

Bunnell Elementary School Bylaws of the School Advisory Council

Article I: Name

The name of the organization is the Bunnell Elementary School Advisory Council.

Hereinafter, the organization shall be referred to as SAC.

Article II: Articles of Organization

The Florida legislature passed the Education Improvement and Accountability Law or Blueprint 2000 in the spring of 1991. The legislation requires every public school in the state to develop a school improvement plan ready for implementation. The Council will comply with all requirements of Florida's Education Reform and Accountability Law.

Article III: Purposes

1. Each school must have a school advisory council that ethnically, racially and economically is representative of its community.
2. A needs assessment is conducted based upon state goals, performance standards and local and state data.
3. The SAC addresses goals and sets priorities for goal and standards, to be included in the yearly school improvement plan.
4. The SAC assists in preparing the proposed yearly school improvement plan including activities, assessment methods and measures of progress.
5. The SAC releases the school improvement plan to the entire school community (stakeholders) for reaction and input.

Article IV: Duties of the Officers

Duties of the Principal

1. Provide leadership in the development, revision, and implementation of the School Improvement Plan(SIP) and informing the SAC committee of the progress of the SIP.
2. Submits the SAC approved SIP to the district for the school board approval, and keeps members informed of relevant policies and activities of the school, district, and state.

Duties of the School Advisory Council Co-Chairpersons shall be:

1. To call and preside at all meetings of the SAC.
2. Insure facilities are made available.
3. To supervise the activities of the SAC.
4. Co-Chairpersons will serve as liaisons between SAC, school Principal, and also to the school community as a whole.

Duties of the Secretary:

1. Secretary will publicize and communicate the activities of the SAC to all stakeholders.
2. Insure that notification is provided to all members of the advisory committee at least 3 days' in writing of any matter that is scheduled to come before the council for a vote.
3. Maintain recorded votes which can occur at meetings by hand, by ballot, or by mail and insuring, votes/ballots are counted, recorded and retained as part of the reported minutes disseminated to all stakeholders.
4. Maintain accurate record of all meetings of the SAC insuring a copy of said records are available at the front of the school office in a designated area for public viewing.
5. Ensure that minutes are typed and distributed(email is adequate) to all the SAC Members.
6. Liaison to the Co-Chairpersons.

Duties of the Treasure: (Position assigned if funds are allocated)

1. SAC treasurer will maintain accurate record of a school's improvement fund allocations for the year they are assigned.
2. The treasurer will provide guidance to the SAC on allowable expenditures of the capital improvements.
3. Become the liaison with those identified individuals assigned to the capital improvements as well the school accountant and the SAC.
4. Insure all records of expenditures are recorded and placed in the official records upon completion of each report and recorded at each meeting and placed in the SAC archives.

Article V: Duties of School Advisory Council Membership

1. Attend and actively participate in SAC meetings.
2. Address issues and items that relate to school improvement initiatives.
3. Address questions directed to SAC members.

Article VI: Membership

SAC membership shall be ethnically, racially and economically representative of our community.

1. The council may be composed of the following, elected first organizational SAC meeting or thereafter: Principal, Instructional Personnel, Non-Instructional Personnel, Parents, Students(only required for secondary schools)and Community Members. (The majority of members not employed by the school board employees)
2. The SAC may add new voting members as long as the majority of the council is made up of people who are not employed by the School Board. Parents, Students and Community members must make up at least half plus one of the total voting membership of the Council.
3. A voting member with legitimate excused absences must notify one of the Co-Chairs prior to the meeting to insure quorum will be possible. There will only be **two** (2) excused absences.

Article VII: Appointment Process

1. Officers of the SAC will be SAC Co-Chairpersons and Secretary.
2. The Officers will be nominated and elected at the first SAC general member meeting of the school year.
3. A parent must be one of the co-chairs as per state law.
4. The SAC secretary may be a person who is employed by school.
5. All officers shall assume their duties immediately at the first general meeting they are elected.

Article VIII: Meetings

1. The SAC shall hold a minimum of **four** meetings during the year.
2. All meetings are opened to the public.
3. Track Meetings dates for the general meetings will be voted on at the first general meeting.
4. Each meeting will review the SIP (School Improvement Plan) at each successive meeting and determine needed actions, if any, to assist the school in moving forward with the implementation of the SIP.

5. Any other assemblies needed outside of the four required meetings will be established by the Co-Chairs as well as following all proper procedures that would apply to a SAC meeting (ie. notification, agenda and so on 10 days prior to said meetings).
6. At the end of each SAC meeting a five minute time period will be allocated for *public* input.
7. A quorum must be present before the SAC may take a vote. A majority (51%) of the membership of the council constitutes a quorum.
8. At the final meeting a report will be given showing the status of the dispersion of all funds **if said funds are** allocated as per the school recognition program to the administration or its designee.
9. Robert's Rules of Order will be the accepted means of conducting each meeting.

Article IX: Funding

School improvement funds allocated by the state legislature will be available for developing and implementing the School Improvement Plan.