Madeira Beach Fundamental School (K-8) School Advisory Council Bylaws

591 Tom Stuart Causeway

Madeira Beach, Florida 33708

Article I: NAME

The name of this association is: The School Advisory Council (SAC) of Madeira Beach Fundamental. The Council has been established in compliance with all applicable Florida State Statutes.

Article II: GOALS AND PURPOSE

The goals and purpose of the Council, in common with the objectives of the Florida Department of Education and Pinellas County School Board, are:

a. To develop a cooperative effort between parents, teachers, and community members to cooperate in a positive way for the education of children.

b. To increase awareness, input, and involvement in Madeira Beach Fundamental School.

c. To foster the uniqueness of the fundamental school concept.

d. To provide an environment that is drug free and protects students' health, safety, and civil rights in the home, school, and community.

e. To assist in the preparation and evaluation of the School Improvement Plan (SIP) in accordance with Florida Statutes.

f. Make recommendations on the accumulation and reporting of data that is beneficial to parents.

g. To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.

h. To provide such assistance as the Principal may request in preparing the school's annual budget and plan.

Article III: REPRESENTATION AND MEMBERSHIP

Section 1. The Principal shall assure that the membership shall be representative of the ethnic, racial, and economic community served by the school.

Section 2. The Council shall include parents, teachers, education support employees, community

 members, and the Principal. The majority of the membership shall be non-staff.

Section 3. For the purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.

Section 4. The Principal shall be the only member of the school's administration who is a

 member of the SAC.

Section 5. Florida Statute 1001.452 requires that a majority [51%] of each School Advisory

 Council must be persons who are not employed by the school.

Section 6. SAC Officers shall serve for no more than three consecutive years. SAC Members-at

 large may be re-elected annually.

1. Elections:

 a. Teachers shall elect the teachers representatives to the SAC. Nominations for teacher representatives for the new school year shall be requested at the first faculty meeting of the new school year. Voting will take place and the newly elected members shall be announced.

b. School support staff shall elect the support staff representatives to the SAC. Nominations for support staff representatives for the new school year shall be requested at the first support staff meeting of the new school year. Voting will take place and the newly elected members shall be announced.

 c. Parents shall elect the parents representatives to the SAC. In March or April it will be communicated via newsletter, School messenger, School marquee, School website, and General membership meetings that anyone interested in serving on the SAC the following year should notify the Principal. The request should be in writing with a short presentation of their backgrounds by April 30. Interested persons will be introduced at the May SAC meeting. Balloting will take place at the May meeting (or at the final SAC meeting of the year). Elections will be decided by a simple majority of those parent/ guardians present and voting. Only one parent/ guardian may vote for each Madeira Beach Fundamental family. Announcement of the new members will be made after all ballots have been counted.

 d. Only parents may be elected to serve on the Council and parents who serve on the SAC shall either be elected to serve as Officers or as Members at-large.

 e. Only staff support or teachers may serve as the SAC Secretary/Treasurer.

2. Community members shall be appointed by the Principal on an annual basis at the discretion of the Principal.

3. SAC Officers and Members-at-large not attending for two consecutive meetings, without an excused absence, will be replaced. Members must contact the Chair about an intended absence. Permanent replacement of a member will be officially identified in writing, signed by the Chair or Principal. In the event a member leaves the Council, a replacement will be made as deemed necessary by the Council members.

Section 7. SAC is a sunshine organization and non-members are encouraged to attend but may not vote. Voting in the SAC meeting shall be limited to duly elected/appointed, School Board approved members.

Article IV: RESPONSIBILITIES

Section 1. The School Advisory Council is a resource to the school and the Principal. The term "advisory" is intended to mean: a) inquiring, b) informing, c) suggesting, d) recommending, e) evaluating, f) reviewing, g) assist.

Section 2. Each School Advisory Council shall assist the principal and staff in the their preparation of the School Improvement Plan (SIP) which is required pursuant to Section 230.23(16), Florida Statutes, by reviewing the document prior to its submission to the School Board. Each Council assists the principal and staff in the preparation of the school's annual budget and plan by reviewing these documents prior to their submission to the School Board. For the purpose of this policy, the word "assist" is defined as giving help, advice and review. The School Advisory Council is identified as the sole body at the school responsible for decision making with regard to school improvement and accountability statutes. The role of the School Advisory Council is not intended to override the authority of the Principal.

The SAC will be responsible for monitoring the development of the school-based plan for distribution of A+ Funds (when such funds are made available to schools) and for reviewing the distribution plan prior to its submission to the School Board.

The SAC will also be available to review recommendation for awards from A+ and SIP funds for amounts over $400 as determined by the principal.

The SAC Secretary/Treasurer shall report on all SAC related funds that are distributed.

Section 3. At least every five (5) years the Bylaws will be reviewed by a subcommittee of the SAC; recommendations for changes to the Bylaws must be approved by a majority of the subcommittee prior to submission for approval by the SAC. If no changes are recommended by the subcommittee, the Bylaws will remain in effect for another period of at least five years. As noted in Article IX, Section 1, at a regularly scheduled Council meeting, a Council member may request a subcommittee be appointed to consider a change to the Bylaws. Bylaws will be date-stamped with effective dates in order to facilitate periodic review.

Section 4. SAC will be responsible for responding in a timely fashion to comments/questions/concerns submitted in writing by parents, community members or interested parties and for posting responses and other relevant information on the SACS website.

School Advisory Councils shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its staff.

Article V: OFFICERS AND MEMBERS-AT-LARGE

Section 1. Elections:

 In March or April it will be communicated via newsletter, School messenger, School marquee, School website, and General membership meetings that anyone interested in serving on the SAC the following year should notify the Principal. The request should be in writing with a short presentation of their backgrounds by April 30. Interested persons will be introduced at the May SAC meeting. Balloting will take place at the May meeting (or at the final SAC meeting of the year). Elections will be decided by a simple majority of those parent/ guardians present and voting. Only one parent/ guardian may vote for each Madeira Beach Fundamental family. Announcement of the new members will be made after all ballots have been counted.

At the first SAC meeting of the new school year, the Principal will introduce to the parents of students at Madeira Beach Fundamental School, who have been elected to serve on the Council. Officers are elected yearly, by the Council, after the Council for that year has been seated. At the first SAC meeting of the year, the Council will elect a Chair, Vice-chair, and Secretary/Treasurer; all other council members will serve as SAC Members-at-large.

Section 2. Terms of Service:

Council Members-at-large volunteer and are elected to serve annually; however, SAC Officers shall serve as officers of the Council for no more than three consecutive years.

Article VI: ROLES OF THE PRINCIPAL AND SAC MEMBERS

Section 1. The Principal:

a. Serves as a resource providing information regarding the school education program

b. Appoints all non-elected SAC members

c. Maintains the appropriate statutory composition of the SAC

d. Arranges for presentations of interest to the Council

e. Keeps the SAC apprised of county policies, curriculum, etc. Establishes, maintains, and consults with the SAC on a regular basis, involving it in decisions in accordance with stated purposes and policies.

f. Develops, through positive actions, a feeling of trust and understanding among SAC, community, and staff

g. Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees.

Section 2. The Chair and Vice-chair

a. Works closely with the Principal and the Council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting

b. Calls the meetings to order, maintains order, and sees that the meeting is properly adjourned

c. Provides support and instruction to SAC members in their duties and responsibilities

d. Sees that business is ordered, considered, and disposed of properly.

e. Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.

Section 3. The Secretary/Treasurer

a. Keeps accurate and complete minutes and files them for inspection. A copy of the minutes shall be provided to the Principal for the school file.

b. Keeps accurate records of Council membership, attendance, duties, and special assignments.

c. Provides accurate, complete reports to the Council of all SAC-related accounts as provided by the school bookkeeper.

Section 4. Parent and Community Representatives

a. Act as Council members according to established procedures by making suggestions and recommendations representative of the views of parents, citizens, and community organizations of the school community

b. Participate regularly in SAC meetings and carry out Council assignments

c. Become knowledgeable about personnel and material resources of the school and community and the school's education program

d. Act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students

e. Assist in obtaining community resources to aid the school's education program

f. Serve as a communication link between SAC, the community, and the school

g. Participate in activities aimed at obtaining parent and community support and assistance for school related programs

Section 5. Faculty and School Staff Representatives:

a. Act as members of the Council to represent the views and interest of the school staff

b. Participate regularly in SAC meetings and carries out Council assignments

c. Act as resource persons for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources

d. Assist in identifying community resources which can aid in the school's educational programs

e. Serve as a communication link between the SAC and the school staff, and keep the staff informed of actions and activities of the Council

f. Participate in efforts to encourage school staff support of goals and activities of the School

 Advisory Council

Article VII: COMMITTEES

The SAC may create such committees as necessary to carry on the work of the Council.

Article VIII: MEETINGS

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than eight (8) times a year during the school year. Meetings shall be scheduled when parents, students, teachers, educational support personnel and community members can attend. All meetings shall be open to the public, and the date, time, and location of the meeting will be publicized one week prior to the meeting. Additional meetings will be scheduled by the Chairperson as necessary. A sub-committee may be selected at the May meeting to meet over the summer to deal with any legislative items.

Section 2. A quorum must be present for items requiring a vote. A majority of the membership [51%] shall constitute a quorum. ·

Section 3. Three days' written/e-mail notice will be given to members concerning any item that will be voted on at the upcoming meeting. In the event that an important opportunity would be lost unless acted upon immediately, emergency items may be discussed by those present, and upon unanimous approval of those in attendance, voted upon without a 3-day notice. These actions shall be ratified at the next regular meeting.

Section 4. Agenda items must be submitted in writing to the Chairperson at least five (5) days before the next scheduled meeting.

Section 5. Expenditures: Expenditures from $0.00-$400.00 may be approved by the Principal and SAC Chair or the SAC Chair's designee. SAC members shall be apprised of any such action at the next scheduled SAC meeting. Requests for expenditure of School Improvement funds totaling more than $400.00 shall be brought before by the entire Council and approved/rejected by majority vote. Requests and suggestions will be solicited from ·the Administration and Staff on an as needed basis. Advisory issues will be decided by consensus.

Section 6. Emergency Actions Between Scheduled Meetings & Waiver of Notice: Emergency items that are brought to SAC between scheduled meetings may be discussed and voted upon by e-mail. If necessary, the three-day notice of discussion and approval may be waived if agreed upon by the Principal and SAC Chair.

Section 7. Members of the public may not interrupt or disrupt the business of the Council. Only the Chair or the Principal may invite members of the public to speak during the conduction of Council business. Non­ members of the Council may petition to be heard by the Council by notifying the Chair 5-days prior to the beginning of a business meeting.

Section 8. At each SAC meeting, parents, community members or interested parties may submit written comments, questions or concerns to the SAC for their consideration. Comments, questions or concerns submitted at one meeting will be addressed at the next regularly scheduled SAC meeting. Comments, questions and concerns as well as SAC responses will be posted on the SAC website as part of the SAC Meeting Minutes.

Article IX: AMENDMENTS TO BYLAWS

Section 1. As noted in Article IV, Section 3, Bylaws will be reviewed at least every five years. However, if during the interim, it is deemed by a Council member that these Bylaws need to be amended; a Council member may request that a subcommittee be formed to review and address proposed changes. Proposed changes to the Bylaws must first be reviewed and approved by a majority of the appointed subcommittee prior to consideration by the Council. Based on the recommendation of the subcommittee, these Bylaws may then be amended at any SAC meeting of the SAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

Article X: RATIFICATION OF BYLAWS

The Bylaws of the SAC will be ratified by a majority of its members.

Article XI: PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the Council in all cases in which they are applicable and in which they do not conflict with these Bylaws.

Section 2. The Chairperson has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.

Bylaws Adopted: November 10, 2009

Amended: April 2018 at the last SAC meeting of the 2017-18 academic year

Next Review: Spring 2023, by the end of the 2022-2023 academic year