

SCHOOL ADVISORY COUNCIL

South Tech Charter Academy, Inc. School Advisory Council By-Laws

Article I

Name of Organization

The name of this organization shall be The School Advisory Council of South Tech Charter Academy, Inc.

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the Academy, its teachers, parents, Principal and President. Its function is to assist in the development and 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. Review and make recommendations to the development and implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. 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.
4. Consult with peripheral constituency groups, including the Governing Board, Academy Administration, Department Heads, and student representatives, when making decisions concerning educational practices within the school.

Article III

Representation and Membership

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

Section 1: The membership shall be representative of the student body and community served by the Academy. 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. This refers to the racial, ethnic, and socio-economic representation of the SAC in comparison to the community that the school serves.

Article IV

Membership Selection

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

1. Membership shall be open to all parents, teachers, support employees, students, community and business persons who are willing to commit to SAC attendance requirements and become active participants in SAC activities.

SCHOOL ADVISORY COUNCIL

2. Member recruitment activities may include, but are not limited to: letters to parents, school events, school announcements, student, faculty and staff meetings, local Chamber of Commerce meetings, etc.
3. Membership of any one group may be limited in those instances where membership would result in an imbalance of the SAC as a whole as noted in Article III, Sections I and II.
4. The Academy President and Principal are permanent SAC members.
5. The Academy Governing Board shall appoint at least two Board members to serve on the SAC.

Article V

Tenure

Section 1: SAC members shall be appointed at the beginning of the school year. Parents, whose student graduates, may be retained on the Council in another category.

Section 2: Council members shall serve no more than two consecutive terms in an elected position.

Section 3: No member may miss more than two (2) unexcused consecutive 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 specified in Membership Selection, **Article IV, Section 1**. Such individuals will fill the remainder of the term to which they were elected.

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 (seven days' notice is generally recommended); 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) business 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: There shall be a council meeting at least once per month during the school year, but no less than eight (8) meetings in a given year.

Section 2: SAC meetings shall be held on the fourth Thursday of each month, beginning at 6:30 p.m. 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. The Council, on occasion may designate an alternative time and day for a regular meeting to accommodate school holidays and/or special events. When this occurs, the Council will provide two (2) weeks notice to members and the school population.

Section 3: The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice.

Section 4: Subcommittees will meet as needed. (See **Article VII**)

Officers

Section 1: The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, and a secretary/treasurer. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.

Section 2: The Council shall elect its own officers in May of each year. Officers shall serve a maximum of two consecutive two-year terms.

SCHOOL ADVISORY COUNCIL

Article VI

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.

Section 2: Vice-Chairperson.-- The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 3: Secretary/Treasurer.-- The secretary/treasurer 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 Governing Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

The secretary/treasurer shall work with South Tech financial staff to maintain accurate records of SAC revenues and authorized expenditures. A financial report will be a part of every SAC meeting, and the report will be included as an attachment to the meeting minutes.

Section 4: 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 5: Faculty and School Staff Representatives.-- 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 6: 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 7: Student Representatives .-- The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration.

Section 8: Board Representatives -- The Board representatives of the SAC shall serve as voting representatives of the Board. They relay suggestions and recommendations from the Board and keep the Board informed of SAC activities.

Article VII

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. A quorum is a majority (50% + 1) of the SAC membership.

All SAC members will receive at least three (3) business days' notice in writing of any matter that is scheduled to come before the SAC for a vote.

SCHOOL ADVISORY COUNCIL

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

1. **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.
2. **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.

If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent.

The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve, while limiting the actual voting membership of the SAC to a manageable number. Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents.

Article VIII

Rules of Order

Section 1: SAC decisions shall be reached by a majority vote.

Section 2: The SAC need not operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making must be specified.

Consensus

Section 1: Voting on any item can only occur when a quorum (50%+1) of the membership is present. A majority vote of the membership quorum is required to decide any item put to a vote. SAC members with an excused absence may vote by proxy via telephone, e-mail or mail by notifying the Secretary/Treasurer or Chairman prior to the meeting.

Section 2: SAC members will be given at least three days notice of any item (other than SAC minutes) requiring a vote.

Article IX

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 thirty 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. All SAC meetings shall be held in accordance with Fla. Stat. § 286.011 – "Public meetings and records; public inspection."

Section 2: A committee shall be appointed to review, and when appropriate, recommend revisions to the Council By-Laws at least once every three years. The adoption of revised By-Laws shall follow the procedure for amendments.

SCHOOL ADVISORY COUNCIL

Authority: FS 1001.41(2); 1001.42(17)(22)

Implemented: FS24.121(5)(c); 1000.03(5); 1008.345(6); 1008.36(4)(5); 1008.385(1);
1001.42(17)(b); 1001.42(16); 1001.452

Reference: Palm Beach School District Policy 2.09

History: New: 7/01/2004; Revised: 7/07/2005, 10/26/06, 10/25/07