

Bylaws of the School Advisory Council Creekside High School

Revised & Approved by SAC membership on September, 10th, 2008

Article I

General:

Section 1: The name of this organization shall be: The School Advisory Council of Creekside High School. In these bylaws, the Creekside High School Advisory Council may be referred to as the "council" or "SAC."

Section 2: The provisions of Florida law and rules of the St. Johns County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated by reference.

Section 3: To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the St. Johns County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the school, its staff, parents and principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

Section 2: The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Assist in the preparation/review of the Annual School Budget per FS 1001.452(2) & FS 1008.385 (1).
3. Enlist, promote, and support greater interaction between school and community.
4. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
5. Consult with peripheral constituency groups when making decisions concerning educational practices within the school.
6. Consult with people or departments needed to support the School Improvement Plan.

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs:

Section 1: The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business and community members.

Section 2: The majority (50% + 1) of the members of the SAC shall be non-school employees.

Section 3: The SAC membership shall be *appropriately* balanced.

Article IV

Membership Selection

Section 1: The SAC membership shall be constituted as follows:

- a) Parents, teachers and support employees will be elected by their respective groups.
- b) Teachers shall be elected by teachers;
- c) Education support employees shall be elected by education support employees;
- d) Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.
- e) Student members shall be elected by students in general, with all students having an opportunity to participate in voting for any student on the ballot.
- f) Business and community members will be selected based on the procedures adopted by the School Board.
- g) Replacement members shall be elected by appropriate constituencies.
- h) The principal is automatically a voting member by legal mandate.
- i) SAC would welcome members of other school SACs as guests, not as voting members.

There will be wide notice of SAC vacancies and elections through various methods. The names of parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents who will vote on the nominees.

Section 2: Elections shall be held **within three weeks** of the start of the school year.

Section 3: Each parent of Creekside High School will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection." aka "Sunshine Law".

Section 4: The **first meeting** of the SAC will be held **following the election** for installation of new members.

Article V

Tenure

Section 1: The term of office shall be staggered to provide continuity from year-to-year.

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to either a one or two year term.

Section 3: Council members shall serve no more than two terms in an elected position.

Section 4: No member may miss more than two (2) unexcused SAC meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, and such individuals will fill the remainder of the terms to which they were elected. An absence may be excused by notifying the SAC chair by phone, or email prior to the meeting that will be missed.

Article VI

Meetings

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice of **three (3) days**; openness of SAC meetings to the general public, in a location accessible to the public; and

taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: The first meeting of the SAC will be held following elections for installation of new members.

Section 2: There shall be a council meeting at least nine times per year. The actual day and time shall be determined by the SAC members during the first regular meeting of the year to accommodate their schedules.

Section 3: The schedule of the SAC meetings for the year shall be decided upon at the beginning of the school year. As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

Section 4: All SAC board members will receive an agenda, as well as the supporting necessary documentation for items placed on the agenda that are to be discussed and/or voted upon at the meeting three (3) days prior to the meeting via email, hard copy, and/or website posting. Such documentation will also be made available to the SAC board members three (3) days prior to the meeting for their review on campus during regular school hours.

Section 5: SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. If a SAC member wishes to discuss an item at the next meeting, they must give seven (7) days notice to have the item put on the agenda.

Section 6: The Public will be given the opportunity to comment on items on the agenda. If an item is to be voted upon by the SAC, public comments will be heard prior to said vote taking place. All other public comments on agenda items not requiring a vote will be during "Comments from the Floor" which will take place prior to meeting adjournment.

Section 7: Special meetings may be called by the Chairperson or by notice of any three (3) members in writing to the Chairperson.

Section 8: Subcommittees will meet as needed. (See **Article VIII**)

Article VII

Officers

Section 1: The officers of this Council shall be a chairperson, a vice-chairperson, and a secretary. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election. All current members of the SAC shall be eligible to hold an executive position.

Section 2: The Council shall elect its own officers at the first regular meeting (see **Meetings, Section 1**). Officers may serve a **maximum of two terms in the same position**.

Duties of Officers

Section 1: *Chairperson.*-- The chairperson [and co-chairperson] shall preside at all meetings of the

Council and shall be a de facto member of all committees. Co-chairpersons shall report on budgeting and finance issues at each meeting. In the case of a vacancy in the office of chairperson, the co-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 2: Secretary.-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Duties of Members

Section 1: Principal.-- The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

Section 2: Faculty and School Staff Representative - The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

Section 3: Parents, Business, and Community Representatives - The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Section 4: Student Representatives - The student members of the SAC shall represent the view of the students of the school community. They shall act as resource persons for the SAC in the areas of student-related issues that affect the school and its students. They shall serve as a communications link between the SAC and student groups.

Article VIII

Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)

1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)
2. All SAC members will receive at least three (3) days' notice, in writing, including but not limited to: an agenda and any necessary documentation relevant to any item included on the agenda that is scheduled to come before the SAC for a vote. (see Meetings, Section 4).

Committees.-- Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

• **Standing Committees.**-- Standing committees are created for long-term, on-going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school

safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

All standing committees reserve the right to appoint non SAC members (such as interested parents or members of staff who are not on SAC) to assist in the functions of the committees as set forth above.

• **Ad Hoc Committee - (Task Force).**-- These committees are formed to deal with specific, short term concerns that are not appropriately assigned to the standing committees. An example of an ad hoc committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

Article IX

Rules of Order

Section 1: SAC decisions shall be reached by **consensus** or vote of the members. (*See Consensus, Section 1*) If the SAC is deadlocked, decisions will be made according to the deadlock process at the same meeting where the issue arose. (*See Consensus, Section 2*)

Section 2: The SAC *will* operate under Parliamentary Procedures such as Robert's Rules of Order.

Consensus

Section 1: Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when **all members** *understand the decision, will support it, and are willing to implement the decision.*

Section 2: The deadlock resolution procedure will be used when the membership has voted and the decision is not unanimous.

- Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or
- Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting, and specify the official position.

Article XI

Amendments

Section 1: The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken.

Section 2: The SAC and/or its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

Section 3: The SAC will follow all District policies, State rules, and State statutes in conducting its business.