

BRADEN RIVER MIDDLE SCHOOL

School Advisory Council Bylaws 2021-2022

Name of Organization: Braden River Middle School

Article I

The name of the organization shall be Braden River Middle School Advisory Council. In these bylaws, the Braden River Middle School Advisory Council may be referred to as the "council" or "SAC".

Purpose and Function

Article II

Section 1:

The purpose of the School Advisory Council is to enhance school site decision making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the school improvement plan, and to provide input on the budget and use of school improvement funds pursuant to Florida Statute 24.121.

Section 2:

The Braden River Middle School Advisory Council will follow all state statutes, Board of Education rules, district rules, procedures and guidelines.

Section 3:

According to FS 1001.42 the School Advisory Council shall:

Assist in the development of the school improvement plan and provide recommendations on specific components of the plan based on:

1. Analysis of needs assessment data derived from sources which may include:

- Surveys & discussions
- Assessment of prior year's SIP
- Reports/data that measure progress (i.e. Classroom, District and State Assessments)
- FL Education Improvement Plans Database

2. Prioritization of school needs

3 Identification of vision statement, mission statement, goals, objectives, strategies, and resources for the School Improvement Plan

4. Establishment of SIP subcommittee which will meet to prepare the final draft of the SIP to be presented to the SAC for a vote.

The school advisory council shall be the final decision-making body at the school relating to the school improvement plan.

Section 4:

According to FS 1001.42 the SAC shall provide input on the budget and use of school improvement funds pursuant to Florida statute 24.121.

Article III

Representation and Membership

Section 1:

The council will not have a limit to voting members. A majority of the voting members shall be persons that are not employed by the school district. A simple majority is defined as 51% of the members or one-half of the number of members plus one. If the election process does not yield a SAC that represents the racial, ethnic, and economic diversity of the student population at the school, then the principal may appoint additional members to achieve the appropriate representation. The number of parent representatives will at least be equal to the number of teacher representatives.

Section 2:

Membership shall reflect the ethnic, racial and economic diversity of the school. If the membership does not reflect the ethnic, racial and economic diversity of the school, it is the responsibility of the principal and SAC chair to make an effort to recruit members in the categories lacking by, at a minimum, sending a written notice home and placing a ConnectEd phone call to all the families in the needed subgroup.

Article IV

Membership Selection

Section 1:

By state statutes, parent, teacher, and support staff must be elected by their constituents.

- A minimum of four (4) parent voting members, who are not an employee of the Manatee County school district shall be elected by parents.
- A minimum of two (2) teacher voting members, voted by teachers and a minimum of one (1) support staff voting member, voted by support staff.
- If a teacher is also a parent of a student at the school, then the teacher votes only for the parent representatives and not the teacher representatives.

Section 2:

The principal shall also be a member.

Section 3:

Business and community members will be nominated by the principal and elected by the voting SAC members by a majority vote.

Section 4:

New parent voting members of the School Advisory Council shall be selected through a nomination and voting process at the first meeting of the school year. Notice of the SAC election will be made through methods that include, but are not limited to, the school newsletter, the school web site, ConnectEd, and announcements at Back to School Night.

The names of parents who are willing to serve on the SAC will be listed on a ballot which will be distributed to all parents who attend the first SAC meeting. Members shall be elected by a simple majority. Any parent interested in joining the School Advisory Council after this time will become a member at large and will not have voting rights for that year. Teacher and support staff shall be nominated before the first meeting of the school year. The voting process to elect teacher and support staff voting members will be conducted before the first meeting of the school year. All voting members will be selected by a simple majority.

Article V

Tenure

Section 1:

Each voting member shall serve a one-year term at which point they may be re-elected. Each officer shall serve a two-year term at which point they may be re-elected.

Section 2:

Florida Statute 1001.452 requires that any SAC member who has two unexcused consecutive absences from a noticed meeting will result in replacement of the SAC member. If the removal of a voting member results in non-compliance of Article III, section 2 of the bylaws, the council will nominate volunteers and present the name(s) to the council for a vote.

Section 3:

A voting member may resign during their tenure by notifying the SAC chair in writing.

If the resignation of a voting member results in non-compliance of Article III, section 2 of the bylaws, the council will nominate volunteers and present the name(s) to the council for a vote.

Meetings

Section 1:

Regular meetings will be scheduled with no less than four (4) per calendar year. Emergency meetings may be scheduled. Emergency meetings may be held virtually if deemed appropriate by the principal. Regular meetings may also be held virtually if deemed appropriate by the principal. The School Advisory Council will be notified via email with a meeting date and time as well as the agenda at least three (3) days in advance. Meetings will be scheduled at a time that will support maximum attendance by members of the school community.

Section 2:

Members will mutually agree upon time, place, date, and length of meeting. FS 1001.452 requires that meetings be scheduled when parents, students, teachers, business persons, and members of the community can attend.

Section 3:

The recording secretary shall notify in writing all members of the School Advisory Council at least three (3) days in advance of any matter that is scheduled to come before the council for a vote.

Section 4:

The recording secretary shall keep a proper record of all meetings of the school Advisory Council, including a record of attendance. The record of each meeting will be submitted to the School Board office in care of the Office of School Improvement at the School Support Center.

Section 5:

All SAC meetings shall adhere to the Sunshine Laws.

Section 6:

Attendance records will be maintained as part of the meeting records.

Section 7:

Absences are excused by notifying the SAC chair or Principal prior to the meeting or within 24 hours following the meeting.

Officers

Section 1:

The officers of this council shall be chairperson, co-chairperson and secretary, to be elected by simple majority of the School Advisory Council voting members.

Section 2:

If the office of chair becomes vacant during the officer's term, the co-chairperson shall become the chairperson for the remainder of the unexpired term. If the office of co-chair becomes vacant during the officer's term a new co-chair will be elected at the meeting following the vacancy using the election process in Article IV.

Article VI

Executive Board

Section 1:

The executive board shall consist of the elected officers (2 co-chairs and 1 secretary) and principal, or in absence of the principal, the principal's designee.

The duties of the executive board shall be to review and determine a recommendation of submitted business items that pertain to the upcoming SAC meeting.

Section 3:

Meetings of the executive board shall be held as needed and are subject to the State Sunshine Laws.

Duties of Officers

Article VII

Section 1:

Chairperson – The chairperson (and co-chairperson) shall preside at all meetings of the council and shall be ex-officio member of all committees.

Section 2:

Co-chairperson – The co-chairperson shall 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.

Section 3:

Secretary – The recording secretary shall keep a proper record of all meetings, activities, decisions, and attendance of the school Advisory Council. The secretary shall maintain and have available to all members at all meetings current copies of the operational guidelines, previous minutes, and other pertinent papers. The secretary shall also keep an accurate list of names, addresses, and telephone numbers of all members, indicating the status of such member (i.e. teacher, parent, etc.) and the expiration date of each member's current term.

Duties of Members

Section 1:

Principal – The principal shall provide information regarding the school education plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the council.

Section 2:

Faculty and School Staff Representatives - The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational program, 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 shall 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.

Section 4:

Student Representatives – The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body to the SAC for consideration.

Voting Procedure

Section 1:

FS 1001.452 requires a quorum to be present before a vote may be taken by the SAC. A majority of the voting membership of the council constitutes a quorum.

Section 2:

Decisions of the SAC shall be consensus when a quorum (a majority of voting council members) is present. If consensus cannot be achieved, decisions shall be determined by a majority vote of the members present.

Section 3:

Each School Advisory Council voting member shall have one vote. A member must cast his or her vote in person. If it is deemed necessary by the school principal to hold a meeting virtually, then voting members must be in attendance of the virtual meeting to cast his or her vote. No vote by proxy or by alternates is permitted; however, an absent member may send a non-voting representative to observe a meeting for the purpose of delivering a report to the absent member's constituency group.

Section 4:

According to FS 1001.452, at least a three-day written, advance notice must be given to all voting council members when a matter is coming before the council that requires a vote.

Article VIII

Committees

Committees will be formed and guided by the Bylaws of the School Advisory Council. All committees will function as advisory committees unless the School Advisory Council and principal delegate decision making to them.

- Standing Committee(s)

Bylaws Committee: This committee shall be responsible for drafting revisions to the bylaws, when necessary, and for presenting the revisions to the SAC for approval.

- SAC School Improvement Plan (SIP) Committee: This committee shall assist in reviewing the proposed SIP presented by the school and preparing a final draft for submission to the district. This committee shall include the administrator responsible for the preparation of the SIP.

- Special Committees

The SAC may create other committees to address specific needs. Members of the special committees may or may not contain members of the council. The existence of such committees shall terminate upon completion of the specified task.

- The chairperson of each committee shall present a plan of action to the Council for approval.

Article IX

Self-Evaluation

The School Advisory Council shall conduct a self-evaluation annually and submit a written report as prescribed in Manatee County School Board Policies and Procedures.

Article X

Amendments

Section 1:

The bylaws of Braden River Middle School, School Advisory Council shall be reviewed annually and amended as deemed necessary by the voting members of the School Advisory Council. The SAC must hold a vote to approve the changes. Any changes to the Bylaws shall be presented to SAC at least 3 days prior to a vote being taken.

Section 2:

The bylaws may be amended at any regular meeting of the SAC committee by a simple majority vote of the voting members present. Written notice to the members of the proposed amendment shall be at least 3 days prior to the meeting at which it is to be voted upon.