

# **Bylaws of the School Advisory Council of Mill Creek Elementary School**

*Amended 9/25/12*

## **Article I**

### **General:**

**Section 1:** The name of this organization shall be: The Mill Creek Elementary School Advisory Council. In these bylaws, the Mill Creek Elementary School Advisory Council may be referred to as the "council" or "SAC."

**Section 2:** The provisions of Florida law and rules of the St. Johns County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated by reference.

**Section 3:** To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the St. Johns County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

## **Article II**

### **Purpose and Function**

**Section 1:** The School Advisory Council (SAC) is a resource for the school, its staff, parents and principal.

**Section 2:** The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources.

Specific functions include, but may not be limited to, the following:

1. Assist in the preparation and evaluation of the School Improvement Plan required pursuant to .1001.42 (18).
2. Assist in the preparation/review of the Annual School Budget per FS 1008.385 (1). A portion of funds provided in the annual General Appropriations Act for use by school Advisory councils must be used for implementing the school improvement plan.
3. Enlist, promote, and support greater interaction between school and all stakeholders.
4. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.

## **Article III**

### **Representation and Membership**

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs, the following sections are established:

**Section 1:** The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, business and community members.

**Section 2:** The majority (51%) of the members of the SAC shall be non-school employees.

**Section 3:** The SAC membership shall be comprised of an *appropriately* balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

#### **Alternate members**

MCE's SAC will include one alternate member. This alternate member will fill any vacant member positions as needed throughout the year. Until such time as they become a regular SAC member, they are in a non-voting position, but are welcome to discuss all topics.

### **Article IV**

#### **Membership Selection**

**Section 1:** The SAC membership shall be constituted as follows:

- a) Teachers shall be elected by teachers;
- b) Parents shall be elected by parents;
- c) Education support employees shall be elected by education support employees;
- e) Business and community members will be selected by procedures established by the district school board that include means of ensuring wide notice of vacancies and of taking input on possible members from local businesses and the community at large.
- f) Replacement members shall be nominated by the principal and chairperson(s) with approval of the council by a majority vote.
- g) The principal is automatically a voting member.

There will be wide notice of SAC vacancies and elections through the school's web site, newsletters and orientation at the beginning of the school year.

**Section 2:** Elections shall be held within four weeks of the start of the school year.

**Section 3:** Each parent of Mill Creek's Elementary School will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection." aka "Sunshine Law".

**Section 4:** The first meeting of the SAC will be held within four weeks of the start of school.

### **Article V**

#### **Tenure**

**Section 1:** The term of office shall be staggered to provide continuity from year-to-year.

**Section 2:** SAC members, other than those designated to complete unexpired terms, shall be elected to three year terms.

**Section 3:** No member may miss more than two (2) unexcused consecutive SAC meetings. Members must notify the SAC Chair or Principal prior to a meeting in order to be excused. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, and such individuals will fill the remainder of the terms to which they were elected.

Section 4: In the event a member resigns or is not eligible to be a member of the SAC, the Chairperson and Principal may appoint an appropriate member to the council for the remainder of the school year.

## **Article VI**

### **Meetings**

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice of three (3) days; openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

**Section 1:** The first meeting of the SAC will be held within four weeks of the start of school.

**Section 2:** There shall be a council meeting at least eight times per year. The actual day and time shall be determined by the SAC members during the first regular meeting of the year to accommodate their schedules.

**Section 3:** The schedule of the SAC meetings for the year shall be decided upon by the members at the first regular SAC meeting of the school year. As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

**Section 4:** An agenda will be developed Three (3) days in advance in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.

**Section 5:** A quorum is required to be present before a vote may be taken by the school advisory council. A majority of the membership (50% +1) constitutes a quorum.

**Section 8:** Special meetings may be called by the Chairperson, Principal or by notice of any three (3) members in writing to the Chairperson.

**Section 9:** Subcommittees will be formed as needed as determined by the principal.

## **Article VII**

## **Officers**

**Section 1:** The officers of this Council shall be a chairperson or co-chairpersons, a secretary, and a treasurer. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.

## **Duties of Officers**

**Section 1:** *Chairperson.*-- The chairperson [and co-chairperson] shall preside at all meetings of the Council.

**Section 2:** *Secretary.*-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

## **Duties of Members**

**Section 1:** *Principal.*-- The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

**Section 2:** *Faculty and School Staff Representative* - The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

**Section 3:** *Parents, Business, and Community Representatives* - The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

## **Article VIII**

### **Voting Body**

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)2, all SAC members will receive at least three (3) days' notice, in writing, including an agenda.

**Committees.**-- Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

## Article IX

### **Rules of Order**

**Section 1:** SAC decisions shall be reached by consensus or vote of the members. (*See Consensus, Section 1*)

**Section 2:** The SAC will operate under Parliamentary Procedures such as Robert's Rules of Order.

### **Consensus**

**Section 1:** Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.

**Section 2:** If consensus is not reachable, then a vote will occur to approve, disapprove, table or refer to committee.

## Article X

### **School Recognition Funds:**

**Section 1:** 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.

**Section 2:** 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.

**Section 3:** 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.

### **Planning and Procedures for the Utilization of School Recognition Funds:**

**Section 1:** The faculty and staff will create a proposal for using the allocated school recognition monies.

**Section 2:** The SAC will review the proposal created and vote to accept or deny the recommendation presented.

**Section 3:** The SAC must be presented with the faculty/staff proposal no later than thirty-days after notification of the award and amount of dollars. This allows for a time period whereby staff can review said proposals and/or present a counterproposal to the SAC prior to the final vote of the SAC regarding the A+ allocation submission deadline as set forth by the State of Florida and the District. If no agreement can be reached by November 1<sup>st</sup>, school recognition money will be evenly distributed among the current teaching staff.

### **School Recognition Funds Procedures**

The Chairperson or Co-Chair will send an email to staff asking for proposals for uses of School Recognition Monies. The time frame for accepting proposals will be one week. A ballot will be produced

using all of the proposals sent to the chair and co-chair. A date and time for voting will be advertised to all staff via email.

The voting will take place at a time and place convenient to all staff of Mill Creek Elementary. Should a staff member not be available to vote during the advertised time and place, the ballot will be provided to the staff member and accepted by the Chair or Co-Chair and one other member of SAC one day in advance of the regularly scheduled vote. The ballots will be counted immediately following the vote and staff will be notified of the results the next day. The proposal that receives the majority of the votes will be presented to the SAC at the next regularly scheduled meeting for approval. All PAA rules and procedures regarding SRF will be followed by MCE as received.

### **School Improvement Funds**

**Section 1:** A process will be developed by the SAC for expenditures of the School Improvement Funds.

**Section 2:** The Chairperson and Principal may authorize an expenditure of up to \$250 of the School Improvement Funds without prior approval of the SAC. However, the item approved must be presented to the SAC at their next regularly scheduled meeting.

## **Article XI**

### **Amendments**

**Section 1:** The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken.

**Section 2:** The SAC and/or its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

**Section 3:** The SAC will follow all District policies, State rules, and State statutes in conducting its business.