

Crystal Springs Elementary

2014-2015

Revised 10/16/2014

SCHOOL ADVISORY COUNCIL BYLAWS

ARTICLE I: Name

The name of this organization is the Crystal Springs Elementary School Advisory Council.

ARTICLE II: Purpose

Section 1:

The functions of the School Advisory Council are:

- a) assist in the preparation and evaluation of the School Improvement Plan (Sec. 1001.452(2) F.S.),
- b) assist in the preparation of educational improvement proposals for implementing an educational improvement grant,
- c) assist in the preparation of the school's annual budget (Sec. 1001.452(2) F.S.),
- d) the SAC shall perform functions prescribed by regulations of the district school board (Sec. 1001.452(2) F.S.).

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. to provide input regarding the district's Strategic Plan
- 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. review the budget to be sure it is aligned with the School Improvement Plan
- h. 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.

Section 2. This council shall include parents, teachers, educational 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 anyone who has a student currently enrolled at the school and not a staff or faculty member of that school.

Section 4. The principal or designee shall be the only member of that school's administration who is a member of the SAC.

Section 5. Peer election shall be used to select parent, educational support staff, student and teacher members of the SAC. Such elections shall be held at the beginning of each school year (after the first day of school such that the membership list is ready to submit to appropriate district staff no later than October 1.

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

Section 7. Term of office for newly elected officers shall be for a period of two years.

Section 8. Membership in the SAC shall be limited to 15 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 9. The PTA president may be a member of the SAC. (optional)

ARTICLE IV: Responsibilities

- a) assist in the preparation and evaluation of the School Improvement Plan
- b) assist in the preparation of the school's annual budget
- c) the SAC shall perform functions prescribed by regulations of the district school board

ARTICLE V: Officers

Section 1. Officers and their election:

- a. The officers of the School Advisory Council shall be a chairperson (Mrs. Cummins) and a secretary (Ms. Nichols). All officers must be members of the SAC.
- b. These officers shall be elected, by written ballot, at the first meeting of SAC at the beginning of the school year, provided notice of election has been served.

ARTICLE VI: Roles of the Principal and SAC Members

Section 1. The Principal/ Designee

- 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 Instructional Improvement and Support when modifications are necessary
- e. encourages leadership from within the council
- f. assists in training members in leadership skills
- g. arranges for presentations of interest to the council

- h. Keeps the SAC apprised of county policies, curriculum, etc. Establishes, maintains and consult with the SAC on a regular basis involving it in decisions in accordance with stated purposes and policies.
- i. develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- j. 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 principal 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 meeting to order, maintains order and sees that the meeting is properly adjourned
- c. instructs the secretary and the 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 arbitrator of discussion and debate, and insists on fairness in the actions and debate of members

Section 3. The Vice Chair(s)

- a. serves as Chair in the absences of the elected Chair

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 and a copy sent to the district office with a record of attendance.
- b. Keeps accurate records of council membership, attendance, duties and special assignments.

Section 5. The parents and other community representatives

- a. acts as a council member according to established procedures by making suggestions and recommendation representative of the views of parents, citizens and community organizations of the school community
- b. participates 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. acts as a resource person(s) for 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. participates in activities aimed at obtaining parent and community support and assistance for school-related programs

Section 6. The faculty and school staff representatives

- a. act as members of the council to represent the views and interests of the school staff
- b. participate regularly in SAC meetings and carry out council assignments

- c. act as a resource person(s) 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 the actions and 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

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

ARTICLE VIII: Meetings

SAC meetings will be held on the third Thursday of the month from 3:30 PM – 4:15 PM.