

Bob Sikes Elementary School Advisory Council Bylaws 2012-2013

Approved 9/11/12 with no changes

PURPOSE: The purpose of the council shall be to work cooperatively and collegially with the administration, faculty, and staff of the school for the betterment of the school in general and the improvement of our student's education in particular. The roles and duties of the council shall be to advise and assist in the preparation and evaluation of the School Performance Plan and to perform any other functions and duties described in the district procedures manual.

MEMBERSHIP: The School Advisory Council will be representative of ethnic, economic and racial ratios found in the student population. Its membership will consist of not less than 17 members and be an odd number including the principal. More than one half of the members will represent the parents and community, the majority being parents who are not employed by the School Board, at this school, and having at least one community representative. The balance of the members will be teachers and support staff, the majority being teachers with at least one support staff member. The principal will complete the membership of 17.

Example: 9 (8 parents + 1 community support person)
 7 (6 teachers + 1 support staff person)
 + 1 Principal
 17 SAC Members

The Principal has the option of appointing 20% of the membership in order to achieve ethnic, racial and economic balance. The principal will submit a list of the SAC membership to the School Improvement Office each year, according to the District's Procedure Guidelines. The Okaloosa County School Board may appoint members if ethnic, racial and economic representation isn't achieved by the election procedure and principal appointments. District and school staff resource persons/facilitators shall be non-voting ex officio members.

SELECTION PROCEDURES: Council members will be elected by their respective peers (example: teachers by teachers, parents by parents). Members will serve for a two-year term upon election. Members may run for re-election at the end of their two-year term. If the number of members during the year falls below the minimum of 17, the election procedure will be followed to fill the vacancies. Persons elected for this purpose will serve the unexpired term of the person they replace. At times applicants may run for 1 or 2-year terms in order to stagger the need for replacing members. There is a need to stagger the terms of service so that not all positions are not up for election at the same

time.

PROCESS OF ELECTION: The school will seek candidates for the School Advisory Council by announcements at meetings, telephone calls, school newsletters and local media. Those interested in serving will be required to complete an application to serve. A person can nominate him or herself. After applications are received, ballots will be handed to each respective peer group. Ballots sent out will list a short biography. Those receiving the highest number of votes will be elected as representatives. If the number of applicants exceeds the number of available openings, those not elected will be encouraged to participate on committees for SAC and School Improvement. The principal will submit a list of possible community representatives to the SAC for approval and selection based on openings.

MEETINGS: Each School Advisory Council member shall abide by the rules of the Florida "Sunshine Law". All meetings should be scheduled when all stakeholders can attend. A schedule of the regular SAC meetings should be decided upon at the beginning of the year and posted on the SAC bulletin board. Regular meetings will be held monthly and should not exceed 1.5 hours in length. The agenda, time and dates for all meetings will be posted at least seven days prior to the meeting. Special meetings may be held if advertised seven days prior to the session. Minutes of the meetings will be kept by the secretary, signed by the principal and SAC chair, sent to the county school improvement office and posted on the SAC bulletin board. Members with two unexcused consecutive absences from a properly notice meeting should be replaced. Members must notify the SAC Secretary or Chairperson prior to the scheduled meeting if they are not able to attend. SAC subcommittees will work on issues, concerns and tasks for presentations at the regular meetings.

OFFICERS: Chairperson, Vice-chairperson, and Secretary will be the SAC officers elected annually in May for the next year by SAC members. Officers shall have served with the Bob Sikes Advisory Council for the year preceding their term of office. The principal will not serve as an officer.

REVIEW COMMITTEE: A committee shall be formed at the first SAC meeting each school year to review the bylaws, general policies and operating procedures. The committee, elected from the council membership, shall be composed of the principal, two teachers and two parents. This committee will post the time and date seven days prior to the meeting and will operate within the Sunshine Law. Any changes in policy, procedure or bylaws will be presented to the council for approval. Approval will require a vote. Votes may only be taken if a quorum is present. A quorum is defined as a majority of the membership of the council.

AGENDA PROCEDURES: Persons wishing to present an issue/concern or be on the agenda must submit an Agenda Request Form. (See Process below) The leadership of the SAC, consisting of at least the Chairperson and Principal shall conduct an agenda planning meeting at least ten working

days prior to the scheduled SAC meeting for the purpose of deciding the Agenda for the meeting. The date, time and place of the agenda meeting will be posted on the SAC bulletin board. The planned agenda will be posted at least five working days prior to the SAC meeting. Appropriate items for School Advisory Councils relate to the improvement of student performance.

PROCESS FOR AGENDA RECOMMENDATION: To bring an issue or concern before the Advisory Council for discussion and consensus, the following process must be followed:

1. An agenda request form, which is available in the school office, must be completed and turned in to the principal or to the council Chairperson ten (10) working days before the SAC meeting and prior to the agenda planning meeting.
2. Each school advisory council will set up an agenda subcommittee whose names will be posted in the front office at each school site. The agenda for school advisory meetings will be posted a minimum of seven (7) days before each meeting and shall include the date, time, and signature of the person posting it.
3. If the issue is deemed to be inappropriate to the council, a reason/disposition should be attached to the form and returned to the sender.
4. If the issue is approved, it will be placed on the agenda and the agenda will be posted on the SAC bulletin board seven (7) working days before the council meeting.
5. The first step the council may take on a new agenda issue is the appointment of a subcommittee to gather information and develop a proposal. This proposal should be distributed to council members before the next meeting.
6. At the next meeting the proposal will be discussed and consensus will be attempted. Further study may be required of the subcommittee on some issues. Modification and discussion should continue until a consensus is reached.

VOTING:

1. A quorum (50% +1) of members must be present in order to vote or make a decision.
2. At least a three-day written (to include via email), advance notice must be given to all council members when a matter is coming before the council that requires a vote.
3. All members of the school advisory council who are present when official action is to be taken

may abstain from voting only if there is a conflict of interest.

4. The principal shall be a voting member of the school advisory council but should not serve as a chairperson of the council.