

***James A. Shanks Middle School  
School Advisory Council  
By-laws***

Adopted April 5, 2005

**1. Purpose**

To assist in the enhancement of school site decision-making, to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan.

**2. Duties**

The School Advisory Council shall perform such duties as are prescribed by regulations of the district school board. However, the School Advisory Council shall not have any powers and duties now reserved by law to the school board.

The School Advisory Council shall assist in the preparation and evaluation of the School Improvement Plan required pursuant to s. 1001.42(16). With technical assistance from the Department of Education if needed, the School Advisory Council shall assist in the preparation of the school's annual budget and plan as required by s.1008.385(1). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the School Improvement Plan.

**3. Composition of the Council**

(a) The Shanks School Advisory Council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school, and one school district liaison person (nonvoting)

(b) Officers of the council shall include: a chair, a vice chair, a secretary/treasurer and a parliamentarian.

(c) Members shall be representative of the ethnic, racial, and economic community served by the council.

(d) The majority of members must be persons who are not employed by the school.

(e) Education support employees shall refer to any person who is employed by the school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel.

(f) Teachers include classroom teachers, certified student services personnel, and media specialists.

(g) Appropriately balanced shall mean a proportionate number of council members considering each peer group being represented on the council excluding the principal.

#### **4. Election of Council Members**

Council members shall be elected by their respective peer group, except for business and community representatives and the school principal.

(a) Election of members and officers shall be held at the September meeting of the Council.

(b) The principal shall be included automatically.

i. Teachers shall be elected by teachers.

ii. Education support employees shall be elected by education support employees

iii. Students shall be elected by students.

iv. Parents shall be elected by parents.

(c) The School Advisory Council shall elect business and community members after reviewing the list of nominees prepared by the school principal.

i. The school principal shall seek candidates who are interested in making a commitment to participate on the School Advisory Council representing businesses and the community.

ii. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.

iii. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).

(d) The principal shall submit the list of Council members to the Superintendent for review to determine compliance with subsection (3). The membership list shall contain the name of each council member and the peer group which is being represented by each member and a description of how the Council represents the ethnic, racial, and economic community served by the school. Additional members shall be appointed by the school board when it is required to achieve the proper representation on the School Advisory Council

## **5. Length of Terms**

- (a) The length of term for School Advisory Council members shall be one year.
- (b) The length of term for Council officers shall be one year.
- (c) Council members and officers may be re-elected for additional terms.

## **6. Officer Responsibilities**

- (a) The chair will preside at the meetings. He/she will sign documents, purchase orders and correspondence for the Council when necessary. He/she, with input from the principal, will prepare meeting agendas.
- (b) The vice chair will assume all duties reserved for the chair whenever the chair is absent.
- (c) The secretary will keep minutes of meetings and distribute them in a timely manner; he/she will notify council members of meetings in writing at least seven days in advance. He/she will maintain a record of attendance and notify the chair of absences
- (d) The treasurer will keep a record of expenditures and report account balances at each Council meeting. He/She will receive and maintain a record of proposals submitted to the Council for funding.
- (e) The parliamentarian ensures that meetings conform to accepted parliamentary procedures following Roberts Rules of Order.

## **7. School Advisory Council Procedures**

- (a) The School Advisory Council shall schedule and hold at least nine meetings each school year. Additional meetings may be called as necessary as approved by the officers and the principal.
- (b) At least 10-days advance notice in writing shall be given to the secretary of the Advisory Council of any matter that is scheduled to come before the council for a vote.
- (c) Meetings shall be scheduled when parents, students, teachers, business persons and members of the community can attend.
- (d) A member who has two unexcused consecutive absences from School Advisory Council meetings that are announced shall be replaced following procedures for election of members as stated in the bylaws. A member's absence may be excused by a simple majority of the SAC.

(e) A council member who will be absent may request someone from his peer group to serve as his/her substitute with voting privileges. The absent member will notify the secretary in advance regarding his/her absence and the name of the person who will be the substitute; the secretary will notify the chair of the substitution.

(f) Minutes of meetings shall be recorded.

(g) A quorum of voting members shall be present before a vote may be taken by the School Advisory Council. A majority of the membership of the Council constitutes a quorum.

(h) The district school board may review all proposed bylaws of the School Advisory Council and shall maintain a record of minutes of council meetings.

(i) Requests for School Improvement Funds shall be submitted in writing using the approved project application form; funds expended for all approved expenditures shall be itemized by the grantee and presented to the Council in a written final report which also summarizes the purpose for which the funds were requested, what was done, and outcomes achieved.

## **8. Notice of meetings**

(a) Notice of scheduled meetings shall be advertised to the public in the local newspaper **five** days in advance of the meeting.

(b) Scheduled and called meetings shall be posted on the school's marquee three days in advance of the meeting.

(c) School Advisory Council members shall be notified in writing seven days in advance of scheduled meetings. The notification shall include the proposed agenda for the meeting.

## **9. Amending the Bylaws and School Improvement Plan**

(a) Amending the bylaws shall require: (a) two readings of the proposed amendments with at least two weeks elapsing between the first and second readings; (b) at least two-thirds of the voting members must vote in favor of adopting the amendment(s).

(b) The annual School Improvement Plan can be approved by a majority of School Advisory Council members voting in favor of adopting it..

(c) The School Improvement Plan can be amended at a regularly scheduled meeting of the School Advisory Council. Amendments to the School Improvement Plan can be approved by a simple majority of the members.

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