

Keene's Crossing Elementary School Advisory Council Bylaws

These bylaws were ratified by the Keene's Crossing School Advisory Council on 11/13/2023, and the Florida School Recognition Program (Article IX) was ratified on November 13, 2023.

Article I: Keene's Crossing Elementary School

The name of the organization shall be the Keene's Crossing Advisory Council, hereinafter referred to as the "SAC."

Article II: Purpose

The purpose of the SAC is to assist in the preparation, implementation, and evaluation of the school improvement plan required pursuant to Florida Law [s. 1001.42\(18\), F.S.](#) With technical assistance from the Florida Department of Education (FDOE), SAC shall assist in the preparation of the school's annual budget and plan as required by [s. 1008.385\(1\), F.S.](#) The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data. It shall perform such functions as are prescribed by the regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the school board.

Article III: Duties

Duties of SAC members shall include:

1. Use state and district goals as a guide for assessing the school's needs
2. Determine and prioritize the goals of the school based on appropriate needs assessments and other data
3. Assist in the preparation, implementation, and evaluation of the school improvement plan
4. Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan, if funds are available from the Florida Department of Education
5. Operate in compliance with Florida Law
6. Shall assist principal in preparation of school's annual budget with technical assistance from the Florida Department of Education; and
7. Shall not have any powers and duties reserved by law to the school board

Article IV: Representation and Elections

Representation:

1. The SAC representation will be composed of the school principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.
 - a. The principal ensures the council is comprised of properly elected representatives, provides leadership in the development, revision, and implementation of the SIP, submits the SAC-approved SIP to the district for school board approval, and keeps members informed of relevant policies and activities of the school, district, and state. Principals are required to serve on their school's SAC. For more information, see [s. 1001.452\(1\)\(a\), F.S.](#)
2. There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of this school advisory council must be persons who are not employees of the school district.
 - a. Teachers elected by the teachers
 - b. Education support employees elected by education support employees
 - c. Parents/guardians elected by the parents/guardians
 - d. Business and community leaders shall be appointed by the principal

Elections:

Elections of members shall take place after the school year begins in August and prior to the September SAC meeting. SAC members representing teachers, education support employees, and parents shall be elected by their representative peer groups. Proper notice of the election of council members shall be given according to the Sunshine Law.

Election of Members:

1. Information about SAC and identified vacancies are sent to all parents, school-based employees, and Partners in Education.
2. Candidates notify the principal or previous year's SAC chair of their interest in serving on SAC.
3. Names are compiled and sent to all respective groups with ballots. Ballots for parent members shall be distributed one ballot per family.
4. Ballots are distributed electronically and sent out to the respective groups for voting.
5. Ballots are to be returned to the school office and kept on file for public viewing.

Article V: Voting Procedures

1. A quorum shall be 51% of the total SAC membership. Votes may only be taken if a quorum is present.
2. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) of quorum.
3. There shall be no voting by proxy.
4. There shall be no secret ballots.

5. All voting shall take place at an open meeting (not by phone, email, or any other nonpublic way) in compliance with the Sunshine Law.

Article VI: Tenure

1. Elected SAC members may assume their duties upon election.
2. Appointed SAC members shall serve for a period of one year or until the next election, whichever comes first.
3. There shall be no limit on the number of terms a member may serve. SAC members may serve until they choose to resign, their children no longer attend Keenes Crossing Elementary, or they are removed due to absences.
4. SAC membership is limited to one member per family.
5. Absences may be excused by a majority vote of the quorum.
6. Members who have two unexcused consecutive absences, or any three unexcused absences from regularly scheduled meetings, will be removed from the council with a majority vote from the quorum and replaced according to the election procedures stated in these bylaws.
7. Parent members must have a child enrolled at Keene's Crossing Elementary. If the child leaves Keene's Crossing Elementary during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
8. Vacancies of members shall be filled from those who unsuccessfully ran for office, meet the composition requirements of the vacancy, and had the highest number of votes. If there are no candidates who meet these criteria, the SAC shall fill the vacancy by simple majority vote.

Article VII: Meetings

1. The first meetings shall be held by the end of September. Dates and meeting times shall be determined at the first meeting. All meetings will be scheduled when parents, students, teachers, businesspersons, and members of the community can attend.
2. Emergency meetings shall only be called if jointly agreed upon by the SAC chair and the principal; and shall abide by all the guidelines of a regular meeting.
3. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government in the Sunshine Law and Florida Public Schools Law.
4. Meetings shall be open to the public, accessible to the handicapped, and scheduled so that all members can attend.
 - a. A specific time will be set aside on the agenda for input by non-SAC members.
 - b. Time limits will be set on any presentation to the SAC.
5. Meetings shall be noticed as follows:
 - a. All SAC meetings shall be held in accordance with [s. 286.011, F.S.](#) - "Public meetings and records; public inspection."

- b. Requiring at least three days' advance notice in writing to all members of the SAC of any matter that is scheduled to come before the council for a vote.
- c. The notice shall contain the time and place of the meeting and an agenda. The agenda will include items scheduled to come before the SAC for a vote. The agenda will be sent no less than three days prior to the scheduled SAC meeting.
- d. The notice and agenda shall be prominently displayed in the area set aside for that purpose.
- e. Emergency and cancellation of meetings shall be afforded the most appropriate and effective notice under the circumstances and shall have at least 24 hours reasonable notice to the public.

Article VIII: Duties of Officers

- 1. The SAC shall have three officers: the Chair, the Vice-Chair, and the Secretary. They shall be elected at the first meeting by simple majority vote. At least one of the officers shall be a non-school employee.
- 2. The duties of the Chair shall include:
 - a. Preside at meetings
 - b. Develop last minute or emergency agenda items with the principal
 - c. Appoint subcommittee chairs
 - d. Notify all members of upcoming meeting dates
 - e. Inform SAC of relevant training
 - f. Assist principal with presentation of school improvement plan to the community
- 3. The duties of Vice-Chair shall include:
 - a. Assumes the duties of the Chair if the Chair is absent or vacates the position
 - b. Assist principal with annual survey
- 4. The duties of Secretary shall include:
 - a. Record minutes of meetings
 - b. Keep annual attendance records
 - c. Track expenditures from school improvement funds and maintain SAC financial records
 - d. SAC correspondence
 - e. Send minutes to members with the next month's agenda
 - f. Provide public notice of all SAC meetings
- 5. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote.
- 6. An officer may be removed from office by 2/3 majority vote of the full SAC.

Article IX: Florida School Recognition Program

- 1. Funds must be used for purposes listed below as determined jointly by the school's staff and school advisory council.

- a. Definitions for staff are provided in [s. 1012.01, F.S.](#) and include instructional personnel, administrative personnel and educational support employees.
 - b. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.
 - c. Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining ([s. 1008.36, F.S.](#)).
2. School recognition awards must be used for the following ([s. 1008.36\(4\), F.S.](#)):
 - a. Nonrecurring bonuses to the faculty and staff;
 - b. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c. Temporary personnel for the school to assist in maintaining and improving student performance.
3. Florida School Recognition Program money may not be paid to school resource officers (SROs). Under the SRO contracts with local law enforcement, SROs remain employees of the local enforcement agency, not OCPs. SROs are under the direct supervision and control of the Law Enforcement Agency. They remain employees of the Law Enforcement Agency and are responsible and accountable to the Law Enforcement Agency's chain of command.
4. Each school will designate a SAC Subcommittee and/or the principal to facilitate the School Recognition Program voting process.
5. Each school SAC Subcommittee and/or principal will advertise for at least seven days the request for preliminary proposals from all active staff for the allocation of the School Recognition Program funds. Definitions for staff are provided in [s. 1012.01, F.S.](#), and include instructional personnel, administrative personnel and educational support employees.
 - a. The SAC Subcommittee and/or principal may ask questions to the staff member submitting a proposal to seek clarity regarding the option to determine if the proposal meets statutory requirements.
 - b. All preliminary proposals that meet statutory requirements will be added to a ballot to be voted on by all staff to determine the top three proposals to move forward to the (SAC) for review.
 - c. The ballots with the preliminary proposals will be collected by the SAC Subcommittee and/or principal.
 - d. The SAC Subcommittee and/or principal will advertise the preliminary ballot to the entire staff at least three days prior to scheduled voting.
 - e. Voting will take place by confidential ballot.
 - f. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all active staff members.
 - g. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
 - h. Tallying of the preliminary vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a Classroom Teachers Association (CTA) representative and an Orange Education Support Professional Association (OESPA) representative. The date and time for tallying the preliminary vote must be advertised for at least three days and open for all

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8. The proposal with the most votes will be brought to the SAC as an agenda item by the SAC Subcommittee and/or principal as the option to be voted on and implemented. Passage of this option will require a SAC simple majority (51%) of quorum of the voting members.
 - a. a. If the option does not pass with a simple majority (51%) of quorum of the voting members, the principal will restart the process with requesting new proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).

Article X: Parliamentary Procedures

The SAC Chair will refer to "Robert's Rules of Order Revised" when conducting the SAC meetings.

Article XI: Amendments

1. The bylaws shall be reviewed every school year. at the April and September meetings.
2. Amendment recommendations shall be advertised for seven (7) calendar days prior to the meeting at which it is to be voted upon
3. The bylaws may be amended at any regular meeting of the SAC committee.
4. Approval of bylaw amendments shall require a 2/3 vote of quorum.