

Park Springs ES (3171) ▼

### SCHOOL ADVISORY COUNCIL BY-LAWS

#### ARTICLE I. NAME

The name of this Council shall be the **Park Springs ES** School Advisory Council.

#### ARTICLE II. PURPOSE

The primary objectives of the School Advisory Council (SAC) shall be to help identify needs and recommend programs. 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 of 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 its 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 S

The responsibilities and duties of the School Advisory Council will be in accordance with Florida State Statutes 100 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 meet 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 S 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 representative.

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, etc) and will be filled by special elections as needed in the same general manner. Changes in the SAC Composition during the 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 and/or the Chief Performance & Accountability Officer, 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

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

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

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

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  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 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 two members from 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 membership 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 **Chairperson** shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees and the nominating committee. The **Chairperson** 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 **Chairperson** or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The **Chairperson** will represent the SAC at District meetings, workshops and may choose a designee to attend as necessary. The SAC **Chairperson** will sign the school's annual budget (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 available to any stakeholder who requests them. The Secretary will keep an accurate record of attendance at all meetings and maintain 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 announced by 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 will not be allowed to discuss School Advisory Council issues.

Section 2. Attendance of SAC members will be kept for all meetings. The Secretary or a designee will take attendance. Meeting 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 Sup kept on file at the school and posted for public view. Minutes of the previous meeting will be approved at the next me additions or corrections noted.

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

Section 4. Special meetings may be called by the **Chairperson** or by notice of any three (3) members in writing to the

Section 5. All scheduled meetings, meeting times, and places will be announced at least three days in advance. Any m scheduled to come before the council for a vote requires at least 3 days advance written notice to all SAC members. M 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, te 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 condu voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members present at the meeting).

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfactor members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deft 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 to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues suc Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates i 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 **Chairperson** shall create such committees as may be required to promote the objectives of the School Advisor
- B. Committees may include other stakeholders not belonging to the SAC.
- C. The SAC **Chairperson** is 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 Distric 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 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 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 r develop skills, assist in the annual budget process, and gain a better understanding as to their roles in the school imp 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 Imprc Members will participate in monitoring the progress of the SIP and will assist in completing a needs assessment each y 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, materials, and test data. School personnel, as directed by the principal, may assist the SAC in gathering and interpreti
- 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 approv

#### ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern (**Park Springs ES** Advisory Council).

Annual Ratification

Amended

Save

Cancel