



Sugarloaf School

School Advisory Council By-Laws

Revised November 2017

The School Advisory Council (SAC) of Sugarloaf School shall act as a liaison between the school and the community it serves; shall serve in an advisory capacity to the school principal; assist in the preparation and evaluation of the School Improvement Plan required pursuant to Florida Statute 1001.42 (18); shall answer questions and offer recommendations regarding school plans and policies.

**ARTICLE I
POLICY**

The School Advisory Council (SAC) of Sugarloaf School shall act as a liaison between the school and the community it serves; shall serve in an advisory capacity to the school principal; assist in the preparation and evaluation of the School Improvement Plan required pursuant to Florida Statute 1001.42 (18); shall answer questions and offer recommendations regarding school plans and policies.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

- A. Review the results of any needs assessments conducted by the school administration.
- B. Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.
- C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and, notify and request assistance from the School Board when the school fails to make adequate progress in any single goal.
- D. Monitor the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and the strategies and evaluation procedures which are selected to measure student performance.
- E. Prepare and distribute information to the public to report the status of implementing the School Improvement Plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- F. Make recommendations on the accumulation and reporting data that is beneficial to parents.
- G. Serve as a resource for and advise the Principal in matters pertaining to the school program.
- H. Provide input on the school's annual budget and utilization of school improvement funds.
- I. Make recommendations on the waiver of Florida Statutes or State Board of Education Rules, which will allow school personnel to establish innovative education practices and methods.
- J. Act as a liaison between the school and community.
- K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 230.23(18)(g), Florida Statutes.

It shall not be the function of the School Advisory Council to perform any of the functions or duties now reserved or prescribed by law to the District School Board. The School Advisory Council shall

not have any state mandates other than those prescribed by the Accountability Legislation.

The duties and responsibilities of the School Advisor Council shall not be limited to those duties assigned by the District School Board.

The School Advisory Council shall not assume any of the powers or duties reserved by Florida Statutes for the School Board or its administrative instructional staff.

ARTICLE III MEMBERSHIP

The School Advisory Council membership shall be composed of the school principal and an appropriately balanced number of teachers, education support employees, parents, and business and community representatives. Appropriately balanced as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the Principal, and shall be determined based on enrollment demographics of the school.

Members shall be representative of the ethnic, racial, and economic community served by the school. Every effort will be made by the principal to gain membership for the SAC Board which reflects the demographics of the school and Board seats will be held for parents that reflect these categories. However, in cases where these categories are not filled, an appropriate number of alternates will be elected in the general election to fill these Board positions.

COMPOSITION OF THE SCHOOL ADVISORY COUNCIL & ELECTION PROCESS

- A. The Board will consist of a total of twelve (12) members in addition to the school Principal and Assistant Principal.
- B. At least fifty percent (50%) of the members of the School Advisory Council Board must be persons who are not employed by the school.
- C. A minimum of one (1) faculty member shall be elected by the faculty.
- D. Parent membership will be advertised on the school website, the school Facebook Page, or by other written notice or flyer sent home.
- E. The membership will participate in giving feedback to the principal and the SAC Board in the areas listed under Article I.
- F. A nomination process will take place in April to receive nominees to serve as Chair, Vice Chair, and Secretary/Treasurer for the following year. Self-nominations are allowed. Elections for these Officer positions will be held at the May meeting.
- G. Additional Board positions will be voted on and filled at the September meeting. Parents shall be notified at the start of the school year and asked to submit their name for consideration for membership.
- H. Only those representatives who have been confirmed by the Monroe County School Board shall be allowed to vote. However, no interested parent, faculty member, educational support employee, or other stakeholder of the school shall be prevented from participating in School Advisory Council meetings, which are open to the public.
- I. The school Principal may opt to seek additional candidates from the business community who are interested in making a commitment to participate on the School Advisory Council. This may be deemed necessary to ensure proper representation is included on the Council as it relates to

local business and community interests. The Principal shall prepare a list of nominations for consideration and selection by the School Advisory Council Board.

The school Principal shall submit the list of Council members to the Superintendent for review after the September meeting where voting is held, for review to determine compliance with the membership definition herein.

Membership shall entail a minimum of one school year. Regardless of the number of terms previously served, each Board member shall have the option to run for reelection when his/her term expires.

All members shall have equal rights and responsibilities.

ARTICLE IV OPERATION OF COUNCIL

The School Advisory Council shall hold a minimum of ten (10) meetings on a set date and time determined at the August meeting. The schedule of meetings shall be advertised.

The meetings shall be held at Sugarloaf School and shall be open to all interested parties and subject to the "Sunshine Law" as outlined in Chapter 286, Florida Statutes.

The School Advisory Council shall maintain accurate and complete records related to the Council's activities, including minutes of all meetings. All records of the School Advisory Council shall be public records and shall be subject to inspection and copying by any person. A record of meeting agendas and minutes must be submitted to the School District office.

A quorum of six (6) members present shall constitute a quorum. The affirmative vote of a majority of those confirmed members present shall be required to adopt any motion.

The agenda of each School Advisory Council meeting shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting. All actions requiring vote shall be given three (3) days' notice.

Any voting members who acquire two (2) unexcused absences may be replaced at the following SAC meeting if deemed necessary.

Anyone wishing to place an item on the agenda can contact the SAC Chair or place the request in the SAC mailbox in the school office.

ARTICLE V COMMITTEES

Standing Committees shall be constituted as needed. Special Committees may be created as needed from time to time. The SAC Chair shall appoint a chairperson for each committee.

**ARTICLE VI
AMENDMENTS**

These by-laws may be amended by a majority vote of all confirmed members present at any regular meeting of the School Advisory Council upon (30) days' public notice of intent to amend.

**ARTICLE VII
PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order, Revised, shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this Council.