

# Timber Lakes Elementary School

## School Advisory Council Bylaws

### Ratification,

These bylaws were ratified by the Timber Lakes Elementary School Advisory Council on September 05, 2019.

### Article I: Timber Lakes Elementary School

The name of the organization shall be the Timber Lakes 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. Advise 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
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
8. Shall assist principal in preparation of school's annual budget
9. Shall not have any powers and duties reserved by law to the school board Article IV:

### Representation and Elections

Representation:

1. Each 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 majority (51%) of the members of this school advisory council must be persons who are not employees of the school district.
  - a. Teachers elected by the teachers
  - b. Education support employees elected by education support employees
  - c. Parents/guardians elected by the parents/guardians
  - d. Business and community leaders shall be appointed by the principal

## Elections:

Elections of members shall take place after the school year begins in August and prior to the September SAC meeting. SAC members representing teachers, education support employees, and parents shall be elected by their representative peer groups. Proper notice of the election of council members shall be given according to the Sunshine Law.

## Election of Members:

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 previous year's SAC chair of their interest in serving on SAC.
3. An online vote will be conducted on the TLE Website/social media site.
4. The SAC chair, principal, and other SAC members shall compile online votes.

## 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 Sunshine Law.

## 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 Timber Lakes Elementary School, or they are removed due to absences.
4. SAC membership is limited to one member per family.
5. Members who have two unexcused consecutive absences from regularly scheduled meetings, will be removed from the council. An absence is considered excused if SAC member contacts the SAC President, SAC Secretary, or school principal prior to the meeting. Excused absences shall include family medical emergency, death in the family, On-Call Work Duty; Police Officer, Health Care Professional, or such profession that you are called last minute for. Absences will also be excused if unable to attend if the meeting falls within the same week as a natural disaster or the same week that OCPS cancels school.
6. Parent members must have a child enrolled at Timber Lakes Elementary School. If the child leaves Timber Lakes Elementary School during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
7. Vacancies of members shall be filled from those who unsuccessfully ran for office, meet the composition requirements of the vacancy, and had the highest number of votes. If

there are no candidates who meet these criteria, the SAC shall fill the vacancy by simple majority vote.

#### Article VII: Meetings

1. Meetings shall be held beginning in September. Dates and meeting times shall be determined at the September 05, 2019 meeting. All meetings will be scheduled when parents, students, teachers, businesspersons, and members of the community can attend.
2. 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.
3. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government in the Sunshine Law and Florida Public Schools Law.
4. 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 the general public.
  - b. Time limits will be set on any presentation to the SAC.
5. Meetings shall be noticed as follows:
  - a. 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 and 7 days notice if a vote is needed.
  - b. 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.
  - c. The notice and agenda shall be prominently displayed in the forum set aside for that purpose.
  - d. 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.

#### Article VIII: Duties of Officers

1. The SAC shall have three officers: the Chair, the Vice-Chair, and the Secretary. 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
  - f. Assist principal with presentation of school improvement plan to the community
3. The duties of Vice-Chair shall include:
  - a. Assumes the duties of the Chair if the Chair is absent or vacates the position
  - b. Assist principal with annual survey
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. SAC correspondence
  - e. Send minutes to members with the next month's agenda
  - f. Provide public notice of all SAC meetings
  - g. Email the approved monthly SAC meeting minutes to Administration for

submission to OCPS.

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 Rules of Order Revised" when conducting the SAC meetings.

#### Article X: Amendments

1. The bylaws shall be reviewed at the April and September meetings.
2. Approval of bylaw amendments shall require a 2/3 vote of quorum.