

BLANTON ELEMENTARY SCHOOL

SCHOOL ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME OF ORGANIZATION

The name of this association is: BLANTON ELEMENTARY SCHOOL ADVISORY COUNCIL. In these bylaws, the Blanton Elementary School Advisory Council may be referred to as the "Council" or "SAC." These articles of organization will constitute the by-laws for all SAC activities.

ARTICLE II: PURPOSES AND FUNCTIONS

Section 1. The goals and purposes of SAC are:

- a) To provide parents, teachers, staff, and the community an opportunity to actively participate in the development of educational priorities, assessment of the school's needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory board to the principal.
- d) Provide a liaison between the school, school organizations, and the neighborhood community.
- e) To assist the school board in providing a learning environment conducive to teaching and learning that includes standards-based, rigorous instruction in mathematics, science, and English language arts and appropriate educational materials, resources, and equipment.
- f) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions.
- g) To ensure that students are prepared to enter the work force or post-secondary education.
- h) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- i) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- j) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- k) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

Section 2. The goals and purposes of SAC are promoted through conferences, school improvement teams, projects, and programs, and through such other functions as are prescribed by regulations of the Pinellas County School Board.

ARTICLE III: BASIC POLICIES

Section 1. The following are basic policies of SAC:

- a) The council shall comply with Florida's Open Government Laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine" Laws requirements include but are not limited to:
 - a. Council meetings are publicly noticed,
 - b. Open to the public,
 - c. Include public participation,
 - d. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
 - e. Council members discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government Laws.
- b) The council shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to the objectives of the council.
- d) 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.
- e) The council shall work with the school to provide quality education for all children and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- f) The council shall deal with issues and policy rather than individuals.

ARTICLE IV: DUTIES AND OBLIGATIONS

Section 1. The Blanton Elementary School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory council as prescribed by the regulations of Florida statutes or the Pinellas County School Board. The council shall not have any of the powers and duties preserved by law to the school board.

- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory council shall be the sole body responsible for final decision making at the school relating to implementation of the provisions of ss. 1001.42(18) and 1008.345."
- c) Determines and approves how all school improvement fund expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Pinellas County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds spent jointly with the school's staff when the school is financially rewarded (ss1008.36).
- f) 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 the Pinellas County School Board or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, parents, and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

ARTICLE V: MEMBERSHIP

Section 1. Expect as prescribed below, membership in this council is by election. The constituency of the council shall be the parents/guardians of students attending Blanton Elementary School, employees of Blanton Elementary School, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this council shall be eligible to serve in an appointive position.

Section 2. There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be persons who are not employees of the district. The principal and the executive committee will determine the council maximum number from each group annually. The SAC shall consist of no less than 10 members and no more than 20 members.

- a) The principal and assistant principal, permanent members of this council
- b) Teachers, minimum of 2
- c) Support Employees, minimum of 1

- d) Parent/Guardians, minimum of 2 (and 2 alternates)
- e) Business/Community Members, minimum of 1
- f) Appointments, those appointed by the principal or school board to comply with Florida Law requiring the council to be representative of the ethnic, racial, and economic community served by the school.
- g) Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings and must be replaced.
- h) No person shall be denied membership on SAC because of their race, sex, color, creed, religion or national origin.
- i) The principal will maintain documentation of efforts to enlist SAC members who are representative of the ethnic, racial, and economic community served by Blanton.

Section 3. Elections shall take place annually, at the April or May meeting of the school year for a term of one year. Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.

- a) Teachers: will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
- b) Education Support Employees: will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
- c) Parents: nominations/volunteers will be solicited through the marquee, school announcements, school events, and incoming student functions during August. Nominations/volunteers will be accepted for a designated period of seven days; at that time a letter/ballot will be sent home with students. Ballots are to be returned within seven days. The letters/ballot will be sent and received by the SAC Chairperson or the designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child/ward enrolled at Blanton Elementary School.
- d) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Blanton Elementary School. Business/Community

members may be nominated by the principal or by a Council member and be approved by the Council.

- e) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

Section 4. If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.

- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or Chairperson.
- b) Vacancies also occur when school employees are transferred to another school or department.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. SAC officers shall be elected from the current SAC membership in June (or May if there is not a meeting in June) and serve their term through the following school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the council to fill an officer position, the general public and alternates may be considered for the position(s) and will be members representing their respective peer groups.

Section 2. Officers and their election:

- a) The officers of the council shall consist of one chair and one secretary as agreed upon by council.
- b) Election of SAC officers shall be conducted prior to June 30th of each year; however, the election of SAC officers in a particular year may be postponed until September of a year if two-thirds of a quorum of SAC members votes for postponement prior to June 30th of that calendar year.
- c) Officers shall assume their official duties on July 1 and shall serve for a term of one year or until his/her successors are elected.
- d) A person shall not be eligible to serve more than two consecutive terms in the same office unless agreed upon by a consensus of the council.

Section 3. Nominating committee:

- a) There shall be a nominating committee composed of three members appointed by the chair at a regular meeting at least one month prior to the election of the officers.
- b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting at which time additional nominations may be made from the floor.
- c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

Section 4. Vacancies:

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 chair, the vice-chair shall assume the chair for the remainder of the term.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The chair shall preside at all meetings of the council and the executive committee at which he/she may be present and shall perform other duties as may be prescribed in these bylaws or assigned to him/her by the council. In addition, the chair:

- a) Shall coordinate the work of the officers and committees formed by the council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

Section 2. The Vice-Chair/Co-Chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.

Section 3. Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer).

- a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.

Section 4. The Secretary shall record the minutes of all meetings of the council and shall perform such duties as may be delegated to him/her.

- a) SAC minutes will be available for public inspection and kept on school premises.

b) SAC minutes will record attendance and decisions made by the council.

Section 5. Corresponding Secretary shall distribute the SAC minutes and agenda, and perform duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.

Section 6. All officers shall deliver to their successors all official materials prior to July 1.

ARTICLE VIII: MEETINGS

Section 1. At least four SAC meetings will be held during each school year, and such meetings should be scheduled to occur during the second week of the month. Meeting dates, times and locations will be posted on the Blanton marquee, School Dojo page, website, and PTA Facebook page. Any SAC officer or the principal may call a special meeting of SAC at any time after giving all SAC members, including the principal, at least five business days' advance written notice of the date, time and purpose of the special meeting.

Section 2. An agenda will be published and distributed to members at least three days prior to each scheduled SAC meeting. The agenda for each meeting will include, or will be accompanied by, written notice of any election or other matter(s) scheduled for a vote at the meeting. Regular business and procedural matters do not need to provide notice for a vote to be taken, however, regular business matters should be placed on the printed agenda whenever possible.

Section 3. A quorum will be defined as a majority of the members of SAC. It is a goal of SAC to have all issues which are presented to be approved or rejected by consensus of all SAC members. However, if consensus cannot be obtained, and except as otherwise provided herein, any voting matter must receive the affirmative vote of at least two-thirds of the SAC members present and voting.

Section 4. The meetings of SAC will be open to the community and to the general public in accordance with applicable Florida "Government in the Sunshine" laws. Visitors will not interrupt SAC business and cannot vote but will be encouraged to participate in discussion during the "open agenda" portion of SAC meetings. Any member of the community served by Blanton may submit, in writing, proposed items for inclusion on the SAC agenda to the chair or principal so long as the item relates to matters connected with Blanton.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section 1. SAC may create such special committees as deemed necessary to carry on the work of SAC. Committee members shall be appointed by the Chair after polling the members as to any member's interest to sit on the committee. Their

appointment shall terminate upon completion of the committee's assignment, or by majority vote of SAC at any time.

Section 2. Each committee shall elect committee officers, establish meeting procedures, provide notice and schedule meetings as necessary for the purpose for which the committee was created. Committees shall present a plan of work to the council for approval. Committees are also subject to "Government in the Sunshine Laws."

Section 3. The chair of each special committee will present a report to SAC of the committee's activities at each SAC meeting.

Section 4. Ad hoc committees may be established from time to time at the discretion of the council.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI: AMENDMENTS

Section 1. These articles may be amended by a majority vote of SAC at any regular meeting of the SAC, provided that a draft copy of the proposed amendment(s) has been given to SAC members at least fourteen days prior to the meeting at which the amendment is voted on. Proposed amendments shall be subject to state guidelines.

Section 2. Approved amendments shall become effective upon the earlier of the amendments' stated effective date or thirty days, whichever is sooner.

The foregoing constitutes the By-Laws amended and adopted by the Blanton Elementary School Advisory Council on the 10th day of March, 2021 which shall become effective immediately.