

Blanton Elementary School

School Advisory Council By-Laws

ARTICLE I **(Name of Organization)**

The official name of this organization shall be the **Blanton Elementary School Advisory Council**. It may also be referred to as the Blanton Elementary SAC, or simply the SAC at Blanton Elementary School.

Article II **(Purpose and Function)**

The purpose of this council is to assist the Blanton Elementary School Community to achieve its vision of, "Inspiring lifelong learners who are the best readers, writers, mathematicians and scientists, and whose skills and developed character traits provide them that which is needed for success in our changing world." The council shall work together with the Principal, teachers, staff and parents to be sure the school meets the needs and interests of ALL students, and shall deal with issues that directly affect the educational opportunities of our students. SAC members shall work cooperatively to ensure the best educational program for our children.

The SAC shall, either annually or on an as needed basis, undertake the following specific tasks:

1. Facilitate the preparation and approval of the Annual School Improvement Plan;
2. Review, provide recommendations and approve the expenditures of School Improvement Funds and Title I Funds allocated by legislative mandate to support the School Improvement Plan which may include training activities and / or parental involvement activities related to school improvement plans, and/or release time/substitutes for school staff members to participate in school improvement plan related activities;
3. Provide recommendations in broad areas related to the School Improvement Plan, and desired outcomes relating to student learning, budget planning and personnel priorities;
4. Assist in the implementation of the Annual School Improvement Plan;

5. Evaluate data in order to measure the progress of the school community in achieving and exceeding the goals set forth in the Annual School Improvement Plan;
6. Provide recommendations and assist in planning educational programs designed to meet school objectives and minimum performance standards;
7. Provide input and recommendations for appropriated funds in the school's budget;
8. Provide recommendations regarding building maintenance and the purchase of supplies and equipment;
9. Assist in seeking resources inside and outside the school community that can benefit the school's educational programs;
10. Provide information regarding the school to the community at large and generally act as a liaison between the school community and the community at large;
11. Alert the Principal to community concerns and assist in their resolution;
12. Execute any other tasks that are from time to time assigned to the SAC by the state legislature or by the school district.

The enumeration of specified tasks shall not preclude the SAC from at any time voluntarily undertaking any other lawful task which the SAC membership shall determine to be in furtherance of the SAC's stated purpose and function.

ARTICLE III (Representation and Membership)

SECTION 1 – Definitions

For the purposes of these By-laws, the following definitions shall apply:

Parent – A “Parent” is any person who, on the date of appointment to the SAC, is the parent or legal guardian of a student enrolled in Blanton Elementary School.

Community Member – A “Community Member” is any person eighteen years of age or older who is neither a student at Blanton Elementary School nor a member of the faculty, administrative or classified staff of Blanton Elementary School, but who resides or spends a major portion of his/her working day within the Blanton Elementary School attendance zone.

SECTION 2 – Committee Membership and Method of Selection

A. SAC Composition

The membership of this council shall be composed of parents, teachers, education support employees, and other business and community citizens. More than 50% of the SAC members must be parents and non-school employees. Every effort shall be made to ensure that the membership represents a cross-section of the economic, ethnic and racial composition of the school attendance area. All appointments to membership shall take into consideration the following criteria:

1. The general school population, including the ethnic, racial, and economic community served by the council.
2. Exceptional education, including specific learning disabilities, emotionally handicapped, autistic, as well as gifted
3. Any group necessary to ensure diversity

The Assistant Principal shall be a permanent, non-voting member. The Principal shall be a permanent voting member.

B. Membership Selection

SAC Members shall be ***advertised for in the March Newsletter and elected during May*** of each year for the following school year. Prospective members may nominate themselves or shall be nominated by their peers. SAC Members shall be elected by their representative peer groups as follows:

- a. Teachers elected by the teachers
- b. Support Staff elected by the staff
- c. Parents/Guardians elected by the parents/guardians
- d. Community members nominated by the Principal or council member and approved by the council
- e. Appointments – Those nominated by the Principal as needed to comply with the state statute.

Members shall be elected in the following way:

1. Information about SAC and identified vacancies are sent to all parents, school-based employees and Partners in Education.
2. Candidates notify the Principal or SAC Chair of their interest in serving on SAC and complete a brief information statement.
3. Statements are compiled and sent to all respective groups with ballots. Ballots for parent members shall be distributed one ballot per family.
4. Ballots are returned to the school office.
5. The SAC Chair, Principal and other SAC Members shall open and count ballots at an advertised place and time.

SECTION 3 – Terms of Membership

- A. Length of Term: All SAC members shall be elected for a one (1) year term, commencing with the beginning of the following school year following **May Elections** and ending with the closing of school year one year later.
- B. Re-election: There shall be no term limits. Any member of the SAC may be re-elected or re-appointed, so long as they remain qualified to be a member, regardless of how many previous terms he or she may have served.
- C. Removal from Membership: A member shall be removed from membership if said member: (i) ceases to reside or work in the Blanton Elementary attendance zone, or otherwise terminates his or her relationship with the group he or she was elected to represent, or (ii) has two unexcused absences from SAC meetings during the year's term, unless an exception is agreed to by the SAC, by a majority vote from the quorum. A SAC member's absence is considered unexcused if the member does not notify the school that they must be absent and, when contacted by the school, no reason is given for their absence.
- D. Vacancies: When a membership vacancy occurs, resulting in less than 50% representation by non-school employees, or there is lack of teacher representation, the procedures set forth in Section 2 shall be followed to fill the vacancy at the next general meeting.

SECTION 4 – Voting Rights

- A. Each SAC Member shall be entitled to one vote on all matters submitted to the membership for vote. No action by the SAC shall be valid unless authorized by a majority vote of the members present and voting at a duly noticed meeting.
- B. Voting by proxy or absentee ballot is not permitted.

SECTION 5 – Transfer of Membership

Membership in this Council is non-transferable.

ARTICLE IV (Voting Procedure)

1. A quorum shall be fifty-one percent (51%) of the total SAC membership. Votes may only be taken if a quorum is present.
2. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) of the quorum.
3. There shall be no voting by proxy.
4. There shall be no secret ballots.
5. All voting shall take place at an open meeting (not by phone, e-mail, or any other non-public way), in compliance with the Sunshine Law.

ARTICLE V (Meetings)

- A. Annual Organizational Meeting: The Principal shall call a School Advisory Council meeting within six weeks of the first day of school for the purpose of electing officers, setting a regular meeting date, and for such other business of the SAC as the members shall deem necessary and appropriate. Said meeting shall be held with no less than forty-eight (48) hours notice to the membership and to the public. Notice to the public may be accomplished by posting a notice of the meeting at a prominent location at the school.
- B. Regular Meetings: After the annual organizational meeting, regular meetings shall be held no less than four times a year on a date and at a time selected by the members at the first meeting. Notice of regular meetings shall be posted no less than forty-eight (48) hours in advance of the meeting. Currently the SAC committee shall meet on the second Tuesday of every month from 5:30 pm to 6:30 pm.
- C. Postponement or Cancellation: By a majority vote of the members present and voting at a meeting where a quorum is present, the members of the SAC may cancel or reschedule any regularly scheduled meeting. The Principal may unilaterally postpone a regularly scheduled meeting for a period not to exceed fourteen (14) days.
- D. Special Meetings: Emergency meetings shall only be called if jointly agreed upon by the SAC Chair and the Principal. This can be done by providing notice to the members no less than forty-eight (48) hours prior to such a special meeting. Notice of a special meeting shall state the purpose of the meeting, and no business other than that set forth in the notice shall be conducted at a special meeting.
- E. All Meetings: Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government Sunshine Law and Florida Public Schools Law. Official SAC business may not be discussed outside of SAC meetings.
- F. Meetings shall be noticed as follows:

1. The notice shall contain the time and place of the meeting and an agenda. The agenda will include items scheduled to come before the SAC for a vote. The agenda will be sent no **later than the last Monday** prior to the scheduled SAC meeting, the second Tuesday of every month.
2. The notice and agenda shall be prominently displayed in the area set aside for that purpose.
3. Emergency meetings should be afforded the most appropriate and effective notice under the circumstances and should have at least 24 hours reasonable notice to the public.

ARTICLE VI (Officers)

The officers of the SAC shall be as follows:

- A. **Chairperson:** The Chairperson shall preside at all meetings of the SAC and shall be a member ex-officio of all sub-committees. The Chair shall appoint sub-committee chairs, notify all members of upcoming meeting dates, inform the SAC of relevant training, develop agenda items with the Principal, assist the Principal with the presentation of the School Improvement Plan to the community, and perform all duties ordinarily pertaining to the office,
- B. **Vice-Chair:** The Vice-Chair shall assist the Chair as requested and shall perform all duties of the Chair in the Chair's absence. In the event that the Chair and the Vice-Chair are absent, the principal or his or her designated representative shall assume the duties of the Chair.
- C. **Secretary:** The Secretary shall keep correct records of attendance and proceedings at each SAC meeting, handle SAC correspondence, including meeting notices and activity reports in the Blanton Elementary Newsletter, and shall perform such other duties as ordinarily pertain to the office. The Secretary shall also send minutes to all SAC members with the next month's agenda, and provide public notice of all SAC meetings. In the absence of the secretary, the Chair shall appoint a member to act in the secretary's place.

Officers shall be elected at the organizational meeting each year. Members may nominate themselves or may be nominated by any other member. Duly elected officers shall assume their office immediately upon election and shall serve for a term of one (1) year. No officer shall serve in the same office for more than two (2) consecutive years. If an officer ceases to be a member of the SAC for any reason, he/she shall forfeit his/her office. Vacancies shall be filled by a majority vote of the members at the next regularly scheduled meeting, or at a meeting specifically called for the purpose of filling such vacancy. An officer may be removed from office by 2/3 majority vote of the full SAC.

ARTICLE VII (Committees)

The SAC shall create such committees as required to promote its goals and objectives, as outlined in Article II. The council chairperson, if needed, shall appoint committee chairpersons. Members of committees need not hold membership in the SAC, however, any person serving as a committee chairperson must be a SAC member.

ARTICLE VIII (Parliamentary Authority)

The most recent edition of Robert's Rules of Order Newly Revised shall govern the SAC in all cases where they are not in conflict with these by-laws. Said rules may be suspended at the discretion of the Chair, whose discretion may be overruled by a majority vote of those SAC members present and voting.

ARTICLE IX (Standing Rules)

At the discretion of the SAC, these By-laws may be supplemented with such standing rules as the SAC may deem appropriate. To be adopted or amended, a standing rule must be approved by a two-thirds (2/3) vote of the SAC members present and voting, provided at least two (2) weeks notice has been given to all members that the standing rule will be considered.

ARTICLE X (Amendments)

These By-laws may be amended by any member of the SAC by submitting to the Chair the proposed amendment at any regular meeting of the SAC. Amendment recommendations shall be advertised for 30 calendar days. Approval of by-law amendments shall require a 2/3 vote of a quorum.

**ARTICLE XI
(Adoption)**

These by-laws shall be declared adopted when passed by a two-thirds (2/3) majority vote of those present at a duly called and held meeting of the SAC, provided those present represents a quorum.

Revised and approved by a 2/3 majority vote this 11th day of November, 2014

Ms. Lissette Lopez, Chairperson

Attest: _____
Ms. Cheryl A. Maggio, Principal

Attest: _____

Rev. Oct. 2014