

**BYE LAWS OF THE SCHOOL ADVISORY COUNCIL
ORANGE GROVE ELEMENTARY SCHOOL**



Florida Education Goals:

The Mission of the Florida State Board of Education is:

The mission of Florida's K-20 education system is to increase the proficiency of all students within one seamless, efficient system, by allowing them the opportunity to expand their knowledge and skills through learning opportunities and research valued by students, parents and communities.

The Vision for the Florida State board of Education is:

Florida will have an efficient world-class education system that engages and prepared all students to be globally competitive for college and careers.

These four goals for school improvement are the guiding principles for the school advisory council:

Goal 1 – Highest Student Achievement

Goal 2 – Seamless Articulation and Maximum Access

Goal 3 – Skilled Workforce and Economic Development

Goal 4 – Quality Efficient Services

The School District of Pinellas County, Florida Mission Statement:

Educate and Prepare Student for College, Career and Life

Orange Grove Elementary School (OGES) Vision:

Statement: 100% Student Success

OGES School Advisory Council (SAC) Mission Statement:

Establish leadership and a love of learning.

Article 1 - Organization

1. The School Board establishes a School Advisory Council (SAC) in each District school to serve in an advisory capacity to the school principal and in the preparation and evaluation of the school improvement plan (SIP) required pursuant to F.S. 1001.452.
2. The name of the organization shall be: the School Advisory Council of Orange Grove Elementary School. The Council shall hereinafter be referred to as SAC. SAC will operate in compliance with the Florida Sunshine Law.
3. The principal shall receive and consider SAC advice; however, the principal remains responsible for making decisions necessary for administering and supervising the school. The principal shall promote communication among students, staff, parents, and community.
4. The SAC is the sole body responsible for final school-level decision-making relating to school improvement and accountability statutes. SAC shall not assume any of the powers or duties now reserved by Florida statutes for the Pinellas County School Board or its administrative or instructional staff.
5. SAC is a link between the school and the local community. It serves as a mechanism for participatory management through which the various shareholders in the school community may assist the school. Shared decision-making among all constituents of the school community, both external and internal, can benefit the school and produce better student outcomes. The shareholders are parents, business people, students, other community interests, professional educators, and other school staff.
6. A function of SAC is to provide parents, teachers, students and the community an opportunity to actively participate in the development of a SIP. The primary goal of SAC is to implement and provide advice on programs that increase student achievement.

Specific functions include, but are not limited to:

1. Assist in the preparation and evaluation of the SIP, as required by Florida Statute 1001.42.
2. Providing input in matters concerning local school finances. SAC will provide approval to the school's use of school improvement funds provided by the State of Florida. Use of school improvement funds must align with the SIP. A member, or members, of SAC will assist in the preparation of the school's annual budget and plan, as required by Florida Statute 1008.385.
3. Providing support and information for programs and activities that generate greater cooperation between the school and its community.
4. Developing knowledge of curriculum content, instructional procedures and trends at the district and school level, and their application to the needs and goals of OGES as articulated in the SIP.
5. Participation in special projects as presented for evaluation by the Principal and deemed by SAC to be consistent with its primary function.

Article 2 - Membership

1. The council shall be composed of the Principal and an appropriate balanced number of teachers, education support employees, parents, and other business and community citizens. The term “teacher” includes classroom teachers, certified student services personnel, and media specialists. The term “education support employee” includes any person employed by a school who is not defined as instructional or administrative personnel.
2. The SAC Board membership shall be representative of the ethnic, racial, and economic community served by the school. The term community shall refer to the student demographic population of the school. While the composition of the SAC Board shall represent the ethnic, racial, and economic community served by the school, there need not be a precise percentage or ratio of each ethnic, racial, and economic group within the community equal to the percentage of the general population served. The School Board shall monitor and review the membership composition of SACs. Should the School Board determine that the membership elected by the school is not representative; the School Board shall direct the principal to appoint additional members to achieve proper representation.
3. A vacancy in any membership category may be filled utilizing the regular election/selection process. The Principal will inform the Superintendent or designee in writing of any replacement members. If an elected board member (Teacher, Parent) resigns or is dismissed during his/her term, SAC will direct the Principal to initiate the election process to elect a new representative to that board position (Teacher, Parent). If an appointed board member (Community member) resigns or is dismissed during his/her term, SAC will advertise the opening within the community and then the principal will appoint a new representative to that board position.
4. The SAC Board will consist of members (8) members including the Principal, teacher/education support representation, parent representation, student representation (optional), and community representation. The board will maintain the appropriate balance and representation of the ethnic, racial, and economic community served by the school. If the amount of volunteers to serve on the SAC board does not meet the eight (8) member maximum, as outlined above, the SAC Board may lower the number of board members as long as they maintain the appropriate balance of group representation as well as ethnic, racial, and economic community served by the school. In the event that there are not sufficient volunteers to form the appropriate mix of representation, as outlined above, the Principal shall appoint members to achieve proper representation.
5. Pinellas County School Board employees’ representation on the SAC Board shall be limited to no more than 49% of the members. Administrators will not serve as SAC Board members.
6. The Principal is a member of the SAC but is not included in the ratios as outlined in paragraph two above. A majority of the members of each SAC must be persons who are not District employees.
7. Volunteers who are not elected/appointed SAC Board members are considered non-members. Non-members are encouraged to assist with SAC initiatives at the direction of the SAC Board. Volunteers assisting with SAC initiatives will complete and submit a registration and register as a Pinellas County School Volunteer.

Article 3 – Nominations and Elections

1. The Principal is to facilitate a nomination and election process (including, but not limited to, peer nomination and self-nomination) to determine from within the school and community those individuals willing to make a commitment to participate on the SAC Board. The Principal will oversee the administration of the election/appointments and will report results to the SAC Board no later than the third full week of the school year.
 - A. The Principal will inform the school community that nominations to the SAC Board are invited. The Principal may notify potential members by using a variety of written and oral communications, advertisement of open positions will be on the school marquee, website, emails, and for community members through the Seminole Chamber of Commerce. Schools should maximize recruiting efforts to be inclusive of the school community. Documentation of recruitment strategies should be kept.
 - B. The invitation for nomination must clearly note the deadline, membership categories, and the process by which the vote shall be taken. The election process shall encourage the participation of each peer group.
 - C. Volunteers that wish to be considered for a SAC Board position will complete and submit a Pinellas County School Volunteer Registration Form. The Pinellas County School Volunteer Registration form must be turned in no later than the end of the first full week of the school year.
 - D. The following SAC members shall be elected by their respective peer group in a fair and equitable manner:
 1. Teacher(s) shall be elected by teachers;
 2. Education support employee(s) shall be elected by education support employees;
 3. Student(s), when appropriate, shall be elected by students; and,
 4. Parent(s) shall be elected by parents.
 - E. If these elections do not fulfill statutory requirements, the Principal shall recommend additional members to provide proper representation.
 - F. Business and community members will be appointed to the SAC Board by the Principal.
 - G. Elections/Appointments for the SAC board will be completed no later than the end of the second full week of the new school year. The newly SAC board will take effect on the first meeting in September and will serve until the first meeting in September of the following year.
2. Documentation of the nomination and election process will be maintained at the school as a public record.

Article 4 – Duties

1. The SAC Board shall:
 - A. perform such functions as may be prescribed by the School Board and Florida Statutes;
 - B. assist in the preparation, implementation, and evaluation of the school improvement plan; the plan shall address issues relative to budget, training, instructional materials, technology, staffing, student support services, and other resource allocations as determined by the Board;
 - C. approve expenditures of School Improvement (SI) funds by the school; approval is contingent on the request being linked to a specific area outlined in the school improvement plan;
 - D. promote communication among students, staff, parents, administration, and the community;
 - E. assist in the preparation of the school's annual budget;
 - F. request waivers of School Board policies, Florida statutes, or State Board of Education rules which will allow the SAC plan to be implemented or school personnel to establish innovative educational practices and methods; and
 - G. serve as a resource for the Principal and perform such other functions as are requested by the Principal.

2. A Chairperson shall be elected by the SAC Board at the first meeting in September. A Board Member that wishes to serve as Chairperson must self-nominate to the SAC Board. The Chairperson shall:
 - A. preside over and maintain order at all meetings of the SAC Board;
 - B. solicit volunteers from the SAC Board or non-members to serve on all standing or ad hoc committees as may be deemed necessary;
 - C. establish meeting agendas, with input from the SAC Board members, and disseminate to SAC Board members at least three (3) days prior to the applicable meeting;
 - D. orient the Secretary (and other officers, if any) in his/her duties; and
 - E. sign meeting minutes and work with the school to have them posted on the website.

3. A Secretary shall be elected by the SAC Board at the first meeting in September. A Board Member that wishes to serve as Secretary must self-nominate to the SAC Board. The Secretary shall:
 - A. keep minutes of the meetings; and
 - B. keep accurate records of attendance and notify the Chairperson if a member is in violation of the attendance requirements set forth herein.

4. SAC Board Members are elected/appointed to one (1) year terms. Tenure for SAC leadership (Chair, Secretary) shall not exceed two (2) full consecutive school years. In the event that sufficient candidates for SAC leadership positions are not forthcoming, an incumbent may run for re-election with the approval of the SAC Board members; no SAC leader may hold the same leadership position for more than three (3) full consecutive school years.

5. In the event there is a vacancy in the office of the Secretary, the SAC Board shall vote to appoint a replacement. In the event of a vacancy of the Chairperson, SAC shall elect a new Chairperson to serve the unexpired term.

6. The SAC Board may vote to appoint a Co-Chairperson whose responsibility and role are equal to the Chairperson. In the event of a temporary absence of the Chairperson the Co-Chairperson (if appointed) shall facilitate the meeting until the Chairperson returns. In the event of a temporary absence of the Chairperson and the Co-Chairperson (if appointed), the Principal shall facilitate the meeting(s) until the Chairperson returns.

Article 5 – Operational Procedures

1. Bylaws shall be established and adopted by members of the SAC Board.
 - A. These by-laws may be amended at any regular meeting of SAC by a two-thirds (2/3) majority of the members present and voting. Notice of the proposed amendment shall be given at the meeting prior to the meeting at which it is to be voted upon.
 - B. The Board shall review and submit a revised set of by-laws once every three years. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.
2. All meetings of the SAC shall be open, public, and advertised to the school community (with at least 3 days advanced notice, on the school marquee and on the school website). To increase advertisement of the meetings the SAC Board may utilize email, a SAC newsletter, or the school newsletter. Members of the public may not interrupt or disrupt the business of SAC. Only the Chairperson may invite members of the public to speak during a SAC meeting. Non members may petition to be heard on a specific item before SAC by notifying the chairperson 3 days prior to the beginning of a meeting. There will be a written request form available at each meeting that must be completed and turned in to the Chairperson prior to the start of the meeting.
3. There shall be a minimum of eight (8) regular meetings during the school year. Meetings may be held during the day, or in the evening at the discretion of the Board, but also when parents, students, teachers, staff, businesspersons, and members of the community can attend. The SAC Secretary, or a designated member, shall record the minutes of each meeting. The minutes will then be presented to SAC for review and approval; final approved minutes will be posted on the website for public inspection.
4. At least three (3) days written (email will suffice), advance notice will be given to the SAC Board when a matter is coming before SAC that requires a vote. Special meetings may be called by a majority vote of the Board, the Chairperson, the Principal, or the Principal's designee upon proper notice. Proper notice for special meetings of the Council shall be no less than three (3) days.
5. A quorum must be present for a vote to be taken by the SAC Board. Fifty-one percent (51%) of the membership of SAC shall constitute a quorum. A majority, fifty-one percent (51%), is required for a vote to pass.
6. SAC shall attempt to reach consensus in all decisions and recommendations. In the event consensus cannot be reached, a vote shall be taken by a show of hands with a simple majority prevailing. Robert's Rules of Order may be used, if needed, to address resolution of a controversial issue.
7. The SAC Board may remove a member for just cause. Per Pinellas County School Board guidance, just cause is behavior that is divisive, combative, uncooperative, belligerent, hostile, disrespectful, or if a member moves out of the community served by the school. Florida statutes further define just cause to include immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, or being convicted or found guilty of a crime. The SAC Board will replace a member for failure to attend fifty-one percent (51%) of the regularly scheduled meetings or if a member has two consecutive unexcused absences from a meeting that is noticed according to the procedures in these by-laws. The

process for removal for just cause will include two (2) warnings, by the Chairperson or Principal, to the member that they are in violation of the just cause criteria listed above, followed by a SAC Board vote for removal. Removal of a member requires a vote from the SAC Board members; passage is gained by simply majority of fifty one percent (51%). The removed member may appeal to the Pinellas County School's Director of Strategic Partnerships, in writing within 5 business days of the date the SAC Board voted for removal. The Director's decision is final. Any SAC Board member that was removed for violating the just cause guidelines listed above will not be able to serve on the SAC Board for at least two years from the date of his/her removal.

8. Any teacher, department, group or person in the school may request SI funds. The request must be presented to the SAC Board at a meeting, in writing. All requests will be voted on by the SAC Board. If approved, the requestor must document results and report back to the SAC Board.
9. The School Board may review all proposed by-laws and amendments of SAC and shall maintain a record of minutes of SAC meetings.

Article 6 – Standing and Special Committees

1. SAC may create various committees, as necessary, to promote the objectives and carry on the duties of SAC.
 - A. Non-Council members with a particular interest or area of expertise will be invited to serve on committees for a specific amount of time.
 - B. All persons who wish to be on a committee, who are not SAC Board members, must be registered as a school volunteer.
 - C. Non SAC Board members on committees are not entitled to vote at SAC meetings. In order to speak at the meeting they must complete a written request form, available at each meeting, and turn it in to the Chairperson three days prior to the meeting.
 - D. The Chairperson of each committee shall present a plan of action to the SAC Board for approval.

Article 7 – Recommendation of Approval of the School Improvement Plan

1. The school shall submit a new, amended, or continuation school improvement plan to the School Board for approval. The SAC Board will review and provide a recommendation for approval or disapproval to the School Board of the school improvement plan.
2. SAC Board members will be afforded the opportunity to attend school improvement plan meetings in efforts to assist in the preparation and evaluation of the plan.
3. The school shall provide periodic progress updates to the SAC Board regarding the school improvement plan.

Article 8 – Training and Development

1. The School Board recognizes that training and development are important to SAC. Training and development shall be provided to local SACs and local SAC members shall be responsible for participating in such training.

References:

Pinellas School Board Policy 2125

F.S. 24.121(5), 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.452, 1008.345

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