



Skycrest Elementary School  
School Advisory  
Council (SAC)  
By-Laws

Adopted: November 28, 2023

Effective: November 28, 2023

Principal: Anne Caparaso

SAC Chair: Gloria Karasick

## **ARTICLE I**

### NAME OF ORGANIZATION

The name of the association shall be: Skycrest Elementary School Advisory Council.

## **ARTICLE II**

### PURPOSES AND FUNCTIONS

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

- A. The School Advisory Council (SAC) is a link between the school and the local community and the resource to the school and principal.
- B. The School Advisory Council (SAC) assists the principal in developing and evaluating the results of the District School Improvement Plan (SIP) and the annual school budget.

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).

## **ARTICLE III**

### BASIC POLICIES

The Council shall be noncommercial, nonsectarian, and nonpartisan.

The Skycrest School Advisory Council shall be a diverse group of stakeholders of Skycrest Elementary School, with the goal of increasing student achievement in a safe learning environment in conjunction with Pinellas County School Board.

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

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.

## **ARTICLE IV**

### DUTIES AND OBLIGATIONS

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

- A. 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.
- B. Assist in the preparation, evaluation of the District School Improvement Plan, and any modifications thereto.

- C. Provide such assistance as the Principal may request in preparing the school's annual budget.
- D. Decide how SAC School Improvement funds are spent and vote upon.

## **ARTICLE V**

### **MEMBERSHIP**

Representations and Elections shall be governed as follows:

- A. The Skycrest Elementary School Advisory Council shall include the school Principal and an appropriately balanced number of teachers, education support employees, parents, business and community representatives.
- B. A majority of the members of each School Advisory Council must be Persons who are not employed by the School Board.
- C. The Principal and one Principal designee shall be permanent members of this council.
- D. In accordance to state statute, (229.58) the membership of SAC must be comprised of at least 51% Non-School Board employees.
- E. 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 and represent the ethnic, racial, and economic makeup of the community served at Skycrest Elementary.
- F. 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.
- G. A vacancy in any office or SAC member position, shall be filled for the unexpired term by a person selected by the majority vote of the SAC.

## **ARTICLE VI**

### **OFFICERS AND THEIR ELECTION**

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.

Officers and their election:

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

## **ARTICLE VII**

### DUTIES OF OFFICERS

Chairperson:

The Chairperson shall preside at all meetings of the Council. The Chairperson shall work with the principal to plan each meeting and establish a meeting agenda; shall orient the SAC Secretary in his/her duties; shall perform duties as may be prescribed by these by-laws.

Secretary:

The Secretary shall record minutes of the meetings. Minutes shall be brief but accurate and include date, time and place; attendance; call to order, name of presiding officer and recorder; approval/amending previous meetings; agenda; motions and votes (where applicable); hour of adjournment and next meeting time and place.

## **ARTICLE VIII**

### MEETINGS

Regular meetings of the Skycrest School Advisory Council shall be held at least four (4) times during the school year, unless otherwise authorized by the SAC.

Special meetings may be called by the Principal, the Chairperson, or by the majority vote of the SAC.

Fifty-one (51) percent of voting members shall constitute a quorum for the transaction of business in any meeting of the SAC.

Members of the public may not interrupt or disrupt the business of SAC. Only the Chairperson may invite members of the public to speak during the conduct of SAC business.

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.

## **ARTICLE IX**

### AMENDMENTS

The Skycrest 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.

Thirty (30) days' notice shall be given for proposed amendments to these by-laws.

The Skycrest Student Advisory Council By-laws shall be reviewed every four (4) years.

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

**Skycrest SAC By-laws Adopted:** November 28, 2023