



SCHOOL ADVISORY COUNCIL – OPERATIONS MANUAL

MANATEE ELEMENTARY SCHOOL

NAPLES, FLORIDA

Last reviewed: October 6, 2020

SCHOOL ADVISORY COUNCIL OPERATIONS MANUAL

Article I Membership

Section A – Composition

- A. School Advisory Council (SAC) membership shall be comprised of the school principal, teachers, education support employees, students (if applicable), and parents and other community representatives. The majority of the School Advisory Council members shall not be employees of the school.
1. The term “teacher,” as used herein, shall be defined as anyone eligible for membership in the Collier County Education Association which includes classroom teachers, certified student services personnel, and media specialists.
 2. The term “educational support employee,” as used herein, shall refer to any person who is employed in this school for twenty (20) or more hours during a normal workweek and who does not meet the definition of instructional or administrative personnel pursuant to Section 228.041, Florida Statutes.
 3. Student representation may be included for SAC’s servicing middle schools and is not required for those councils serving elementary schools.
 4. School Advisory Council positions classified as “parent” or “community member” shall not be filled with persons who are employees of the school.
 5. School Advisory Council positions classified as “community member” shall not be filled with persons who are regularly employed by the school system.
 6. Membership shall be representative of the ethnic, racial and socio-economic community served by the school.
 7. The principal of the school is a member of the School Advisory Council.
- B. This council shall not exceed 25 members derived from the guidelines established below:
1. 6 teachers
 2. 15 parents/community/business representatives
 3. 2 educational support employees
 4. 1 principal

(The total number may be adjusted to achieve the ethnic, racial, and socio-economic balance of our school.)

Section B - Selection

New School Advisory Council members shall be elected by their respective peer group, except for Community representatives and the school principal. By September 1st, the School Board through a countywide public announcement will notify all stakeholders (parents, teachers, education support staff, students, and community members) of upcoming drive for SAC

membership. Those interested will be urged to contact their local school for vacancies and nomination/selection procedures as outlined below. By September 15, each School Advisory County will analyze membership to determine vacancies. If vacancies exist, the School will initiate the election/selection process as detailed below.

A. Nomination:

1. Upon determination of vacancy, the chairperson shall notify the respective peer group(s) of the vacancy.
2. The SAC shall post a vacancy notification in a prominent location as well as place the vacancy notification in at least two general notifications to the peer group.
3. Nomination process shall require only the candidate's name, address, contact information, and peer group affiliation. Parents will submit levels of their students and a list of applicable school groups to which they belong.
4. The SAC will set a deadline for submittal of nominations.

Upon completion of nomination process, the SAC shall establish a ballot of nominees in each peer group in alphabetical order.

B. Election:

The following council members shall be nominated and elected in a fair and equitable manner as determined by their respective peer group:

1. Teachers shall be elected by teachers through an election process as determined by the SAC through:
 - a. Faculty meetings at large or
 - b. Ballots
2. Education support employees(s) shall be elected by education support employees through an election process facilitated by the school principal.
3. Parents shall be elected through an election process hosted by one of the following:
 - a. PTA/PTO or Booster Club Meetings or
 - b. Ballots or mailings or
 - c. Open house or
 - d. Any option approved by the SAC and documented in the public records.
Note: If Option "d" is selected, the following required documentation must be provided:
 - i. The venue which SAC would use as an alternative
 - ii. SAC records which reflect that current membership and/or
 - iii. Return rates of previous mailings of the first four options

- iv. A numerical analysis of why this alternative is proven to be a better venue for a SAC election
 - v. A narrative paragraph describing why the alternative was chosen
 - vi. The results of the vote for this alternative
4. The School Advisory Council shall select a community member(s) to serve on the School Advisory Council after reviewing the list of nominee's prepared by the school. Community representatives shall be selected initially through a nomination and selection process facilitated by the school principal and SAC of the school.
 - a. Prior to the election of the School Advisory Council members each year, the school will advertise the notice of vacancies and delineate specific procedures for ensuring input regarding possible members from local businesses, chambers of commerce, community and civic organization and the public at large.
 - b. The school and SAC shall seek candidates who are interested in making a commitment to participate on the School Advisory Council by representing businesses and/or the community. Notice may include press releases, direct contact, either by letter or telephone and/or public service announcements.
 - c. The SAC shall prepare a list of those interested individuals seeking nomination to the School Advisory Council shall present the list to the School Advisory Council for the selection of the community representative(s).
5. In the event of a resignation or two consecutive, non-excused absences as determined by the School Advisory Council, the SAC must appoint a community member to fill the vacancy for the balance of the school year.
6. An elected member may not serve more than three consecutive terms.
7. Members are requested to contact the school when they are unable to attend a meeting.

By October 15 of each year, the principal shall submit a complete list of recommended SAC members to the Department of Accountability Staff and School Renewal for submission to the Board for appointment. The membership list shall contain the name of each council member, race, the peer group represented and a description of how the council members were nominated and elected.

C. Term of Office

1. Term of office shall be from October 1st to September 30th.
2. Each elected council member shall serve for a 3-year term.
3. An elected member may not serve more than three consecutive terms.

4. A member who resigns before the term expires shall be replaced by the represented peer group. The appointment shall be for the remainder of the unexpired term.
5. A member who misses three consecutive meetings, without a reason that is acceptable to the SAC, shall be considered to have resigned the position.

Section C – Confirmation

By November 30 of each year, the Superintendent shall submit to the School Board for review and approval the membership list for each School Advisory Council in the District. Each School Advisory Council shall be duly constituted until a new SAC is approved by the School Board. Such approval will take place on or before November 30 of each year. Should the School Board determine that a School Advisory Council's membership does not meet the provisions of Board Policy No. CPA, the Board shall appoint additional members to achieve proper representation. The Office of Accountability and Staff and School Renewal shall randomly review SAC compositions.

Article II Duties

Each member is expected to be an active participant in council meetings and other related activities. Although elected from a peer group, members are expected to strive for the common good of the school rather than narrow representation of the peer group.

The SAC serves in an advisory capacity and shall not assume any of the powers or duties now reserved by Florida Statutes for the School board, the principal or other administrative or instructional staff. In the event a conflict emerges between SAC and the principal, the law, which makes the SAC advisory to the principal, will prevail. The duties of this School Advisory Council shall be as follows:

1. Indicate the procedure for nominating and electing Council members and the nomination process for selecting community representatives. Procedures shall reference at least two advertisements in languages as determined by the needs of the school and shall occur at least two weeks prior to elections.
2. Identify procedures for electing officers, including chairperson, vice-chairperson, and recording secretary and determine the term of office for each position.
3. Establish membership terms.
4. Establish the size of the Council and the ratio of representatives among the peer groups, excluding the principal.
5. Establish regular meetings and call for at least eight meetings per school year. The Council shall determine the date, time and place of the meetings. At least half of the

meetings shall be scheduled outside the Monday through Friday, 9:00 a.m. to 5:00 p.m. time period.

6. Call for the agenda for each SAC meeting to be advertised to the school community at least five working days in advance of the scheduled meeting.
7. Assure that all meetings of the SAC shall be open to the public, reasonable notice of such meetings shall be given, and the minutes of the meetings must be taken as per the Government Sunshine Law, pursuant to Florida Statutes 286.001.
8. Establish a quorum for conducting business.
9. Provide an orientation opportunity for all prospective candidates. This orientation should occur during a regularly scheduled event (i.e. Open House or PTA/PTO meeting) and shall cover topics such as statutes, election procedures and member responsibilities.
10. Review the results of all needs assessments.
11. Assist in the development of the School Improvement Plan.
12. Provide assistance in preparation of the school budget (FS229.555(1)).
13. Approve expenditures of school improvement funds.
14. Monitor student's and the school's progress.
15. 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.
16. Inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community about the school.
17. Act as a liaison between the school and community.
18. Determine with the staff the allocation of School Recognition A+ monies.
19. 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.

Article III Officers

Election of SAC officers shall be conducted by October 31 of each year with notice provided to each council member. A chairperson and a recording secretary shall be elected. Each council member is entitled to a vote and to hold office. Officers will be held for one-year but a person may be re-elected to the same position.

Responsibilities:

Chairperson:

1. Works with Principal to develop agenda for each SAC meeting
2. Presides at all meetings of the Council and is a de facto member of all committees

3. Sees that minutes are taken, prepared, distributed to the public, read and approved at the next SAC meeting

Recording Secretary:

1. Advertises each meeting at least 5 work days in advance
2. Keeps minutes and distributes information to the community
3. Prepares copies of the agenda and distributes to council members, with minutes of the latest previous meetings.
4. Documents activities, decisions and attendance of the council and its committee
5. Maintains list of committee composition and assignment

Article IV Meetings

Section A – Schedule

The School Advisory Council shall publish a schedule of meetings at the beginning of each school year. This schedule will require at least one meeting per month (8) and at least half of the meetings shall be scheduled outside the Monday through Friday, 9 a.m. to 5 p.m. time period. Public notice shall be made, which includes time and place of meeting and general topics on the agenda.

1. 50% of council members shall constitute a quorum for all meetings.
2. All meetings shall be open to the public. Non-members will attend meetings as observers only unless requested to participate or address the council by the chairperson.
3. Minutes of the meeting shall be maintained and are subject to public review. Minutes shall include copies of the notices of meetings, the agenda, record of attendance, and summaries of items discussed and decisions reached.
4. Minutes of each meeting shall be posted in a timely manner and made available to any person seeking information.
5. The chairperson with at least five-work days' notice will call special meetings.

Section B – Agenda

The chairperson shall develop the meeting agenda.

1. Other council members may have items placed on the agenda by notifying the chairperson no less than 10 days before regularly scheduled meetings.
2. Non-council members may request that the council discuss items by petitioning the chairperson in writing. The chairperson shall determine appropriateness of the item for SAC agenda. Should disagreement develop, the requesting party may appear to the full SAC.
3. Other council members may also bring non-agenda items forward from the floor.

Article V Committees

Section A – Standing Committees

Standing committees shall be created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees will be used to focus on “large issues” related to school improvement. The council shall appoint committees as necessary. Parent participation is encouraged on all standing and Ad Hoc committees.

1. Committee members shall maintain a balance of employee and non-employees.
2. Committee members may include teachers, parents, community members, and educational support personnel whom are not members of the council.

Social B – Ad Hoc Committees

The council may establish Ad Hoc committees to deal with specific short-term concerns that are not assigned to standing committees. Formation of these committees shall be in compliance with Section A (1) & (2).

Article VI Rules of Order

The council need not operate under parliamentary procedures unless it is determined by the Chairperson that such guidelines are required for the smooth functioning of the council.

1. Council decisions will be reached by consensus.
2. If consensus is impossible and deadlines do not permit further deliberations, a vote may be taken. In this case, the majority vote position shall be the official position of the council. When deadlines permit further deliberations, the council will be polled to determine if there is a consensus for referring the issue to the next agenda or to a standing committee for further study.

Article VII Operations of Councils

Operational guidelines shall be established and mutually agreed upon by members of the School Advisory Council and shall comply with all Florida Statutes and School Board policies.

Article VIII Amendments

These bylaws may be amended at any regular meeting of the council by a majority of the members present. Notice of the proposed amendment shall have been given 30 days before the meeting at which it is to be voted upon. Bylaws will be reviewed at least once each three years.

