

# **Jacksonville Heights Elementary SCHOOL ADVISORY COUNCIL BYLAWS (SAC)**

## **Article I: Name**

The name of this organization is the Jacksonville Heights Elementary School Advisory Council.

## **Article II: Purpose**

Section 1. the functions of the School Advisory Council are:

- a. assist in the preparation and evaluation of the school improvement plan
- b. assist in the preparation of educational improvement proposals for implementing an educational improvement grant

Section 2: Other board functions of the School Advisory Council are:

- a. participate in planning and monitoring of school buildings and grounds
- b. initiate activities or programs that generate greater cooperation between the community and the school
- c. assist in the development of educational goals and objectives
- d. recommend various support services in the school
- e. assist in the preparation of the accreditation report
- f. review the impact of property development and zoning changes in the vicinity of the school as they relate to the safety, welfare and educational opportunities of the students
- g. perform any such functions as prescribed by the regulation of the School board
- h. assist in the preparation and evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such school improvement plan as required by Florida Statutes
- i. review the budget to be sure it is aligned with the School Improvement Plan
- j. Perform other functions as requested by the principal

### Article III: Membership

Section 1. The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school.

Section 2. This council shall include parents, teachers, education support employees, community members, and school administration. A majority of the membership shall be non-staff.

Section 2. The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate School Board or local school center policy, and 2) it must deal with issues rather than particular person, whether they are administrators, teachers, students, citizens, or parents.

## Article V: Officers

### Section 1. Officers and their election:

- a. The officers of the School Advisory Council shall be a chairperson, 1 vice chairperson(s), and a secretary. All officers must be members of the SAC.
- b. These officers shall be elected, by ballot, at the first meeting by SAC in the fall provided notice of election has been served and all stakeholders have been invited to attend.

## Article VI: Roles of the Principal and SAC Members

### Section 1. The Principal

- a. serves as a resource providing information regarding the local school education program
- b. acts as an active resource
- c. encourages leadership from within the council
- d. assists in training members in leadership skills
- e. arranges for presentations of interest to the council
- f. keeps the SAC apprised of county policies, curriculum, etc. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with state purposes and policies
- g. develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- h. serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees

### Section 2. The Chairperson

- a. works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting
- b. calls the meetings to order, maintains order, and sees that the meeting is properly adjourned
- c. instructs the secretary and other officers in their duties
- d. sees that minutes are taken, prepared, read, approved and properly filed in the school

- e. sees that business is ordered, considered and disposed of properly
- f. is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members

### Section 3. The Secretary

- a. Keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal for the school file.
- b. Keeps accurate records of council membership, attendance, duties and special assignments

### Section 4. Parents and other community representatives

- a. act as a council member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community
- b. participate regularly in SAC meetings and carry out council assignments
- c. become knowledgeable about personnel and material resources of the school and community and the school's education program
- d. act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students
- e. assist in obtaining community resources to aid the school's education program
- f. serve as a communication link between SAC, the community and the school
- g. participate in activities aimed at obtaining parent and community support and assistance for school related programs

### Section 5. Faculty and school staff representatives:

- a. act as members of the council to represent the views and interest of the school staff
- b. participate regularly in SAC meetings and carry out council assignments
- c. act a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources
- d. assist in identifying community resources which can aid in the school's educational programs
- e. serve as a communication link between the SAC and the school staff, and keep the staff informed of actions can activities of the council
- f. participate in efforts to encourage school staff support for goals and activities of the School Advisory Council

## Article VII: Committees

The SAC may create such committees as necessary to carry on the work of the council.

## Article VIII: Meetings

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than four times per year. The