

Pea Ridge Elementary - School Advisory Council Bylaws

I. Purpose of SAC

A. Pea Ridge Elementary School shall establish a School Advisory Council (SAC) to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the School Improvement Plan (SIP) required pursuant to Section 230.23(18), Florida Statutes.

B. The SAC shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its administrative or instructional staff.

C. Responsibilities, Duties, and Functions of Council

1. Review the results of any needs assessments conducted by the school administration.
2. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures which are selected to measure student performance. Recognize the principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of Santa Rosa County School Board or Florida law.
3. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
4. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
5. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
6. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
7. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
8. Provide input on the school's annual budget and the use of school improvement funds.
 - a. Approve School Improvement Fund expenditures either through a budget process or individual expenditures as provided by regulation of the Santa Rosa County School Board and Florida law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan, without

principal override.

- b. The SAC is to use the educational enhancement trust fund for programs and projects to enhance school performance through the implementation of the SIP. The money may not be used for capital improvements or for projects or programs with a duration of more than one year.
- 9. Make recommendations on the waiver of Florida Statutes or State Board of Education Rules which allow school personnel to establish innovative educational practices and methods.
- 10. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- 11. Act as a liaison between the school and the community.
- 12. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 230.23(18) (g), Florida Statutes.
- 13. Identify other duties and functions of the SAC.
- 14. The council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

II. Membership

A. The School Advisory Council will have 20 members.

- 1. The constituency of the Council shall be the parents/guardians of students attending Pea Ridge Elementary School (PRE), employees of PRE, members of clergy, civic organizations, community service agencies, residents who live in the geographic area of PRE's zone, and/or representatives of the business community.
- 2. A majority (51%) of the members of each SAC must be persons who are not employees of the school.

B. The following groups will be represented on the Council:

- 1. Principal (Administration)
- 2. Teachers

3. Educational support employees

4. Parents

5. Business and community representatives

C. Proportionate representation from each peer group will achieve an appropriate balance of numbers.

1. Principal (Administration) - 1 member

2. Teachers - 7 members

3. Education support employees - 1 member

4. Parents - 7 members

5. Business and community representatives - 4 members

D. The following members will be elected to the Council by their peers:

1. Teachers

2. Educational support employee

3. Parent members will be elected by ballot at the beginning of the school year.

E. Business and Community representatives will be nominated by the other members of the Council and after Council approval will be invited to serve on the council.

F. Length of term of Members:

1. Principal (Administration) - Continuous term

2. Teachers - 2 year terms

3. Education support employee - 2 year term

4. Parents - 2 year terms

5. Business and community members - Serve for one year or until his/her successor is appointed.

6. Appointments - Those appointed by the Principal, as needed to comply with state statutes.

III. Officers

A. The officers of the School Advisory Council will include the following:

1. Chairperson

2. Vice-Chairperson

3. Recording Secretary

4. Treasurer

B. The officers will be elected at the final advisory council meeting of the year to serve during the next school year.

C. The term of office will be one year.

D. SAC officers shall be elected from the current SAC membership. Election to an office will automatically extend the SAC membership for the duration of the term.

E. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of council, notice of such election having been given. In case a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall assume the Chair for the remainder of the term.

F. It is the duty of the School Advisory Council officers to maintain records pursuant to Article I, Section 24, and Article XII, Section 20, of the Florida Constitution. Minutes from the meetings will be submitted to the School Board, maintained on file, and open to all.

G. Duties of Officers

1. The Chairperson shall

a. Preside at all meetings of the council and executive committee.

b. Perform such duties as prescribed in these bylaws or assigned by the council.

c. May appoint a Parliamentarian with the approval of the Council.

- d. Coordinate the work of the officers and committees.
- e. Vote on matters only on instances where there is a tie in a membership vote in order to break the tie.

2. The Vice-Chairperson shall

- a. Act as aide to the Chairperson.
- b. Perform the duties of the Chairperson on the absence or disability of that officer.
- c. Perform such duties as may be delegated to him/her.
- d. Act as Parliamentarian.

3. The Secretary shall

- a. Record the minutes of all meetings of the Council.
- b. Perform such duties as may be delegated to him/her.

4. The Treasurer shall

- a. Chair the Finance Committee.
- b. Provide monthly financial reports to the SAC.

IV. Meetings

A. The School Advisory Council will meet at Pea Ridge Elementary School on the third Thursday of August, September, October, November, January, February, March, April, and May. Meetings may be rescheduled if they conflict with testing or school holidays.

B. An Agenda for the meeting will be established at least three days in advance of each meeting.

- 1. If a member wishes to bring a matter to a vote, s/he should advise the secretary 8 days prior to the meeting.
- 2. The secretary will send the Agenda to members and place in the school office for pickup by the general public. It is also posted on the school website.

C. The means of advertisement may include the school newsletter (Smoke Signal), the PTA newsletter, the school website, and Blackboard Connect calls.

V. Parliamentary Procedure

A. Meetings will be conducted according to the latest edition of Robert's Rules of Order.

B. The Parliamentarian will be responsible for enforcing parliamentary procedure. If the Vice Chairperson is absent or unable to serve as Parliamentarian because s/he is serving as Chairperson, the presiding officer shall appoint a member to serve as Parliamentarian.

VI. Voting

A. Votes may be taken only if a quorum is present. A quorum is defined as a majority of the membership of the council (eleven members).

B. At least a three- day written notice must be given to all council members when a matter will require a vote.

VII. Attendance and Replacement of Members

A. Members with two consecutive unexcused absences from a properly noticed meeting shall be replaced.

1. An excused absence may be prearranged by contacting the secretary or principal.
2. A member may give his proxy vote to another member prior to the meeting s/he misses.
3. In the event of the absence of the principal, a designee of his/her choice may serve in his/her place.

B. Vacancies

1. A vacancy shall be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term. A list of alternates shall be used to select a representative to fill a vacancy for parent positions. The list will consist of parents on the ballot who were not elected. They will stand in the order of number of votes received.
2. Vacancies occur with resignation, absenteeism as described above, and when school employees are transferred.

IX. Utilization of School Improvement Funds

- A. The Finance Committee will seek input from school staff and the Council in preparing a budget.
- B. The Finance Committee will present the budget to the Council for approval.

X. Amendments

- A. The bylaws may be subject to review and revision by the SAC and may be amended only upon a vote of the majority of the total membership.
- B. Proposed revisions may not supersede school board policy and Florida statutory requirements.
- C. Revised bylaws must be submitted to the school board for approval prior to being implemented.