



**John N.C. Stockton Elementary (JSE) #88**  
**4827 Carlisle Road**  
**Jacksonville, Florida 32210**  
**(904) 381-3955**  
**Principal, Stephanie Brannan**

# **School Advisory Council Bylaws**

## **2023-2024**

### **Article I: Name**

This organization's name is the John Stockton Elementary School Advisory Council.

### **Article II: Purpose of School Advisory Council**

**Section 1:** The functions of the School Advisory Council are:

- a) To assist in the preparation and/or evaluation of the continuing school improvement plan in accordance with Fla. Stat. §. 1001.452.
- b) To assist the Principal in the preparation and/or evaluation of the school's annual budget and plan as required by Fla. Stat. §1008.385(1).
- c) To advise how a portion of funds provided by Duval County Public Schools (DCPS) will be implemented to support the school improvement plan.

**Section 2:** Other board functions of the School Advisory Council (SAC) 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. To review and provide input on curriculum issues.
- e. To recommend various support services and resources.
- f. To assist in the preparation of the accreditation report.
- g. 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.
- h. To perform functions as are prescribed by regulations of the school board.
- i. To perform functions as requested by the principal.
- j. Assist in the preparation and evaluation of the School Improvement Plan (SIP) required by Florida Statutes and annually reviewing, amending or continuing such School Improvement Plan as required by Florida Statutes.

- k. Assist, with technical assistance from the Department of Education, in the preparation of the school's annual budget and plan.

### **Article III: Membership**

#### **Section 1:** Membership Representation

Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

#### **Section 2:** SAC Composition

A majority of the members of each school advisory council must be persons who are not employed by the School District.

#### **Section 3:** Parent Members

For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school. Parents employed by the School District cannot be considered Parent members but can serve on the SAC as Faculty/Staff or Community Business members.

#### **Section 4:** Principal Member

The Principal shall be the only member of the school's administration who is a member of SAC.

#### **Section 5:** SAC Peer Member Elections:

- a. The Initial Membership election shall be held at the beginning of each school year (after the first day of school) so that the membership list is ready to submit to the DCPS office of Research and Evaluation by September 30th.
- b. Teachers shall be elected by Teachers. Teachers shall elect Teachers from the group of Teachers applying for Teacher SAC Memberships.
- c. Parents shall be elected by Parents. The Parents shall elect Parent members from the Parent(s) that are applying for SAC and the Parent(s) running for an additional term. Existing Parent members will vote for the new Parent members being voted on and will have the option of running for an additional term the next year (See Term of Office).
- d. Additional elections may be held from time-to-time until all available openings are filled.

**Section 6:** Community, Business, and School Support members shall be appointed by the Principal.

#### **Section 7:** Term of Office for SAC Member shall be as follows:

- a. Parents shall be elected to serve a one-year term. Parents can be re-elected to serve an additional term(s).
- b. Teachers shall be elected to serve a one-year term. Teachers can be re-elected to serve an additional term(s).

- c. School Staff members shall be appointed to a one-year term. School Staff members can be re-appointed to serve an additional one-year term.
- d. Community and Business Leaders shall be appointed to a one-year term. Community/Business Leaders can be reappointed to serve additional one-year term.

**Section 8:** Member Attendance

Members not attending for two consecutive meetings, without an excused absence, will be removed from the SAC at the second missed meeting.

- a. SAC Members will be excused from a SAC meeting when unable to attend by providing 24 hours' prior notice to the Principal, Chairman or Vice Chairman.
- b. Vacancies for parents and teachers may be filled by peer election.
- c. School Staff, Community and Business members unable to attend shall be replaced by appointment.

**Section 9:** Number of SAC Members

The SAC shall have no more than 25 voting members. SAC is a Sunshine organization and nonmembers are encouraged to attend meetings to observe but may not vote. Voting member shall be limited to duly elected/appointed members.

**Section 10:** The Presidents of the Stockton PTA and Friends of Stockton, Inc. (FOS) are automatically proposed as members of the SAC at the beginning of the school year and their membership in the SAC shall be voted upon by their appropriate peers.

**Article IV: Responsibilities of SAC**

**Section 1:** The SAC is a resource to the school and principal. The term "advisory" is intended to mean 1) inquiring; 2) informing; 3) suggesting; 4) recommending; and 5) evaluating the items on the SAC agenda.

**Section 2:** The SAC may not dictate school board or local school center policy and it must advise on issues rather than particular persons, 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 consist of a Chairman, Vice Chairman and a Secretary. All officers must be members of the SAC.
- b) These officers shall be elected at the last meeting of the current school year provided proper notice of election has been served.
- c) The officers shall serve a one-year term.

**Article VI: Roles of Principal and SAC Members**

**Section 1:** The Principal

- a) Serves as a resource providing information regarding the local school educational program.

- b) Appoints all non-elected SAC members.
- c) Encourages leadership from within the council.
- d) Assists in training members in leadership skills.
- e) Arranges for presentations of interest to the council.
- f) Keeps the SAC apprised of county policies, curriculum, etc.
- g) Establishes, maintains, and regularly consults with the SAC, involving it in decisions in accordance with stated purposes and policies.
- h) Develops, through positive actions, feelings of trust and understanding among SAC, community and staff.
- i) 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.
- j) Is a voting member of SAC.
- k) The principal or his/her designee represents the school in Area Advisory Council Meetings.
- l) Shall present all data sets regarding the school and its students to the SAC so that the school improvement plan can be effectively implemented, and its progress monitored by the SAC.
- m) Shall present the school budget, and any proposed changes, to the SAC for its objective input prior to its implementation.

## **Section 2:** Chairman and Vice Chairman

- a) Work 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 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) Sees that any planned SAC vote is posted to the SAC web page on the John Stockton website at least 3 non-holiday business days prior to vote.
- g) Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.
- h) Chairman and Vice Chairman both sign the School Improvement Plan submitted to the District.
- i) The Chairman or his/her designee represents the school at the Area Advisory Council Meetings.
- j) Sees that the SAC information is posted in a timely manner to the school website.
- k) Facilitates the distribution of SAC minutes and agendas.

## **Section 3:** Secretary

- a) Keeps accurate, 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.

- c) Provides copies of the agenda and distributes to council members, along with minutes of the last meeting 5 business days prior to the next SAC meeting.
- d) Minutes of the final SAC meeting of the year must be distributed to all members within 5 days of said meeting. Members must submit revisions by email within 5 days of receipt of the minutes or any objections are deemed waived. Minutes are adopted monthly at the beginning of each meeting and submitted to DCPS the same day by the Principal.
- e) If there is insufficient member attendance to form a quorum, the Secretary shall email the SAC membership requesting their vote on approval of the previous meeting's minutes.
- f) Submits SAC information for posting to the School SAC web page after data is approved.
- g) Assists the Chairman and Vice Chairman in the distribution of SAC minutes and agendas.

**Section 4:** Parents, Business and other Community Representatives

- a) Make suggestions and recommendations representative of the view 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 the personnel and material resources of the school and community and the school's educational program.
- d) Act as resource persons for the SAC, especially in the solutions of community-related issues which affect the school and its pupils.
- e) Assist in obtaining community resources to aid the school's educational program.
- f) Serve as a communications link between the SAC, the community and the school.
- g) Participate in activities aimed at obtaining parent and community support and assistance for school related programs.

**Section 5:** Faculty and School Support Staff Representatives:

- a) Function 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 resource persons 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 SAC and the school staff, keeping the staff informed of actions and activities of the council.
- f) Participate in efforts to encourage school staff support for goals and activities of the SAC.

**Article VII: Committees**

**Section 1:** The SAC may create such committees as are necessary to carry on the work of the council. A committee will be established by a vote of the SAC and the committee's task established at that time. A committee shall perform its limited task and shall exist for only

the length of time necessary to perform the designated task. The committee shall report at each SAC meeting until its task has been completed. Upon reporting that the task is complete, the committee shall be dissolved.

## **Article VIII: Meetings**

**Section 1:** The SAC shall meet as often as necessary to perform its duties, but no less than eight times per year. The first meeting shall be held in September. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend and will be noticed at least a week in advance on the John Stockton website calendar. All meetings shall be open to the public.

\*Due to the COVID-19 pandemic and the deferred start date for school, the first 2020-2021 SAC meeting was held in September.

**Section 2:** A quorum must be present to conduct business. A majority of the membership (51+%) shall constitute a quorum.

**Section 3:** Three non-holiday business days electronic notice will be given to members concerning any item that will be voted on at the upcoming meeting.

**Section 4:** The Principal and/or Chairman may call special meetings as deemed necessary with at least three non-holiday business days' notice.

## **Article IX: Amendments to Bylaws**

**Section 1:** These bylaws may 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 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 Chairman has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.

## **Appendix A**

## References

- a) Florida Statute 1001.452 (2020) District and School Advisory Councils.  
[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=school+advisory+council&URL=1000-1099/1001/Sections/1001.452.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=school+advisory+council&URL=1000-1099/1001/Sections/1001.452.html)
- b) School Advisory Council, 2020-2021, Handbook, Duval County Public Schools Jacksonville, Florida. Web <https://dcps.duvalschools.org/Page/10307>
- c) SAC August 2019 Handbook:  
[https://dcps.duvalschools.org/site/handlers/filedownload.ashx?moduleinstanceid=13921&dataid=58601&FileName=SAC Handbook 2019.pdf](https://dcps.duvalschools.org/site/handlers/filedownload.ashx?moduleinstanceid=13921&dataid=58601&FileName=SAC%20Handbook%202019.pdf)