

BYLAWS OF SCHOOL ADVISORY COUNCIL MEADOW PARK ELEMENTARY SCHOOL

Article I

Name of Organization

The name of the organization shall be: The School Advisory Council of Meadow Park Elementary School.

Purpose and Function

- Section 1. The main purpose of the School Advisory Council is, in collaboration with the principal and the school, to develop and evaluate the Student Learning Plan and prepare the annual budget.
- Section 2. The School Advisory Council shall perform such functions as are prescribed by the School Board.
- (1) Assist with the development and evaluation of the Student Learning Plan
 - (2) Assist with the facilitation of needs assessments conducted by the school administration
 - (3) Communicate the Student Learning Plan to parents, community members, business people and citizens
 - (4) Assist with the monitoring of the students' and schools' progress in attaining objectives and communicating appropriate data to the larger community
 - (5) Assist in the preparation of the school's Annual Report of School Progress required by Florida Statutes, Section 230.23(18)
 - (6) Assist the principal in the preparation of the school's annual budget

Article II

Representation and Membership

- Section 1. Composition of School Advisory Council. The membership shall be representative of the ethnic, racial and economic makeup of the community served by Meadow Park Elementary School. The members shall include the principal and appropriately balanced number of teachers, education support employees (Classified personnel/paraprofessionals) who are employed for twenty (20) or more hours during a normal work week, parents and community representatives. Parents not employed by the School shall comprise 51% of the membership. Only one member of a family may serve. The membership shall be between 15-25 persons.

Meadow Park Elementary is a suburban school with a middle-income population. Its gender/ethnicity/breakdown is as follows: 51% male, 48.5% female, 84.1% White, 8.2% Black, 3.3% Hispanic, 1.5% Asian. 0.1% American Indian, and 2.8% Multi-racial. The number of our children on Free and Reduced Lunch is 50%.

- Section 2. Each spring, the principal shall head a nomination committee to recruit members for the School Advisory Council. Through nomination and invitation, parents will be recruited to represent the diversity of the school community, as well as teachers, education support employees, and business / community representatives. A slate of nominee's representative of the ethnic, racial and economic makeup of the school community will be prepared and elections held according to the following:
- (1) Teachers shall be elected by teachers
 - (2) Education support employees shall be elected by education support employees
 - (3) Parents shall be elected by parents

- Section 3. The principal at each school will recruit business and community representatives according to School Board procedures:
- (1) Advertising through newsletters, media and invitation
 - (2) Gathering nominations and recommendations from local businesses, Chamber of Commerce, community and civic organizations and groups, and the public-at-large

The principal shall compile a list of nominees for the business and community representatives and present the list to the elected School Advisory Council to be voted upon by the Council.

- Section 4. The principal shall submit the list of Council members to the Superintendent on or before June 15 of each school year. The membership list shall contain the name of each Council member and the peer group which is represented by each member. Also included shall be a description of how the Council represents the ethnic, racial, and economic community served by the school. If the election does not result in a SAC that reflects the racial, ethnic, and economic diversity of the student population at the school, the Principal may appoint additional SAC members to achieve the appropriate representation.

- Section 5. SAC membership may be extended to non-voting or associate members for the express purposes of increasing community involvement and having better informed council members.

Article III

Voting Procedure

A quorum must be present before a vote may be taken by the school advisory council. A quorum is constituted by a majority of the SAC members being present.

Article IV

Term of Office

- Section 1. Term of membership shall be as long as member's child; is enrolled at Meadow Park Elementary School.
- Section 2. Vacancies shall be appointed by the chairman and the principal until the next election. Replacement of an officer shall be for the remainder of the term only.
- Section 3. Any member who has two (2) consecutive unexcused absences from a school advisory council meeting that is noticed should be replaced.
- Section 4. Any Council member may resign by filing a written resignation with the Council president.
- Section 5. A member may be removed from the Council for just cause with a two-thirds majority vote.

Article V

Officers

- Section 1. The officers of the Council shall be a president/chairman, vice president / chairman and a secretary. In the event of a vacancy in any office, other than the president, the vacancy shall be filled by election to take place at the next regularly scheduled meeting.
- Section 2. Officers shall be elected annually and shall serve a term of one year. Officers shall be eligible for reelection to the same office. Installation of officers takes place at the first organizational meeting in May/June.

Article VI

Meetings

- Section 1. There shall be a minimum of six (6) regular meetings during a school year.
- Section 2. A special meeting may be called by the president or the principal.
- Section 3. All meetings of the Council shall be advertised in the school newsletter and open to the public and subject to Chapter 286, Florida Statutes.
- Section 4. Meeting agendas shall be mailed to the membership in advance of the regularly scheduled meeting.
- Section 5. Meetings will take place on the 2nd Wednesday of each month, excluding December, from 7:00 to 8:00 a.m., unless otherwise determined by a unanimous vote of the Council.
- Section 6. All regular and special meetings shall be conducted in accordance with Robert's Rules of Order, or an appropriate adaption thereof.
- Section 7. The School Advisory Council shall be subject to maintaining records pursuant to Article I, Section 24, and Article XII, Section 20, of the Florida Constitution. All budget documents, minutes of meetings, and appropriate correspondence shall be maintained and available for public inspection.

Article VII

Duties of Officers

- Section 1. President/Chairman the duties of the president shall be as follows;
- (1) Works closely with the principal to plan each meeting and establish an agenda in time to notify the community of the purposes of the meeting
 - (2) Presides at all meetings of the Council and is a "de Facto" member of all committees
 - (3) Instructs School Advisory Council officers in their duties
 - (4) Sees that minutes are taken, prepared, read, approved and properly filed in the school
 - (5) Appoints and sees that subcommittees function as directed and that reports are prepared and presented
 - (6) Arbitrates discussions and debates and insists on fairness in the action and debate of the members
 - (7) Encourages full participation of all members
 - (8) Follows through on unfinished business
 - (9) Links the School Advisory Council, community and school through personal contacts and written reports--keeps everyone informed
 - (10) Keeps knowledgeable about the district's strategic planning process

and school improvement issues

- (11) Maintains a focus on factors that have school-wide implications and relate directly to student learning

Section 2. Vice President/Chairman The duties of the vice president shall be as follows:

- (1) Represents the president in assigned duties
- (2) Substitutes for the president during his/her absence
- (3) Performs other duties as may be assigned by the president
- (4) Becomes president for the remainder of the unexpired term if the president is unable to complete his/her term

Section 3. Secretary. The duties of the secretary shall be as follows:

- (1) Keep accurate, complete minutes and files them for inspection by members and public
- (2) Keeps accurate records of Council membership attendance; financial transactions, duties and special assignments
- (3) Prepares and distributes copies of the agenda and minutes of previous meeting in timely manner. Provides a copy of minutes to Office of Planning and Evaluation
- (4) Serves as “key communicator,” sharing information in the school newsletter and community outlets
- (5) Is responsible for such correspondence as is delegated by the president
- (6) Provides an annual financial statement as part of the annual report to the Office of Planning and Evaluation

Article VIII

Committees

All standing and ad hoc committees shall be established or abolished by the president/chairman and shall receive their term and authority from the president/chairman.

Article IX

Budget

At a regularly scheduled meeting before the completion of the Student Learning Plan, the principal and Council will review and agree on the annual budget for the next school year.

Article X

Amendments

Amendments are formal changes to the bylaws. This article should include the method of proposing amendments and modification to the membership of the proposed change (for example, a two-thirds majority of total membership, or a simple majority of those voting.)