

School Advisory Council Bylaws
Patriot Oaks Academy

Article: I

Section 1: The name of this organization shall be: Patriot Oaks Academy School Advisory Council (SAC). In these bylaws, the Patriot Oaks School Advisory Council may be referred to as "Council" or "SAC".

Section 2: The provisions of Florida law and rules of the St. Johns County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated by reference.

Section 3: To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the St. Johns County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

Article II: Purpose and Function

Section 1: The School Advisory Council is a resource for the school, its staff, parents and principal. The Patriot Oaks Academy School Advisory Council is dedicated to encouraging partnerships to enhance the education of our students. We understand the education of students is a partnership involving the school, students and their families; along with members of our community. In order to enhance the education of our students we encourage input from our stakeholders.

Section 2: As per the Florida Educational Accountability Act of 1991 the School Advisory Council is to assist in preparation and evaluation of the School Improvement Plan.

The Patriot Oaks Academy School Advisory Council will:

- a- Develop the vision and goals for Patriot Oaks Academy
- b- Contribute to the preparation and evaluation of the School Improvement Plan by Florida Statutes, and annually reviewing, amending , or continuing such school improvement plan as required by Florida Statutes
- c- Assist in preparation/review of the Annual School Budget per FS 1001.452(2) & FS 1008.385(1)
- d- Initiate activities or programs that generate greater cooperation between the community and school.
- e- Propose a variety of support services in the school.
- f- Work towards the preparation of the accreditation report.
- g- Evaluate the SAC budget to assure the alignment with the School Improvement Plan.
- h- Perform function requested by the principal.
- i- Consult with people or department needed to support the School Improvement Plan.

Article III- Representation and Membership

In accordance with Florida Statute 1001.452, which outline the establishment of SACs:

Section 1: The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriate balanced number of teachers, parents, support employees, students, business and community members.

- a. The majority (50% + 1) of the members of the School Advisory Council shall be made of non-school employees.
- b. The School Advisory Council should be appropriately balanced among members.

Section 2: In the case that a School Advisory Council member is unable to execute their duties for the term or absence of a meeting an alternate will be elected with the sole duty of serving as a replacement.

Section 3: The School Advisory Council membership shall be determined in the following way:

- a. Parents, teachers and support employees will be elected by their respective groups.
- b. Instructional member(s) shall be elected by members of the teaching staff.
- c. Non-instructional member(s) shall be elected by members of non-instructional staff.
- d. Parent/guardians shall be elected by parents/guardians of the students attending Patriot Oaks Academy.
- e. Community Members/Business Partners shall be appointed by Council.
- f. Replacement members shall be elected by the School Advisory Council.
- g. The principal is automatically a voting member by legal mandate.
- h. The Council welcomes members of other school SACs as guests, not as voting members.

School Advisory Council vacancies will be announced through various methods.

Section 4: Elections shall be held within three weeks of the start of the school year.

Section 5: The parents of Patriot Oaks Academy will be notified of the SAC elections in accordance with Fla. Stat. 286.011, "Public meetings and records; public inspection." "Sunshine Law"

Section 6: The first meeting of the School Advisory Council will be held following the election for installation of new members.

Article IV: Occupancy

Section 1: The term of the office should be staggered to provide continuity from year-to-year.

Section 2: SAC members shall be elected to a one or two-year term.

Section 3: Council members shall not serve more than two terms in an elected position.

Section 4: No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, and such individuals will fill the remainder of the terms to which they were elected. An absence may be excused by notifying the SAC chair by phone, or email prior to the meeting that will be missed.

Article V: Meetings

All School Advisory Council meetings shall be held in accordance with Florida Statutes 286.011 – “Public meetings and records; public inspection.” At minimum, the Sunshine Law requires reasonable public notice of **three days**; openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written notice required by FLA. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: The first meeting of the SAC will be held following elections for installation of new members.

Section 2: A council meeting will be held at least eight times per year. The days and time shall be determined by the SAC members during the first regular meeting of the year.

Section 3: The meeting schedule for the School Advisory Council will be decided on at the beginning of the school year. As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

Section 4: An agenda will be presented three days prior to the scheduled meeting to each SAC board member, along with the documents necessary to discuss agenda items or that will be voted on at the agenda meeting. These documents will be sent via email, or hard copy. Such documentation will also be made available to the SAC board members three (3) days prior to the meeting for their review on campus during regular school hours.

Section 5: SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. If a SAC member wishes to discuss an item at the next meeting, they must give seven (7) days' notice to have the item put on the agenda.

Section 6: During the SAC meeting the public will be given the opportunity to comment on items on the agenda. If an item is to be voted upon by the SAC, public comments will be held prior to said vote taking place. All other public comments on agenda items not requiring a vote will be during “Comments from the Floor” which will take place prior to meeting adjournment.

Section 7: Special meetings may be called by the Chairperson or by notice of any three (3) members in writing to the Chairperson.

Article VI: Officers

Section 1: The officers of this Council shall be a chairperson and a vice-chairperson. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.

Section 2: At the first regular meeting or at the last meeting of the previous year the Council can elect its own officers. Officers may serve a **maximum of two terms in the same position**. Officers will serve as Vice-Chair, then Chair, with one year in each position.

Duties of Officers

Section 1: *Chairperson* – The chairperson will preside at all Council meetings and should be a member of all committees. At each meeting he/she will report on budgeting and finance issues. The chairperson is responsible for creating the agenda and collecting all necessary corresponding documents public prior to meetings.

Section 2: *Co-Chairperson*- The vice-chairperson will act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the Co-chairperson shall become the chairperson for the remainder of the unexpired term. The Co-Chair will also document activities, decisions, and attendance of the Council and its committees for accountability and publish this information in the minutes. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Section 3: *Secretary*- The secretary will record minutes of all Council Meetings (available to the public per Fla. Stat. § 286.011). They must submit the minutes to the Co-Chairs for review and distribution.

Section 4: *Treasurer*- The treasurer will keep accurate records of the Council budget and spending. They will submit the updated record to the Co-chairs monthly.

Duties of Members

Section 1: *Principal*- The principal will provide information regarding the school educational plan, including the school budget. The principal arranges for presentations to the SAC and encourages leadership from within the Council. The principal must ensure copies of SAC meeting minutes are kept in the school. The principal must attend all SAC meetings (the Assistant Principal may serve as a designate if the principal is unable to attend).

Section 2: *Faculty and School Staff Representative* – The members of the school staff will represent the views and interests of the Patriot Oaks Academy staff. They will act as a resource by sharing information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

Section 3: *Parents, Business, and Community Representatives* – The parent, business, and community members of the SAC will represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Article VII: Voting Body

The School Advisory Council is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a minimum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)

1. A quorum is a majority (50% +1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)
2. All SAC members will receive at least three (3) days' notice, in writing, including but not limited to: an agenda and any necessary documentation relevant to any item included on the agenda that is scheduled to come before the SAC for a vote.

Committees- School Advisory Council committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be created based on research and need that is determined by the School Advisory Council.

Standing Committees- Standing committees are expected to schedule regular meetings. Standing committees may focus on “large” issues, such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the

chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

Ad Hoc Committee – (Task Force).-- These committees are focused on dealing with specific, short term concerns. An example of an ad hoc committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

VIII: Meeting Procedures

Section 1: One or both Co-Chairs will facilitate the meeting. If the secretary is absent the Co-Chair will take minutes.

Section 2: A quorum is needed to conduct business. Only council Members can vote. 51% of elected members must be present and of those present majority rules. In the absence of a quorum, no motions may be considered or approved.

Section 3: Robert’s Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

IX: Decision Making

Section 1: SAC decisions shall be reached by **consensus** or vote of the members. If the SAC is deadlocked, decisions will be made according to the deadlock process at the same meeting where the issue arose.

X: Communication

Section 1: It is intended that an explanation of this Council and a summary of update of its activities and goals will be delivered to the parents/guardians and community through the Patriot Oaks Academy website. A hard copy of the minutes will be available at the school.

XI: Amendments

Section 1: These bylaws may be amended at any time by a majority vote of the Council at the meeting following the announcement of a suggested change.

Section 2: Written notice to the members of the proposed amendment will be communicated at least three days prior to the meeting at which it will be voted upon.

Section 3: SAC bylaws will be reviewed annually by the council.

Section 4: The SAC will follow all District policies, State rules, and State statutes in conducting its business.