

**KENWOOD ELEMENTARY SCHOOL
SCHOOL ADVISORY COUNCIL
BYLAWS**

ARTICLE I – NAME OF COUNCIL

The name of the organization is the Kenwood Elementary School Advisory Council.

ARTICLE II – PURPOSE

Kenwood Elementary School shall establish a School Advisory Council (SAC) to serve in an advisory capacity to the school principal and to assist in the development of the educational programs of the school. The SAC will be made up of a diverse group of stakeholders of the school with the shared goal of increasing student achievement in a safe learning environment. The SAC shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or administrative or instructional staff.

ARTICLE III – RESPONSIBILITIES

The responsibilities of this organization are to:

- a. Review the results of any needs assessment conducted by the school administration (hard and soft data).
- b. Assist in the preparation of the school's annual budget and the School Performance Plan under the leadership of the principal.
- c. Decide how school improvement funds are spent. A portion of the funds provided in the annual General Appropriations Act is used at the discretion of the SAC for implementing the school performance plan. The principal may not override these expenditure recommendations. The SAC may not use the funds for capital improvements or for projects or programs lasting more than one (1) year; however, a previously funded program or project may be voted on to be funded in the subsequent year.
- d. Approve the School Performance Plan through a proper vote as outlined in Article VI of these bylaws.
- e. Define adequate progress for the objectives in the School Performance Plan and submit an annual report of adequate progress to the School Board. The Office of Quality Assurance will be responsible for establishing the format for this report.
- f. Perform functions as prescribed by regulations of the Okaloosa County School Board.
- g. Decide jointly with the school staff how A+ school recognition funds are spent pursuant to s.1008.36(4).
- h. Receive appropriate training for duties on the school advisory council.
- i. Provide membership of each council access to appropriate documents to review. These documents include, but are not limited to, the following:

- (1) Local school board policy/procedures and technical assistance which have been adopted and which pertain to school performance and the accountability process.
- (2) Publications of the Department of Education

ARTICLE IV – MEMBERSHIP

The council shall be composed of the school principal and an appropriately balanced number of teachers, educational support employees, parents, and business/community members who are representative of the ethnic, racial, and economic population of the community served by the school. A majority of SAC members (over 51%) must not be employed by the Okaloosa County School District.

The council shall consist of an odd number of members with a minimum of seventeen (17) members. The maximum size of the council will be dependent upon the number of members required to achieve a council that is representative of the ethnic, racial, and economic population of the school. Members are elected for a three-year term. Consecutive terms may be served if the member is re-elected.

Any SAC member that has two (2) unexcused consecutive absences from a properly noticed meeting will be replaced. An absence shall be considered excused if the member contacts the SAC Chairperson in advance of the scheduled meeting and the absence is not a reoccurring appointment. (In the case of a last-minute conflict, the member must contact the SAC Chairperson as soon as possible.) A member, who plans to resign from the council, must submit their resignation in writing to the school principal or the SAC Chairperson. An election will be held to elect a replacement for the any vacant membership position as needed to maintain the minimum membership, and in order to preserve the racial, ethnic, and economic composition of the council.

Names of SAC members should be included in school newsletters, on the school's website, and clearly posted in the school's front office.

ARTICLE V – ELECTIONS

The school will seek candidates who are interested in making a commitment to participate on the SAC. A serious effort will be made to give everyone an opportunity to be nominated. The school principal shall prepare a list of all nominees seeking election and submit each ballot to the appropriate group.

Council members shall be elected by their respective peer groups, except for business and community representatives and the principal. Teachers shall be elected by teachers, educational support employees shall be elected by educational support employees, and parents shall be elected by parents.

During the election proceedings, alternates may be elected from each peer group in order to facilitate the timely replacement of members. The election campaign must advertise that alternates will be elected for the purpose of replacing vacancies.

After the election process, if the membership is not representative of the ethnic, racial, or economic composition of the school, the principal shall prepare a list of all individuals seeking to be community members of the school advisory council for the ratification of their SAC membership.

ARTICLE VI - MEETINGS

The School Advisory Council shall meet a minimum of six (6) times each year or a sufficient number of times to accomplish the development and implementation of the School Performance Plan and the school budget. Meeting dates and times will be determined at the August SAC meeting each year. All meetings are open to the public. Additional meetings can be called at the discretion of the

chairperson, with at least three (3) days prior notice to the members. A master calendar for the SAC meetings will be housed in the District Office of Quality Assurance.

The agenda subcommittee shall be composed of the principal, the chairperson, and/or the co-chairperson or the SAC secretary. This subcommittee shall establish the meeting agenda, with input from the council members. The agenda meeting will be held at least seven (7) days prior to each SAC meeting. The agenda will be posted in the Kenwood Front Office at least seven (7) days prior to the SAC meeting and shall include the date, time, and signature of the SAC chairperson or co-chairperson. Further, the agenda shall be kept with the official records of the SAC.

All stakeholders may submit items for the agenda. These requests must be submitted to the agenda committee who will review the requests and determine the route for each request. Items for the School Advisory Council agenda should relate to the improvement of student performance.

At least three (3) days advance written notice must be given to all members of the council of any matter that is scheduled to come before the council for a vote. A quorum must be present before the council may take a vote. A majority of the membership of the council constitutes a quorum. The principal shall be a voting member of the SAC and district staff who serve as resource/contact person shall be non-voting ex-officio members of the SAC.

A quorum must be present before the School Advisory Council may take a vote. A majority of the membership of the council constitutes a quorum. All members of the SAC who are present when official action is to be taken may abstain from voting only if there is a conflict of interest. There shall be no voting by proxy and no secret ballots.

Meeting minutes must be recorded. Approved minutes of each meeting and the meeting agenda shall be sent to the Quality Assurance Office, posted in the school's front office, and made readily available upon request.

ARTICLE VII – OFFICERS AND DUTIES

The officers of the SAC shall be the chairperson, co-chairperson, and secretary. The officers shall be elected by the membership and shall serve for one (1) year or until each successor has been elected. Officers may serve consecutive terms. The principal shall be a voting member of the SAC but shall not serve as the chairperson.

The chairperson shall preside at all meetings of the SAC and may sign all letters, reports, and other SAC documentation. In addition, the chairperson shall perform all duties as may be prescribed by the council.

The duties of the co-chairperson shall be to serve as chairperson during his/her absence and to perform the duties as may be assigned by the chairperson.

The secretary shall record the minutes of all meetings of the council, submit them to the chairperson within one (1) week of the meeting, and shall perform such duties as may be delegated by the chairperson.

ARTICLE VIII – COMMITTEES

The council may create committees, as it may deem necessary to promote the objectives and carry out the work of the council. Subcommittees may complete work prior to council meetings. SAC meetings will be the time to discuss and make decisions about school improvement requests and ideas.

ARTICLE IX – FISCAL YEAR

The fiscal year of the Kenwood School Advisory Council shall be July 1 through June 30.

ARTICLE X – PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern all proceedings of the School Advisory Council to the extent not otherwise provided for in these bylaws.

ARTICLE XI – BYLAW AMENDMENTS

Any revisions to these bylaws will be referred to the bylaws committee and then presented to the council at a regularly scheduled meeting. A quorum of members must be present in order to take a vote on amending the bylaws.

If a change in the law and/or District Procedural Manual affects the bylaws, that section of the bylaws will be changed to comply with the new mandates.