

LEWIS SCHOOL
SCHOOL ADVISORY COUNCIL
BY-LAWS
Approved by LS SAC September 22, 2020

ARTICLE I - NAME

The name of this organization shall be Lewis School Advisory Council (SAC) and shall be located at 281 Mississippi Ave, Valparaiso, Florida 32580.

ARTICLE II - PURPOSE

The purpose of this organization is to:

1. Assist in the establishment of school goals
2. Offer advice and consent on the School Performance Plan
3. Determine the expenditure of School Improvement Funds
4. Assist in the preparation of the school budget
5. Evaluate school data to determine problem areas and determine ways to address those problems
6. Address additional responsibilities given by Florida law and the Okaloosa County School Board

ARTICLE III – MEMBERSHIP

The School Advisory Council (SAC) will be composed of the school principal and an appropriately balanced number of teachers, education support employees, parents, community representatives, and a student member. District staff, who serve as the resource/contact person and the assistant principal will be non-voting members of the SAC. Approximately one half of the SAC will be representatives from the school system and one half plus one will be parents/community members. A majority of the membership must not be employed by the school. The principal will represent the odd member.

Members shall be representative of the ethnic, racial, and economic diversity of the community served by the SAC. A term of service is one year.

Section 1 – Membership:

<u>School Employees</u>	<u>Non-School Employees</u>	<u>Non-Voting</u>
Teachers	Parents	Student Leader
Support Staff	Community	Students (7 th , or 8 th grade)
Principal		Assistant Principal

The ratio between the member groups School Employees and Non-School Employees will be at or greater than 51% of the total membership. Non-School Employees will have the higher ratio.

Every effort will be made to meet the composition requirements of the law.

Peer elections shall be used to select parent and teacher/educational support employees, i.e., teachers will elect teacher representatives; parents will elect parent members, etc.

Business or community members will be nominated by the principal and confirmed by the elected members of the School Advisory Council.

A majority of the members of the School Advisory Council will be persons who are not employed by the school. A simple majority of 51% or more must be made up of parents and community members. Community members will be recruited only after parents have had the opportunity to serve on the council via peer election.

Section 2 - Term of Membership

The term of membership is for one year. Members will be elected and then seated at the first yearly meeting. Members may serve additional terms by following the regular selection process in Article III, Section 1.

Section 3 - Attendance at Meetings

Attendance at the regular meetings is expected. Failure to attend two (2) consecutive regularly scheduled meetings may cause the chair to remove the member from the council and declare a vacancy. Excused absences will be weighed in such circumstances.

Section 4 - Vacancies

The School Advisory Council shall immediately declare vacancies, as they occur, for the appropriate peer group. Replacement members must be elected by their peer group. Alternates identified via peer group elections may fill declared vacancies.

Section 5 - Officers and their Responsibilities

- a. The officers of the council shall consist of (1) Chairperson and one (1) secretary.
- b. Officers will be elected annually.
- c. Duties of the officers:
 - (1) Chair shall preside at all meetings and serve on the Agenda Committee.
 - (2) The secretary shall record the minutes of all meetings and post notices specific to council business, meetings, etc.

ARTICLE IV - COMMITTEES

Committees shall be formed by the organization as needed.

ARTICLE V – 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 with a particular person, whether they are administrators, teachers, students, citizens, or parents.

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. acts as an active resource
- e. encourages leadership from within the council
- f. arranges for presentations of interest to the council
- g. keeps the SAC apprised of county policies, curriculum, etc., establishes, maintains, and consults with the SAC on a regular basis, involving SAC in decisions in accordance with state purposes and policies
- h. develops, through positive actions, feelings of trust and understanding among SAC, community and staff

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. is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members

Section 3 - 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 4 - 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 5 - 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 as 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 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 – MEETINGS

Section 1 - Date and Time of Regular Meetings

The organization shall meet a minimum of four (4) times per year. Regular meeting times will be published with a minimum of two weeks' notice.

Section 2 - Non-Scheduled Meetings

Additional meetings can be called at the discretion of the chair of the organization and principal with at least three day's prior notice to the members.

Section 3 - Quorum

A majority (50% + 1) of the membership shall constitute a quorum for the transaction of business.

Quorum – A quorum is defined as a majority of the membership of the council (50% plus1).

Section 4 - Meeting Agenda

The agenda shall be established by the principal and chairperson with input from the membership. Anyone wishing to place an issue or topic on the agenda can contact either the chairperson or the principal in writing seven (7) days prior to the meeting.

Section 5 - Parliamentary Procedures

“Roberts Rules of Order, Revised” shall govern the meetings of the council.

Section 6 – Minutes

Minutes of each meeting shall be recorded, approved, and open to the public. A copy will be sent to the District School Advisory Council contact and be readily available upon request at Lewis School and posted on the Lewis School website.

ARTICLE VIII - AMENDMENTS TO THE BY-LAWS

Proposed amendments can be submitted to the agenda and then read at any regular meeting. Subsequently, all SAC members shall be notified of the proposed amendment(s) at least one week prior to the next voting meeting. These by-laws may then be amended by a majority vote (50% + 1) of the membership at that meeting.

ARTICLE IX - RATIFICATION OF THE BY-LAWS

These by-laws shall be ratified by a majority vote (50% + 1) of the membership at a regular meeting during the school year.

ARTICLE X – APPROVED AMENDMENTS TO THE LEWIS SCHOOL ADVISORY COUNCIL BY-LAWS

Section 1 – Voting Notice

At least three (3) days advanced notice, in writing, will be provided council members of any matter scheduled to come before the group requiring a vote.

Section 2 – Meeting Schedule

Meetings will be scheduled at a time when parents, teachers, business persons and community members can attend.

Section 3 – Record Retention

Three (3) years will be the minimum amount of time to retain Lewis SAC records to include election results and meeting minutes.

NOTES
MEMBERSHIP GUIDELINES

School Advisory Council members shall be elected by their respective peer group with the exception of community representatives, assistant principal, district facilitator and the school principal.

1. Teachers shall be elected by teachers for a one-year term.
2. Educational support employees shall be elected by educational support employees for a one-year term.
3. Parents shall be elected by parents for a one-year term.
4. The School Advisory Council will select community members for a one-year term.
5. A term of service is one year. Individuals may run for additional terms.
6. The School Advisory Council may include 3 student representatives from the grade levels (7 or 8). Student representatives will be elected by students.
7. Elections will be held in May/June of each year but can be voted to postpone until Sept. The Election Committee of the School Advisory Council will establish the procedures for the election process. Student representatives will be elected after the beginning of school in August/September.
8. A year of service shall be from July 1 through June 30.
9. The names of the School Advisory Council will be sent to the school board for approval in September of each year.
10. If a member of the School Advisory Council resigns or leaves during the year, the member will be replaced by an alternate. After elections are conducted, the candidate(s) receiving the next highest number of votes after the voting members are selected shall be considered non-voting alternate members. The alternate members will fill any membership vacancies for their respective peer-groups should a voting member be unable to complete their term. Non-voting alternates are encouraged to attend regular School Advisory Council meetings; however, they are not required to do so.
11. Names of School Advisory Council members should be included in newsletters and posted on a bulletin board in the front office.
12. Members with two (2) consecutive unexcused absences from a properly noticed meeting may be removed from the committee. If a member is removed, the first alternate will assume the vacant position.

AMENDMENTS

Any changes in 2020-2021 bylaws will be presented to the School Advisory Council. A quorum of members must be present in order to vote or make a decision on amending 2020-2021 bylaws.

SUNSHINE LAW

According to Chapter 286 in Florida Statutes: All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

School Advisory Councils are required to operate under the Sunshine Law. This means that the date, time and place of all meetings must be publicized. SAC meetings are open to the public. While the public is welcome to attend SAC meetings, they do not participate in the business of the SAC unless the SAC has voted to offer them that opportunity. Non-members do not vote.

HISTORICAL NARRATIVE RELATED TO LEWIS SAC BY-LAW AMENDMENTS

Sections One (1), Two (2) and Three (3) of Article VI were approved by the LEWIS School Advisory Council at the September 22, 2020 meeting of this body.

Mrs. Julie Magnotti – LS SAC Chair

Date

Dr. Jason Driver, LS Principal

Date