

School Advisory Council Bylaws

ARTICLE I: NAME

The name of this association is the Curtis Fundamental Elementary School Advisory Council, and may be referred to as “SAC” or the “Council” in these bylaws.

ARTICLE II: BASIC PROVISIONS

SECTION 1: MISSION

The Council enriches the learning environment at Curtis Fundamental Elementary by establishing educational priorities, assessing improvement progress, and providing leadership opportunities for each of the communities served by the school.

SECTION 2: GOALS AND DUTIES

The SAC shall pursue the goals and exercise the duties listed below:

- a) The Council promotes communication among students, staff, parents, guardians, administrators, and community of the school.
- b) The Council assists in the preparation, implementation, and evaluation of the school improvement plan (SIP) in a manner consistent with the relevant Florida statutes, state regulations, and school board policies.
- c) The Council approves the expenditure of all school improvement funds.
- d) The Council assists in the preparation of the school’s annual budget.
- e) The Council conducts an annual survey of the school’s parents and guardians.
- f) The Council complies with all aspects of Florida’s Government-in-the-Sunshine Law including providing proper notification of meetings and maintaining adequate public records.
- g) The Council serves as an advisory body to the Principal and performs other functions as necessary to support the effective and efficient administration of the school.
- h) The Council requests waivers of school board policies, Florida statutes or State Board of Education rules to permit the execution of the school improvement plan (SIP) or the establishment of innovative educational practices by school personnel.

SECTION 3: LIMITATIONS

The SAC shall operate subject to the following limitations:

- a) The Council shall be non-commercial, non-sectarian, and non-partisan.
- b) Neither the name of the Council nor the names of any members in their official capacities shall be used in any connection with a commercial concern, with any partisan interest, or for any purpose not appropriately related to the goals and duties of the Council.

- c) The Council shall not, directly or indirectly, participate or intervene, including the publishing or distribution of statements, in any political campaign on behalf or, or in opposition to, any candidate for public office.
- d) The Council shall not exercise any of the powers or duties preserved by law, regulation or policy to district administrators, the school board or any other subdivision of the state.

SECTION 4: CONFLICT OF LAWS

The provisions of Florida law and the formally adopted policies of Pinellas County School Board governing School Advisory Councils are incorporated by reference. The incorporated statutes, rules, and regulations shall control in case of any inconsistencies with these bylaws.

ARTICLE III: MEMBERSHIP

SECTION 1: COMPOSITION

The Council shall include no less than eleven (11) individuals elected or appointed as prescribed by these bylaws from each the constituencies of the school as follows:

- a) Minimum of six (6) parents or guardians of students attending the school;
- b) Minimum of one (1) teacher, defined as classroom teachers, certified student services personnel, and media specialists at the school;
- c) Minimum of one (1) support employee, defined as any person employed by the school whose normal work week duties require 20 or more hours and who is not considered instructional or administrative personnel;
- d) Minimum of one (1) administrator; and
- e) Minimum of 2 (2) representatives from businesses or the community.

SECTION 2: DIVERSITY

The composition of the Council shall reflect the ethnic, racial, and economic balance of the geographic area served by the school without regard to specific percentages or ratios.

SECTION 3: EMPLOYEE PERCENTAGE

Any member of a constituency represented by this Council shall be eligible to serve in an appointive position as defined in these bylaws provided the majority (more than 50%) of the members is comprised of individuals not employed by the district.

SECTION 4: PRINCIPAL

The current Principal of the school shall serve permanently on the Council as the administrative member but may appoint a non-voting designee in the event of any absence.

SECTION 5: VACANCIES

SAC vacancies shall occur under the terms and conditions listed below.

- a) A Council vacancy occurs automatically when a member resigns or has two (2) unexcused absences for consecutive regular scheduled meetings during a school year. Absences may be excused when the member notifies the Chairperson of the absence prior to the start of the meeting and provides a reason considered valid by a majority of the Council members present at the missed meeting.
- b) The Chairperson shall declare a vacancy following confirmation that a teacher or support employee member transferred from the school or when all the students of a parent or guardian member have been withdrawn from the school.
- c) The Council may remove any member, except the Principal, following a determination of just cause by a majority vote if the members present at a scheduled meeting. A finding of just cause must be supported by factual evidence and shall include, but is not limited to, violations of provisions in these bylaws.

ARTICLE IV: ELECTIONS AND APPOINTMENTS

SECTION 1: PARENTS AND GUARDIANS

The SAC shall accept nominations for parent and guardian positions on the Council during march of each school year on a schedule established by the Chairperson. Nominations must be submitted no later than five (5) days before the last regularly scheduled Council meeting preceding the date of the election. The Council will consider all the nominations received by the deadline and select six (6) parents or guardians to stand for election at the Parent Teacher Association (PTA) meeting held in April of each school year. Votes will be cast through the use of ballots distributed at the meeting with each parent or guardian present receiving one ballot irrespective of the number of children enrolled at the school. The ballot must list the names of the nominees and provide a space for each voter to approve or reject the individuals. Candidates on the ballot shall be considered elected upon receiving approval from a majority (more than 50%) of the parents and guardians casting votes. The term of office for parent and guardian members shall be from May 1 of the calendar year in which the election occurs until April 30 of the following year.

SECTION 2: TEACHERS

Teachers shall accept nominations and vote for teacher members of the Council through the use of any generally accepted method approved by a majority of the employees present at a faculty meeting. Teachers shall be elected during a faculty meeting before the end of each school year that occurs after the last regular scheduled SAC meeting. Teachers shall be considered elected upon receiving a majority (more than 50%) of the teachers casting votes. The term of office for teacher members shall be from July 1 of the calendar year in which the election occurs until June 30 of the following year. Teacher vacancies on the Council shall be filled at the next regularly scheduled faculty meeting using the procedures listed in this section to complete the current term of office for the position.

SECTION 3: SUPPORT EMPLOYEES

Support employees shall accept nominations and vote for support employee members of the Council through the use of any generally accepted method approved by a majority of the employees present at a faculty meeting. Support employees shall be elected during a faculty meeting before the end of each school year that occurs after the last regularly scheduled SAC meeting. Support employees shall be considered elected upon receiving approval from a majority (more than 50%) of the support employees casting votes. The term in office for support employee members shall be from July 1 to the calendar year in which the election occurs until June 30 of the following year. Support employee vacancies on the Council shall be filled at the next regularly scheduled faculty meeting using the procedures listed in this section to complete the current term of office for the position.

SECTION 5: APPOINTMENTS

The SAC shall solicit nominations using all available communication resources

- a) to increase the membership of the Council to address non-compliance with the provisions in these by-laws,
- b) to fill any parent or guardian member vacancies occurring no later than two (2) weeks before the date of the regularly scheduled Council meeting in March of each year, or
- c) to secure new or replacement business or community members as needed during the school year.

The Council will consider all nominations received under the terms and conditions of this section and appoint new members to complete the current term in office for the position by a majority (more than 50%) vote of the members present and voting.

ARTICLE V: MEETINGS

SECTION 1: QUORUM

A majority of the current Council membership constitutes a quorum. The Council shall not conduct any official business nor take any votes in the absence of a quorum.

SECTION 2: SCHEDULE

The SAC shall establish the meeting schedule for the following school year at the last meeting of the Council after the April election date. Members are required to attend all meetings except in the case of an excused absence. Regular meetings of the Council shall be held no less than eight (8) times during the school year, unless otherwise authorized by the Council due to extenuating circumstances.

SECTION 3: SPECIAL MEETINGS

The Chairperson, the Principal or the Principal's designee may call special meetings of the Council as needed to support the effective and efficient administration of the school.

SECTION 4: NOTICE

The Chairperson shall provide no less than three (3) days advance notice in writing to all Council members of

- a) any matter scheduled for a vote,
- b) a change to the date or time of any scheduled meeting, or
- c) the date and time of any special meeting.

Email correspondence will be considered written notice. A copy of all notices provided to comply with the requirements in this section shall be maintained with the public records of the Council.

SECTION 5: VOTING

The Council will attempt to make all decisions by consensus. Consensus means general agreement among all members of the Council. If consensus cannot be reached, the Chairperson will call a vote and the issue will be decided by a majority (more than 50%) of the members present unless another approval percentage is specified in these bylaws.

ARTICLE VI: OFFICERS

SECTION 1: OFFICES

The offices of the Council shall consist of one (1) Chairperson and one (1) Secretary.

SECTION 2: ELECTIONS

The election of officers for Council offices shall be conducted at the last meeting of the Council after the April election date each year from self or peer nominations. The Council may postpone the election of officers until the first scheduled meeting of the following school year if no less than two-thirds (66%) of the members vote for such postponement.

SECTION 3: TERM IN OFFICE

Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year through June 30 of the following year. A person shall not be eligible to serve more than three (3) consecutive terms in the same office unless approved by no less than two-thirds (66%) of the members present at the election meeting.

SECTION 4: VACANCIES

The Council shall fill vacancies occurring in any office with a member elected by a majority (more than 50%) of the members present at a regular or special meeting to serve the remainder of the term for the vacant office.

SECTION 5: DUTIES

The SAC Chairperson shall ensure the Council accomplishes the goals and duties prescribed in these bylaws by

- a) presiding at all meetings of the Council and the Executive Committee when present,
- b) coordinating the work of the officers and any committees formed by the Council,
- c) working with the Principal and school budget personnel to monitor the expenditure of school improvement and other Council funds,
- d) administering the annual parent and guardian survey,
- e) monitoring the Council membership for vacancies, and
- f) creating the Council meeting agenda.

The SAC Secretary shall record the minutes of all meetings of the Council including documenting decisions made and member attendance and perform any other duties delegated by the Chairperson. The Chairperson and Secretary shall jointly maintain the records of the Council available for public inspection at the school.

ARTICLE VII: COMMITTEES

SECTION 1: EXECUTIVE COMMITTEE

The SAC Executive Committee shall consist of the Chairperson, the Secretary, and the Principal or Principal's designee. The Executive Committee shall transact emergency business in the interval between Council meetings. Executive Committee decisions will only stand if ratified by a majority (more than 50%) of the Council at the next regularly scheduled meeting. The Executive Committee may be authorized by no less than two-thirds (66%) of the members of the Council to conduct other activities as needed. A majority of the Executive Committee shall constitute a quorum.

SECTION 2: STANDING AND SPECIAL COMMITTEES

The SAC may create standing and special committees as it deems necessary to promote the goals, and carry out the duties, of the Council. The SAC shall appoint a chairperson for each committee who will present a plan of action and report on results as requested by the Council or the Chairperson. Members of the special committees may or may not contain members of the Council.

ARTICLE VIII: FISCAL YEAR

The Council fiscal year begins on July 1 and ends on the following June 30 inclusive.

ARTICLE IX: AMENDMENTS

SECTION 1: MODIFICATIONS

These bylaws may be changed or modified at any regularity scheduled meeting when no less than two-thirds (66%) of the Council members present approve the amendment. The amendment shall become effective following submission to, and approval by the Pinellas County School Board.

SECTION 2: REVISION

The SAC may appoint a special committee to draft a revised set of bylaws as a substitute for the existing bylaws by a majority (more than 50%) vote at a Council meeting or by a vote of no less than two-thirds (66%) of the Executive Committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ADOPTED BY THE CURTIS FUNDAMENTAL ELEMENTARY SCHOOL ADVISORY COUNCIL
ON APRIL 5, 2011.