

## **Tildenville Elementary School: A World Language Academy**

### **School Advisory Council (SAC) Bylaws**

These bylaws were ratified by the Tildenville Elementary School Advisory Council on NOVEMBER 19, 2019.

#### **Article 1:** Tildenville Elementary School – A World Language Academy

The name of the organization shall be the Tildenville Elementary School Advisory Council, hereinafter referred to as the “SAC”.

#### **Article II: Purpose**

The purpose of the SAC is to assist in the preparation, implementation, and evaluation of the school improvement plan required pursuant to Florida Law. It shall perform such functions as are prescribed by the regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the school board.

#### **Article III: Duties**

##### **Duties of SAC members shall include:**

1. Participate in developing the school’s vision.
2. Use state and district goals as a guide for assessing the school’s needs
3. Determine and prioritize the goals of the school based on appropriate needs assessments and other data
4. Develop measurable objectives and strategies for addressing the goals that have been prioritized
5. Assist in the preparation, implementation, and evaluation of the School Improvement Plan (SIP)
6. Identify the appropriate use of school improvement dollars for implementing the approved School Improvement Plan, if funds are available from the Florida Department of Education
7. Operate in compliance with Florida Law, and
8. Assist principal in preparation of school’s annual budget.

#### **Article IV: Representation and Elections**

1. The SAC representation will be comprised of the school principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

2. There shall be members elected to the council from each of the following constituent groups:
  - a. Teachers elected by teachers
  - b. Education support employees elected by education support employees
  - c. Parents/guardians elected by the parents/guardians, and
  - d. Business and community leaders appointed by the principal.
3. A majority (51%) of the members of the school advisory council must be persons who are not employees of the school district.
4. The SAC should maintain a minimum of 7 members, but may reach a maximum of 20 members.

### **Elections of Members:**

1. Elections of members shall take place after the school year begins in August and prior to the September SAC meeting.
2. Members are nominated either through self-nomination or write-in nomination. If there is an overabundance of nominated members, then an election will be held.
3. Information about SAC and identified vacancies are sent to all parents, school-based employees, and Partners in Education. Candidates notify the principal or previous year's SAC chair of their interest in serving on SAC.
4. Business/community members will be appointed by the principal.
5. The SAC must approve appointed members by a simple majority vote.
6. For election, members must complete a brief information statement.
7. Statements are compiled and sent to all respective groups with ballots. Ballots for parent members shall be distributed one ballot per family.
8. Ballots are returned to the school office.
9. The SAC chair, principal, and other SAC members shall open and count ballots at an advertised place and time.
10. The school board must review the final composition and racial balance of SAC in order to comply with state law.
11. Assistant principals cannot be voting members of SAC. Only the school principal is authorized to be a voting member as an administrator, per Florida Statutes (2019).
12. Changes to SAC membership after the rosters have been approved by the School Board shall be reflected in the SAC minutes.

### **Article V: Voting Procedures**

1. A quorum shall be 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 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, email, or any other nonpublic way) in compliance with the Florida Statutes.

## **Article VI: Tenure**

1. Elected SAC members may assume their duties upon election.
2. Appointed SAC members shall serve for a period of one year or until the next election, whichever comes first.
3. There shall be no limit on the number of terms a member may serve. SAC members may serve until they choose to resign, their children no longer attend Tildenville Elementary School or they are removed due to absences or changes in the school demographics.
4. SAC membership is limited to two members per family.
5. Absences may be excused by a majority vote of the quorum.
6. Members who have two consecutive unexcused absences, or any three unexcused absences from regularly scheduled meetings will be removed from the council. Vacancies will be filled to ensure SAC compliance with demographics.
7. The SAC may excuse the absences of a member who has been removed, due to absences, if there is a majority vote of the quorum in favor.
8. Parent members must have a child enrolled at Tildenville Elementary School. If the child leaves Tildenville Elementary School during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
9. Vacancies of members may be filled from those who unsuccessfully ran for office, meet the composition requirements of the vacancy, and obtained the highest number of votes. If there are no candidates who meet these criteria. The SAC may fill the vacancy by simple majority vote, or the principal may appoint a member. The SAC must approve an appointed member by simple majority vote.

## **Article VII: Meetings**

1. Meetings shall be held on or before September and meeting times shall be determined at the September meeting. All meetings will be scheduled when parents, students, teachers, businesspersons, and members of the community can attend.
2. There must be a reasonable notice of at least seven days for all regular meetings.
3. There is not a set number of required meetings per school year. However, to meet Five Star School requirements, SAC should meet a minimum of eight times per year and have membership attendance averages of at least eighty percent.
4. Emergency meetings shall only be called if jointly agreed upon by the SAC chair and the principal; and shall abide by all the guidelines of a regular meeting.
5. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Statutes.
6. Meetings shall be open to the public, accessible to the handicapped, and scheduled so that all members can attend.
  - a. A specific time will be set aside on the agenda for input by non-SAC members.
  - b. Time limits will be set on any presentation to the SAC.
7. Meetings shall be noticed as follows:
  - c. Requiring at least three days' advance notice in writing to all members of the SAC of any matter that is scheduled to come before the council for a vote.

- d. 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 less than three days prior to the scheduled SAC meeting.
- e. The notice and agenda shall be prominently displayed in the area set aside for that purpose.
- f. Emergency and cancellation of meetings shall be afforded the most appropriate and effective notice under the circumstances and shall have at least 24 hours reasonable notice to the public.
- g. Minutes shall be recorded at each meeting and be voted on for approval at the following open meeting. After approval, minutes will be posted to the Orange County's website (<http://sacfiles.ocps.net>).

### **Article VIII: Duties of Officers**

- 1. The SAC shall have three officers: the Chair, the Vice-Chair, and the Secretary with a two year term limit. They shall be elected at the September meeting by simple majority vote. At least one of the officers shall be a non-school employee.
- 2. The duties of the Chair shall include:
  - a. Preside at meetings
  - b. Develop last minute or emergency agenda items with the principal
  - c. Appoint subcommittee chairs
  - d. Notify all members of upcoming meeting dates
  - e. Inform SAC of relevant training, and
  - f. Assist principal with presentation of school improvement plan to the community.
- 3. The duties of Vice-Chair shall include:
  - a. Assume the duties of the Chair if the Chair is absent or vacates the position
  - b. Assist principal with annual survey, and
  - c. Lead special projects as necessary.
- 4. The duties of Secretary shall include:
  - a. Record minutes of meetings
  - b. Keep annual attendance records
  - c. Track expenditures from school improvement funds and maintain SAC financial records
  - d. Assist Chair with SAC correspondence and agenda development
  - e. Send minutes to members with the next month's agenda, and
  - f. Provide public notice of all SAC meetings.
- 5. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote.
- 6. An officer may be removed from office by 2/3 majority vote of the full SAC.

### **Article IX: Parliamentary Procedures**

The SAC Chair will refer to Robert's Rule of Order Revised when conducting the SAC meetings.

**Article X: Amendments**

1. The bylaws shall be reviewed at the April or September meetings.
2. Amendment recommendations shall be advertised for 20 calendar days.
3. Approval of bylaw amendments shall require a  $\frac{2}{3}$  vote of quorum.