

Ridgecrest Elementary and Center for the Gifted Studies

Largo, FL 33778

School Advisory Council- By laws

ARTICLE I: NAME OF ORGANIZATION

The name of this association is: Ridgecrest Elementary (Ridgecrest ES) School Advisory Council. In these bylaws, it may be referred to as "SAC" or the "Council."

ARTICLE II: PURPOSES & FUNCTIONS

SECTION 1: *The purposes of the Council, in common with the objectives of the State Advisory Council, are:*

- a) To promote the welfare of the children and youth in home, school, and community,
- b) To bring into closer relation the home, school, and community so that parents, teachers, and community members may cooperate in a positive way for the education of scholars.
- c) To act as an advisory body to the principal.
- d) To oversee the preparation of school's annual budget and plan.
- e) To oversee implementation and evaluation of a new, amended, and continued School Improvement Plan (SIP) each year.

SECTION 2: The purpose of the council is to carry out the legislative directives of the state of Florida and administrative directive of the Pinellas County School Board

ARTICLE III: BASIC POLICIES

SECTION 1: *The following are basic policies of this Council:*

- a) The Council shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- b) To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the Pinellas County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

ARTICLE IV: DUTIES AND OBLIGATIONS

SECTION 1: *The Ridgecrest Elementary School Advisory Council shall exercise the following duties & obligations:*

- a) Perform all the functions of a school advisory council as prescribed by the regulations of the Pinellas County School Board and state statutes. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) The primary function of SAC is to provide parents/guardians, teachers, students, and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- c) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto.
- d) The school principal shall provide leadership in the development or revision and implementation of the school improvement plan as provided in 231.085 Florida Statutes.
- e) Approve all school improvement fund expenditures either through a budget process or individual expenditures as provided by regulation of the Pinellas County School Board and Florida Law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan.
- f) Work in conjunction with the school staff to determine how School Recognition Funds will be allocated.
- g) Assist in the preparation of the school's annual budget by reviewing the budget at a SAC meeting and any other assistance requested by the principal.
- h) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Pinellas County School Board or Florida Law.

ARTICLE V: MEMBERSHIP

SECTION 1: The constituency of the Council shall be the parents/guardians of students attending Ridgecrest ES, employees of Ridgecrest ES, and, representatives of the business community, and residents who live in the geographic area of Pinellas County.

SECTION 2: The principal shall be a permanent member of this Council. In the event of an absence of the principal, a designee of his choice may serve in her place.

SECTION 3: Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

SECTION 4: Members shall be representative of the ethnic, racial, and economic community served by the district will maximize efforts to include minority persons and persons of lower socioeconomic status through advertising SAC in the newsletter. Current SAC members can invite parents recommended by staff members to a spring SAC meeting to give them information about the council and invite them to join for the following school year. If the above methods do not produce a racially, ethnically, and socio-economically balanced SAC, the principal may appoint additional members.

SECTION 5: *Council members shall include the principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives. A majority of the School Advisory Council must be persons who are not employed by the school.*

- a) The term “teacher” includes classroom teachers, certified student services personnel, and library information specialist, and other certified instructional personnel.
- b) The term “education support employee” includes any person who is employed by the school for twenty hours or more during a normal work week and who does not meet the definition of “teacher” as defined above.

SECTION 6: *Membership to the Ridgecrest ES School Advisory Council has a one school-year term.*

- a) Teachers and educational support employees will be elected by their peers in the school.
- b) Teachers and staff members will invite parents to join SAC based on volunteer and involvement shown throughout the school-year. Openings for SAC will also be announced during but not limited to; open house, volunteer forms, Back-to-School events, etc,
- c) Community representatives will be invited by the principal through recommendations by current SAC members and staff members.

SECTION 7: *SAC Advisors will participate in the Ridgecrest ES School Advisory Council and assist in the decision-making processes.*

- a) SAC Advisors are individuals who are not on the official SAC roster, but who are, due to their interest, invited and selected by SAC to attend and have input during the meeting.
- b) SAC Advisors may be administrators, teachers, education support employees, students, parents, or business and community representatives.

SECTION 8: *Vacancy and Termination of Membership. If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term. A vacancy automatically occurs with resignation or absenteeism as defined by one (1) unexcused absences at regularly scheduled meetings over a year. Vacancies also occur when school employees are transferred and students of parents are transferred out of the school.*

ARTICLE VI: ELECTIONS AND OFFICERS

SECTION 1: *Officer Elections*

- a) Each officer shall be a member of the Council.
- b) Officers may consist of a chairperson, vice-chairperson and secretary.
- c) Officers shall assume their duties on August 1st and shall serve a term of one school-year or until successors are elected.
- e) Nominations for officers will come from the floor by the SAC members. Only persons who consent to serve if elected will be nominated by the membership.
- f) Officers shall be elected by the SAC membership by consensus.
- g) A vacancy in any office shall be filled for the unexpired term by a person elected by consensus of the members of SAC. A vacancy in the chairperson’s position shall be filled by a vice chairperson or secretary.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 1: *The chairperson shall:*

- Collect business for the meeting from the office suggestion box, newsletter, and the minutes from the prior meeting; Prioritize business for each meeting and write an agenda in collaboration with the Principal,
- Preside over all meetings of the Council or executive committee meetings,
- Perform other duties as may be prescribed in the bylaws or assigned by the Council,
- Coordinate the work of the officers and other members of the Council in order that its purposes may be promoted.

SECTION 2: *The vice-chairperson shall:*

- Act as an aide to the chairperson,
- Perform the duties of the chairperson in the absence or disability of that officer to act,
- Perform other duties as needed,
- Become the chairperson if the position is vacated before the end of the term.

SECTION 3: *The secretary shall:*

- Notify members of meetings.
- Record the minutes of all meetings, including names of SAC members in attendance,
- Keep a record of all meetings held.

ARTICLE VIII: MEETINGS

SECTION 1: Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Regular meetings of the Council shall be held at least twice (2 times) during the school year, unless otherwise authorized by the Council.

SECTION 2: Voting. The Council will attempt to make all decisions by consensus. A consensus is defined as an agreement amongst all members of the Council. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present.

SECTION 3: Notice. Meetings may be held before school, in the morning or in the evening at the discretion of the Council. Virtual option will be available in addition.

SECTION 4: Special Meetings. The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days notice having been given.

SECTION 5: SAC meetings are open to the public and must comply with Florida "Sunshine Laws," ss. 286.011,

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

SECTION 1: At this time no standing or special committees are developed within SAC at Ridgecrest ES. If a committee wants to be established, it will have to go thru the voting process of amendments (Article XI) and bylaw change, of the Council.

ARTICLE X: PARLIMENTARY AUTHORITY

SECTION 1: *Parliamentary procedure is intended to facilitate discussion and protect the rights of the minority voice in debate.*

- a) All aspects of meetings are discussed including creating agendas, the right way to do the minutes, making of motions, submitting proposals, and voting options for members. Everyone who attends receives a guide to parliamentary procedure that should put all members on an equal footing and be able to reference the proper way to conduct discussion and votes in meetings.
- b) If minority voice wants to appeal their vote, they can do so by presenting the opposing argument to the Council at the following meeting, with approval by chair and principal.
- c) If vote stays within minority the 2nd time, it is finalized until the next school-year.

ARTICLE XI: AMENDMENTS

SECTION 1: *Amendments are formal changes to the bylaws.*

- a) Any changes to by-laws need to have a two-thirds (2/3) majority of total membership in attendance of the meeting or discussion.

The forgoing constitutes the Articles of Organization and By-law revised and adopted by the School Advisory Council (SAC) of Ridgecrest on this day 17th day of January 2024.

Damon H. Bush

SAC CHAIRPERSON

Lacey Gardner

RIDGECREST ES PRINCIPAL

Quette Lopez

SAC SECRETARY