



# JULIA LANDON COLLEGE PREPATORY AND LEADERSHIP DEVELOPMENT SCHOOL

2023-2024

## Appendix B

# SCHOOL ADVISORY COUNCIL BYLAWS

## Article I: Name

The name of this organization is the Julia **Landon College Preparatory and Leadership Development School-School Advisory Council.**

## Article II: Purpose and Responsibilities

Section 1. The functions of the School Advisory Council (SAC) are:

- a. assist in the preparation and evaluation of the school improvement plan
- b. assist in the preparation of educational improvement proposals for implementing an educational improvement grant

Section 2: Other board functions of the School Advisory Council are:

- a. participate in planning and monitoring of school buildings and grounds
- b. initiate activities or programs that generate greater cooperation between the community and the school
- c. assist in the development of educational goals and objectives
- d. recommend various support services in the school
- e. assist in the preparation of the accreditation report
- f. review the impact of property development and zoning changes in the vicinity of the school as they relate to the safety, welfare and educational opportunities of the students
- g. perform any such functions as prescribed by the regulation of the School board
- h. assist in the preparation and evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such school improvement plan as required by Florida Statutes
- i. review the budget to be sure it is aligned with the School Improvement Plan
- j. perform other functions as requested by the principal

## Article III: Membership

Section 1. The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school. If the required number of diversity positions cannot be achieved through the election process, the principal will appoint members to satisfy this requirement.

Section 2. This council shall include parents, teachers, education support employees, community members, and the principal. A majority of the membership shall be non-district employees.

Section 3. For purposes of SAC membership, parents shall be defined as parents, guardians, or caregivers who are legally responsible for a student currently enrolled at the school and not a staff or faculty member of that school.

Section 4. The principal shall be a member of the SAC.

Section 5. Peer election shall be used to select parent, education support staff, student and teacher members of the SAC. Membership election shall be held at the beginning of each school year (after the first day of school) and no later than the October SAC meeting each year such that the membership list is ready to submit to the Office of School Improvement by the established district deadline.

Section 6. Community members shall be appointed by the principal.

Section 7. Term of office for newly elected members shall be for a period of one year. If re-elected, members may serve on the SAC for concurrent terms.

Section 8. Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents, teachers, educational support personnel and students will be filled by peer election. Elections to fill vacant positions may be held as necessary throughout the year.

Section 9. Membership in the SAC shall be limited to 20 voting members. SAC is a sunshine organization and non-members are encouraged to attend meetings but may not vote. Voting in SAC meetings shall be limited to duly elected/appointed school board approved members.

Section 10. The PTA president may be a member of the SAC. If the PTA president is not a SAC member, PTA is encouraged to have a delegated representative attend SAC meetings.

## Article IV: Responsibilities

Section 1. The School Advisory Council is a resource to the school and the principal. The term “advisory” is intended to mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

Section 2. The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate school board or local school center policy, and 2) it must deal with issues rather than particular person, whether they are administrators, teachers, students, citizens, or parents.

## Article V: Officers

Section 1. Officers and their election:

- a. The officers of the School Advisory Council shall be a chairperson, one vice chairperson, and a secretary. All officers must be members of the SAC.
- b. These officers shall be elected, by written ballot, annually during the SAC meeting, in the month of April or May, provided notice of election has been served and all stakeholders have been invited to attend.
- c. Only individuals having previously served on SAC for a minimum of one (1) year (i.e. a minimum of eight (8) meetings) may serve as chair. If no individual with one-year experience is willing to serve as chair, this restriction no longer applies.

## Article VI: Roles of the Principal and SAC Members

Section 1. The Principal

- a. serves as a resource providing information regarding the local school education program
- b. appoints all non-elected SAC members
- c. maintains the appropriate statutory composition of the SAC
- d. notifies the office of School Improvement when modifications are necessary
- e. acts as an active resource

- f. encourages leadership from within the council
- g. assists in training members in leadership skills
- h. arranges for presentations of interest to the council
- i. keeps the SAC apprised of county policies, curriculum, etc. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with state purposes and policies
- j. develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- k. serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees

#### Section 2. The Chairperson

- a. works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting
- b. calls the meetings to order, maintains order, and sees that the meeting is properly adjourned
- c. instructs the secretary and other officers in their duties
- d. sees that minutes are taken, prepared, read, approved and properly filed in the school
- e. sees that business is ordered, considered and disposed of properly
- f. is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members

#### Section 3. The Vice Chair

- a. shall assume all duties and responsibilities in the absence of the Chairperson.

#### Section 4. The Secretary

- a. keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal for the school file.
- b. keeps accurate records of council membership, attendance, duties and special assignments

#### Section 5. Parents and other community representatives

- a. act as a council member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community
- b. participate regularly in SAC meetings and carry out council assignments

- c. become knowledgeable about personnel and material resources of the school and community and the school's education program
- d. act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students
- e. assist in obtaining community resources to aid the school's education program
- f. serve as a communication link between SAC, the community and the school
- g. participate in activities aimed at obtaining parent and community support and assistance for school related programs

Section 6. Faculty and school staff representatives:

- a. act as members of the council to represent the views and interest of the school staff
- b. participate regularly in SAC meetings and carry out council assignments
- c. act a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources
- d. assist in identifying community resources which can aid in the school's educational programs
- e. serve as a communication link between the SAC and the school staff, and keep the staff informed of actions can activities of the council
- f. participate in efforts to encourage school staff support for goals and activities of the School Advisory Council

## Article VII: Committees

Section 1. The SAC may create such committees as necessary to carry on the work of the council.

Section 2. Committees may focus on, but are not limited to, the following work: SAC executive matters and parliamentary procedures, buildings and grounds, academics, coordination with the district, and community/volunteer relations.

Section 3. In lieu of committees of multiple individuals, single coordinators may be appointed to research, collate information, and facilitate discussions of any of the topics (or others) noted above.

## Article VIII: Meetings

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than eight (8) times per year. The JLCP SAC shall hold its first meeting during the month of September. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend. All meetings shall be open to the public.

Section 2. A quorum must be present to conduct business. A majority of the membership of the council (more than half) shall constitute a quorum.

Section 3. Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting.

Section 4. The Principal of his/her designee, along with the Chairperson, may call a "Special or Emergency" meeting at any time, provided that a three day notice be given to all SAC elected Officers and Members and that they be notified of specific reason for said meeting.

Section 5. The principal or SAC Chairperson may determine that a meeting shall be held or supplemented by means of telephone, electronic, or other communication facilities that permit all participants to communicate with each other during the meeting and be present/active in real time regardless of physical location. A member participating in a meeting by such means is deemed to be present at the meeting for quorum and/or voting purposes.

## Article IX: Amendments to Bylaws

Section 1. These bylaws shall be amended at any regular meeting of the SAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

## Article X: Ratification of Bylaws

The bylaws of the SAC will be ratified by a majority of if its members.

## Article XI: Parliamentary Authority

Section 1. The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised” shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.

Section 2. The chairperson has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.