

**Louise R. Johnson K-8 School of International Studies**  
**School Advisory Council By-Laws-Revised 2020**  
**Manatee County School District**

**1. ORGANIZATION**

The official name of this body shall be the Louise R. Johnson K-8 School Advisory Council, hereafter referred to as SAC.

**2. PURPOSE**

- A. Enhance school site decision making according to Florida Statutes 1001.42 (18) and 1008.345.
- B. Serve in an advisory capacity to the Principal regarding school improvement.
- C. Assist in the preparation and evaluation of the School Improvement Plan (SIP).
- D. Provide input on the budget and use of district approved school improvement funds pursuant to Florida Statute 229.58
- F. Maintain the philosophy of the IB Primary and Middle Years Programme mission statements.

**3. MEMBERSHIP**

A. Responsibilities

- 1. Assist in the development of the SIP and provide recommendations on specific component of the plan, such as goals of the school, indicators of school and student progress, strategies and evaluation procedures to measure student performance. SAC shall be the final decision-making body at the school relating to the SIP.
- 2. Report progress regarding meeting the goals of the SIP. A midyear review in February and an end-of- the-year report in August shall affirm the success of the SIP.
- 3. Evaluate the appropriateness of the indicators used to assess the success of the SIP
- 4. Make recommendations on the accumulation and reporting of data that is beneficial to parents
- 5. SAC, in conjunction with the school Administration, may develop dress code requirements in addition to those outlined in the Manatee County Dress Code Guidelines and consistent with School Board Policy governing the use of school uniforms.
- 6. Serve as a resource for the Principal and advise the Principal in matters pertaining to general school functioning
- 7. Assist the Principal in preparing the school's annual budget and plan per FS 1008.385(1) with regard to student achievement.
- 8. Provide input on the use of school improvement funds.

- 9.. Make recommendations on the waiver of School Board policy/rules, Florida statutes or State Board of Education rules, which will allow school personnel to establish innovative educational practices and methods, including but not limited to the IB Programme goals and purposes.
- 10 Act as a liaison between the school, home and community
11. Identify other duties and functions of the SAC

#### B. Composition

1. The SAC shall include the school Principal and an appropriately balanced number of teachers, education support employees, students (PYP students are not required), parents and business/community representatives.
2. Membership shall be representative of the ethnic, racial and economic community served by the school as required by the statute.
3. A majority of members shall be persons that are not employed at the school.
4. Teachers shall be defined as a classroom teacher, certified student services personnel, and media specialists.
5. Education support employee shall be defined as any person employed by a school who is not defined as instructional or administrative personnel pursuant to FS 1012,01 and whose duties require more than 20 hours in each normal work
6. Parents shall be defined as anyone who has a student currently enrolled in Johnson-Wakeland.
7. The SAC shall consist of no less than 10 and no more than 25 members.

#### C. Selection of Members

Council members representing teachers, education support employees, students and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. The current school Principal is a required member by law.
2. Teachers shall be elected by teachers.
3. Education support employees shall be elected by education support employees.
4. Students shall be elected by students.
5. Parents shall be elected by parents who attend the meetings.
6. The Principal may appoint members to ensure equity and diversity as needed and as required by law. SAC shall confirm the appointments.
- 7.. Community members shall be appointed by the Principal.
8. Elections will take place annually in May.

#### D. SAC Membership Approval by School Board

The Principal shall submit the list of SAC members to the district designee for review and submission to the School Board for approval each fiscal school year. The membership list shall include:

1. The name of each member
2. The peer group represented
3. A description of how membership reflects the ethnic, racial and economic community served by the council
4. The number and percent of school-based members
5. A description of how members were selected for each group

#### E. Member Vacancies

1. The Principal shall fill, by the power of appointment, any member vacancies by the first SAC meeting after the vacancy occurs. The newly appointed member shall agree to serve the remainder of the term.
2. Upon filling the vacancy, the revised Membership List shall be submitted to the School Board Designee for approval pursuant to law.

#### F. Attendance Requirements

1. Attendance records will be maintained as part of the meeting record.
2. Absences are excused by notifying a SAC officer prior to the meeting.
3. Two consecutive unexcused absences from noticed meetings will result in replacement of the absent member in compliance with Florida Statute 229.58.

#### G. Membership Term

1. The term of service is July 1 through June 31, annually.
2. Members will serve a minimum of one year.
3. A member may serve a maximum of two consecutive terms, unless equity needs to be achieved or membership declines.

### **4. OFFICERS**

A. The Officers of this organization are as follows:

[Chairperson]      [Recording Secretary]      [Vice Chairperson]

B. The Chairperson shall preside at all SAC meetings, schedule meetings, prepare agendas in collaboration with the Principal, advertise the agenda to the school community at least 72 hours in advance of each scheduled meeting, disseminate pertinent information to the members, and serve as an ex-officio member of all committees.

C. The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and assist with the duties of the Recording Secretary when needed.

D. The Recording Secretary shall keep the minutes of all SAC meetings, including a record of attendance. The Secretary shall maintain and have available current copies of the bylaws, previous minutes, and other pertinent papers. The Secretary shall also keep an accurate list of names of all members, indicating member status (i.e. teacher, parent, etc.).

E. Each officer shall serve a term of one year with the option of serving consecutively in the same position for additional terms when voted on by SAC membership.

F. Vacancies during a term shall be filled at the first meeting after the vacancy occurs using the selection process described in these bylaws.

## **5. MEETINGS**

A. Meeting dates, times and locations will be determined by the SAC Chairperson and Principal.

B. All meetings will be open and public. Meetings shall be conducted according to "Robert's Rules of Order Revised."

C. Meetings will be scheduled at times to support maximum attendance by SAC members and the school community.

D. Meeting notices, including agendas, will be sent to all SAC members at least 72 hours prior to scheduled meetings. A copy of the notices will be maintained with the records of meetings.

E. Minutes from all regularly scheduled meetings will be recorded and maintained with the records of meetings. The past and current records of all SAC meetings will be posted on the school's website and available to the public at all times.

F. A record of each SAC meeting will be submitted to the School Board Office of School Improvement by the Principal.

G. SAC shall be in compliance with Florida's Government-in-the-Sunshine Law and Public Records Law.

## **6. VOTING**

A. SAC members must receive notification of a voting matter in conjunction with the upcoming meeting agenda at least 72 hours prior to the voting meeting.

B. A quorum is required to be present before a vote is to be taken by the School Advisory Council. A majority of the membership of the Council constitutes a quorum.

C. Each SAC member in attendance shall have one vote.

D. Votes can only be made in person.

E. For a motion to pass, a majority of the quorum must vote in the affirmative.

**7. COMMITTEES**

The SAC may create such committees as necessary to carry out the work of the council. The existence of such committees shall terminate upon completion of the specified task.

**8. AMENDMENTS**

These bylaws shall be reviewed annually and may be altered, amended, repealed or added to as deemed necessary. Any changes to these bylaws must be approved by an affirmative vote of a majority of the quorum present.

Approved by the Louise R. Johnson K-8 School of International Studies School Advisory Council by

VOTE: \_\_\_\_\_ YES \_\_\_\_\_ NO

on this \_\_\_\_\_ day of \_\_\_\_\_ month; \_\_\_\_\_ year

Signed by:

\_\_\_\_\_

Johnson K-8 School SAC Chairperson

\_\_\_\_\_

Date

\_\_\_\_\_

Johnson K-8 School Principal

\_\_\_\_\_

Date