

SCHOOL ADVISORY COUNCIL BYLAWS 2016-2017

Article I: Name

The name of this organization is the Valley Ridge Academy School Advisory Council (SAC).

Article II: Purpose

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

- a. assist in the preparation and discussion of the School Improvement Plan;
- 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. assist in the preparation of the accreditation report ;
- f. perform any such functions as prescribed by the regulation of the School Board;
- g. assist in the preparation and evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such School Improvement Plan as required by Florida Statutes;
- h. review the SAC budget to be sure it is aligned with the School Improvement Plan and
- i. perform other functions as requested by the principal.

Article III: Membership

School Advisory Council Membership: School Advisory Council (SAC) will reflect the diversity of our school community. Parents and guardians will form the majority of members on SAC. All SAC members are full and equal partners. They bring before the School Advisory Council the issues and concerns of the groups they represent, and provide links to those groups.

Section 1: Composition of School Advisory Councils

- a. Valley Ridge Academy School Advisory Council must include, but not be limited to the following persons as members:
 - parents and guardians of students enrolled in the school
 - community representative(s)
 - the school principals
 - teaching staff member(s)
 - non-teaching staff member(s)
- b. Members who are not district employees shall form the simple majority of the School Advisory Council (i.e.: 50% +1). A maximum of two community representatives may be appointed by the SAC. Community appointees must be community members who are representatives from local business and/or industry, social service agencies, community or non-profit organizations.

Section 2. The size of the School Advisory Council, unless vacancies exist, shall not be less than nine. The School Advisory Council will determine a maximum size SAC that best meets the needs of its school community, approximately 23, but this can be expanded to accommodate mandated diverse community representation. If a position is vacant, the Council shall function and continue to seek the required members to restore majority and balanced community representation.

Section 3. It is expected that the membership of the School Advisory Council reflects the diversity of the school community it serves with respect to ethnic, racial and economic balance. The SAC shall consider the issue of balance in the selection of the community representative(s).

Section 4. Membership in the School Advisory Council shall be determined in the following ways:

- Parents/guardians shall be recommended and approved by parents and guardians of students at the school. Parents/guardians may be nominated and acclaimed if there are equal numbers of positions and candidates.
- The community representative(s) shall be appointed by SAC
- The school principal shall be a designated member
- Teacher representative(s) shall be nominated by members of the teaching staff and approved by the principal.
- Non-teaching (support) staff member(s) shall be elected by members of the nonteaching (support) staff.

Section 5. The term of membership on the Council is for two years. Members may seek a third year to allow for SAC continuity if necessary. There should be over-lapping of terms.

Section 6. The PTO president may be a member of the SAC.

Section 7. Attendance at 8 meetings per year is mandatory. Absence from two meetings constitutes a resignation, effective from the first missed meeting. The council will seek to fill resigned position(s) if needed for balanced composition, as outlined in Article III, Sections 1- 3 of these bylaws.

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Article IV: 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 progress toward goals.

Section 2. The School Advisory Council, since it is advisory only, has some limitations:

- a. It may not dictate school board or local school center policy
- b. It must deal with 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 include but not limited to a chairperson, vice-chairperson, treasurer, and a secretary. All officers must be members of the SAC.
- b. These officers shall be elected at the first annual meeting of SAC after written notice of election has been provided.

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. 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.
- i. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with state purposes and policies;
- j. develops, through positive actions, feelings of trust and understanding among SAC, community and staff; and
- k. 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 administrator and the School Advisory 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. sees that business is ordered, considered and disposed of properly;
- f. 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 SAC 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 SAC 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 School Advisory Council to represent the views and interest of the school staff;
- b. participate regularly in SAC meetings and carry out SAC assignments;
- c. act 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 can 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

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 prior to end of the month of September of the current school year. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend. All meetings shall be open to the public.

Section 2. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum.

Section 3. Three days written prior notice will be provided and include the agenda with any items to be voted upon in the upcoming SAC meeting and may include minutes from the prior month's SAC meeting.

Article IX: Amendments to Bylaws

Section 1. These bylaws shall 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.