# Logo Description automatically generated

# Highland Lakes Elementary Leadership Academy

School Advisory Council (SAC) By-Laws

**ARTICLE I:**

NAME OF ORGANIZATION

The name of the association shall be Highland Lakes Elementary School Advisory Council, herein referred to as SAC.

**ARTICLE II:**

PURPOSES AND FUNCTIONS **Section 1:**

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

1. The School Advisory Council (SAC) is a link between the school and the local community.
2. The Council serves as a mechanism for participatory management through which the various stakeholders in the school community may assist the school.
3. Shared decision-making among all constituents of the school community, both external and internal, can benefit the school and produce better student outcomes.
4. The shareholders are parents, business people, other community interests, professional educators, and other school staff.
5. The School Advisory Council is a resource to the school and the Principal.
6. The term advisory is intended to mean: 1) informing, 2) inquiring, 3) suggesting, 4) recommending, and 5) evaluating.

**Section 2:**

The guiding principles of SAC are the State of Florida's educational goals as outlined in Blueprint 2000 and their application at Highland Lakes Elementary School. The primary function of SAC is to provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of the School Improvement Plan (SIP).

Specific functions may include, but are not limited to:

* 1. Participation in the development, implementation, and evaluation of the School Improvement Plan.
  2. Providing support and information for programs and activities that generate greater cooperation between the school and its community.
  3. Developing knowledge of curriculum content, instructional procedures, and trends at the district and school level and their application to the needs and goals of Highland Lakes Elementary as articulated in the School Improvement Plan.
  4. Participation in such special projects as are presented for evaluation by the Principal and deemed by the council to be consistent with its primary function.

**Section 3:**

The Council recognizes the Principal of Highland Lakes Elementary School, is the final authority for all school-based management decisions.

**ARTICLE III:**

BASIC POLICIES **Section 1:**

The Council shall be noncommercial, nonsectarian, and nonpartisan.

**Section 2:**

The Council shall deal with issues rather than individuals.

**Section 3:**

The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

**Section 4:**

The Council shall work with the school to provide quality education for all children 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 the Board of Education.

**ARTICLE IV:**

DUTIES AND OBLIGATIONS **Section 1:**

The Highland Lakes Elementary School Advisory council shall exercise the following duties and obligations:

1. Perform all the functions of a School Advisory Council as prescribed by the regulations of the Pinellas County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
2. 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.
3. Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto.
4. Provide such assistance as the Principal may request in preparing the school's annual budget.

**ARTICLE V:**

MEMBERSHIP

**Section 1:**

Representations and Elections shall be governed as follows:

1. The Highland Lakes Elementary Leadership Academy Advisory Council shall include the school Principal and an appropriately balanced number of teachers, education support employees, parents, business and community representatives. A majority of the members of each School Advisory Council must be Persons who are not employed by the School Board.
2. The Principal and one Principal designee shall be permanent members of this council.
3. In accordance to state statute, (229.58) the membership of SAC must be comprised of at least 51% Non-School Board employees.
4. Elected representatives from school groups shall be from the following:
   1. Teacher representatives identified as 1 representative from Kindergarten — Second Grade and 1 representative from Third Grade — Fifth Grade.
   2. One representative from support staff, either instructional or non-instructional.
5. Elected parent representatives from non-school groups shall be representative of the ethnic, racial, and economic community served by Highland Lakes Elementary Leadership Academy. The Principal shall appoint members as necessary and diversity shall be sought.
6. Appointed representatives from non-school groups shall be from the following groups:
7. Local businesses and or government agencies — number will be determined to maintain our compliance with 51% non-school board employees.
8. ESE parent representative who may live outside out school zone.
9. Whenever possible, the selection of representatives from each group should be by election by the constituent group. Where representatives are not forthcoming, the Council may need to recruit and appoint representatives.
10. The term of office shall be for two years with one half of the membership being elected  each May. A term begins immediately after election.

**ARTICLE VI:**

OFFICERS AND THEIR ELECTION **Section 1:**

SAC officers shall be elected from the current SAC membership. Elections to an office will automatically extend the SAC membership for the duration of the term.

**Section 2:**

Officers and their election:

1. The Officers of SAC shall consist of a chairperson, a co-chairperson, and one secretary. More than one constituent group must be represented.
2. Officers shall be elected annually in the month of May by the SAC membership. If there is but one nominee for any office, election for that office may be by voice vote.
3. Officers shall assume their official duties upon election and shall serve for a term of one year or until their successors are elected.
4. A person shall not be eligible to serve more than two full consecutive terms in the same office including the initial term of service.

**Section 3:**

Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members of SAC, after notice of such election has been given. In case a vacancy occurs in the office of chairperson, the other co-chairperson shall serve notice of an election to fill this vacancy.

**ARTICLE VII:**

DUTIES OF OFFICERS

**Section 1:**

Chairperson/Co-chairperson:

The Chairperson shall preside at all meetings of the Council. The Chairperson shall solicit volunteers from the Council (or from other members of the community if necessary) to serve on all standing or ad hoc committees as may be deemed necessary.

**Section 2:**



Secretary:

The Secretary shall keep minutes of the meetings and shall have charged of such correspondence delegated by the chairperson.

**ARTICLE VIII:**

MEETINGS

**Section 1:**

All Meetings shall be open for observation. Members of the public may not interrupt or disrupt the business of the Council. Only the Chairperson may invite members of the public to speak during a Council meeting. Non-members may petition to be heard on a specific item before the Council by notifying the Chairman prior to the beginning of a business meeting.

**Section 2:**

All decisions of the Council will be made by consensus of those members present. Consensus is defined as agreement amongst all members of the Council. In the event a consensus cannot be reached, a vote shall be taken. In that event, an 80% majority vote is required for approval. As instructional leader, the Principal is the final authority for all school-based decisions.

**Section3:**

Regular meetings of the Council shall be held at least (5) times during the school year, unless otherwise authorized by the Council. Five (5) days’ notice shall be given of any change of date. Notice of meeting change should be mailed to business or home addresses of Council members as well as posted in a location available for faculty and community.

**Section 4:**

Special meetings may be called by any officer, the Principal, or Principal's designee.

**Section 5:**

The first regular meeting of SAC shall be held in September and shall be known as the annual meeting. The last regular meeting of the Council shall be held in May and shall represent both the old and the new council members.

**Section 6**:

A quorum shall consist of 51% membership. However, this 51% must represent a balance of both school and non-school groups.

**Section 7:**

The agendas for the meetings shall be prepared through consultation by the Chairman and the Principal. Members may have items placed on the agenda so long as they notify the Chairman or Principal at least 3 days prior to the meeting date.

**ARTICLE IX:**

AMENDMENTS

**Section 1:**

The Highland Lakes Elementary School Advisory Council By-laws may be amended at any regular meeting of the Council by a two-thirds majority of the members present and voting, provided that notice of the proposed amendment shall have been given at the meeting prior to the meeting at which it is to be voted upon.

**Section 2:**

A committee shall be appointed to submit a revised set of By-laws at least once every three years. The requirements for adoption of a revised set of By-laws shall be the same as in the case of an amendment.

**Section 3:**

Notwithstanding the automatic character of the amending process, the council shall take prompt action to incorporate such amendments into its by-laws.

Highland Lakes Elementary SAC By-laws Adopted: November 2022