

MANATEE COUNTY SCHOOL DISTRICT FREEDOM ELEMENTARY SCHOOL SCHOOL ADVISORY COUNCIL BYLAWS

Article I: General

1. The Provisions of Florida law and rules of the Manatee County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by reference.
2. To the extent that an inconsistency exists now or in the future between these bylaws and any rules regulated of the Manatee County School Board or any Florida law concerning School Advisory Councils, such rule, regulation or law shall control.

Article II: Name

The official name of this body shall be Freedom Elementary School Advisory Council.

Article III: Purpose

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 the school improvement funds pursuant to Florida Statute 229.58.

Article IV: Membership Responsibilities

The School Advisory Council shall:

1. review the results of any needs assessments conducted at the school.
2. assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, strategies, and evaluation procedures to measure student performance. The School Advisory Council shall be the final decision-making body at the school relating to school improvement.
3. assist in defining adequate progress for each school goal and for the overall school improvement plan.

4. report progress in meeting the goals of the school improvement plan. A midyear review and end-of-year report shall affirm the satisfactory implementation of the plan.
5. monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
6. prepare and distribute information to the public to report the status of implanting the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
7. make recommendations on the accumulation and reporting of data that is beneficial to parents.
8. serve as a resource for the principal and advise the principal in matters pertaining to the school program.
9. assist the principal as requested in preparing the school's annual budget funds.
10. provide input on the use of school improvement funds (Lottery dollars).
11. 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.
12. act as a liaison between the school and the community.
13. identify other duties and functions of the School Advisory Council.

Article V: Composition

The School Advisory Council shall include the school principal and an appropriately balanced number of teachers, education support employees, parents, and business community representatives. The composition shall follow the guidelines listed below.

1. Membership shall be representative of the ethnic, racial and economic community served by the school, excluding students in the count.
2. A majority of members shall be persons that are not employed at the school, excluding students in the count.
3. Teachers shall be defined as any person on the instructional salary scale.

4. Education support employee shall refer to any person on the classified salary schedule employed by the school for twenty or more hours during a normal working week.
5. The SAC shall consist of no less than 10 and no more than 25 members.
6. The membership shall be comprised, at a minimum, of the following: principal or designee (1), teachers (2), support employees (1), parents (5), business or community leader (1).

Article VI: Selection of Members, School Board Approval, Vacancies, Membership Term and Attendance

A. Selection of Members:

1. Teachers, education support employees, students, and parents shall be elected by their respective peer groups in a fair and equitable manner as set forth in these bylaws:
 - a. Teachers shall volunteer to represent teachers. If more than four volunteer, then the teachers will elect four representatives by ballot.
 - b. Education Support employees shall volunteer to represent Education Support employees. If more than two volunteer, then the Education Support staff will elect two representatives by ballot.
 - c. The principal may appoint parents of underrepresented groups to ensure equity for all.
 - d. Parents shall volunteer to represent the parents, If more than five volunteer then the parents will elect five representatives by ballot.
2. Business and community members shall be selected by the School Advisory Council after reviewing a list of nominees prepared by the school principal using the guidelines listed below.
 - e. The principal shall:
 - 1) seek candidates from businesses and the community through letters, newsletters, or other media releases.

- 2) prepare a list of individuals seeking nomination and present the list to the School Advisory Council for selection.

b. The School Advisory Council shall:

- 1) select/elect the business/community member from the list presented by the principal.
- 2) nominations will be taken from the members of the Council. Chairperson will call for a vote by show of hands.

3. The school principal is a required member by law.

B. School Board Approval

The principal shall submit the list of School Advisory Council members to the Superintendents or designee for review and submission to the School Board for approval each school fiscal year. The membership list shall include:

1. the name of each council 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 and non-school-based members.
5. a description of how members were selected for each peer group.

C. Vacancies

The principal shall:

1. fill School Advisory Council vacancies as they occur throughout the year using the process described in these bylaws.
2. Submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it on the list. Revisions in other data that result from the member change will also be noted.

D. Membership Term

1. Members will serve a minimum of 2 years. New members will begin their term in September and will serve thru August.
2. A member may serve consecutive terms. (A term is considered 2 years.) For each term the member must be selected following the procedure for member selection.

E. Attendance

In compliance with FS 229.58. describe the procedure for "Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws."

1. Attendance records will be maintained as part of the meeting records.
2. Absences are excused by notifying the SAC chair or principal prior to the meeting.
3. Two consecutive unexcused absences from a noticed meeting will result in replacement of the member using the process described above.

Article VII: Officers

A. Officers

There shall be Co-chairpersons and a Recording Secretary nominated and selected at the first School Advisory Council meeting of the regular school year. One Co-chairperson shall be a staff representative and one Co-chairperson shall be a non-staff member parent.

B. Duties

1. The Co-chairperson shall preside at all School Advisory Council meetings, schedule meetings, prepare agendas in collaboration with the principal, advertise the agenda to the school community at least 48 hours in advance of each scheduled meeting, and disseminate pertinent information to members.
2. The Recording Secretary shall keep a proper record of all meetings of the School Advisory Council, including a record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of the Bylaws, 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 members (i.e. teacher, parent, etc.) and the expiration date of each member's current term. The Recording Secretary shall notify all members of School Advisory Council meetings and post minutes.

C. Term of Office

1. Each officer shall serve a term of one year with no officer serving in the same position consecutively for more than two years.
2. Vacancies occurring during a term shall be filled at the first meeting after the vacancy occurs using the selection procedure described in these bylaws.

ARTICLE VIII: Membership Voting

In compliance with FS 229.58. describe the procedure for membership voting "requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum".

1. The majority of the membership must be present before a vote can be entertained or before an item can be brought up to vote. **The term majority will be defined as seventy percent of the voting membership.**
2. Each School Advisory Council member shall have one vote. A member must cast his or her vote in person. No vote by proxy or by alternates is permitted; however, an absent member may send a non-participating representative to observe a meeting for the purpose of delivering a report to the absent member's constituency group. A two-third vote of the membership is required for approval.

ARTICLE IX: Meetings

In compliance with FS 229.58. describe the procedure for "Scheduling meetings when parents, students, teachers. Business person, and member of the community can attend."

In compliance with FS 229.58, describe the procedures for "Requiring at least 3 days advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote."

In compliance with FS 229.58, describe the procedure for submitting the record of minutes of council meetings to the district school board.

The School Advisory Council will adhere to the guidelines for meetings listed below.

1. Meetings dates, times, and locations will be mutually agreed upon by members.
2. Meetings will be scheduled at times to support maximum attendance by members of the school community.
3. Meetings notices, including agendas, will be send to the School Advisory Council members 48 hours prior. A copy of the notices will be maintained with the records of meetings.
4. When a matter is scheduled to come before the School Advisory Council for vote, notice shall be posted at least three days prior to the meeting.
5. All meetings will be open and public. Each meeting shall require the presence of a quorum. A quorum shall consist of a majority of the membership. Quorum shall be defined as seventy percent of the voting membership.
6. Minutes from all regularly scheduled meetings will be recorded and maintained in the Principal's office. The past and current records of all meetings of the School Advisory Council will be available to the public at all times. The record of each meeting will be submitted to the School Board Office of School Improvement.
7. The School Advisory Council shall be in compliance with Florida's Government in-the-Sunshine Law and Public Records Law.
8. Meetings shall be conducted according to "Robert's Rules of Order Revised."

ARTICLE X: Committees

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

1. Standing Committee – The Bylaws Committee shall be responsible for drafting revisions to the bylaws when necessary and for presenting the revisions to School Advisory Council for approval.

2. Special Committees – The School Advisory Council may create other committees to address specific needs. The existence of such committees shall terminate upon completion of the specified task.

ARTICLE XI: Amendments

The Bylaws shall be reviewed and revised as deemed necessary. Any changes to the Bylaws must be approved by the School Advisory Council.

These bylaws were adopted on April 18, 2018.

Addendum a - PTO Office Division of Duties

(Article VI, Section 7)

President

- Preside at all PTO meetings
- Manage communications with Principal of Freedom, teachers and staff
- Ex-officio member of most committees
- Liaison with SAC
- Appoint chairpersons for special committees
- Own business partner relationships
- Ensure accuracy and completeness of business partner list
- Coordinate the work of the officers and committees so that the PTO's objectives are met
- Manage PTO participation in school events (e.g. FCAT Fun Day)

Vice President

- Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve
- Coordinate the general activities of any Special Committees created by the Executive Board.
- Manage fundraising efforts as overall chairperson responsible and report on fundraising at PTO meetings
- Build relationship with local media and pass along interesting PTO news
- Organize and maintain supplies and PTO office

Recording Secretary

- Collect agenda items and draft PTO meeting agenda
- Keep the minutes of PTO meeting, finalize and post to PTO website
- Report out action items at end of meeting
- Ensure maintenance of PTO master documents on shared media
- Keep the calendar of events for the PTO
- Maintain by-laws and any amendments to by-laws

Communications Secretary

- Manage correspondence with Parents - send out meeting reminders, announce upcoming events, other correspondence as directed
- Draft Freedom Newsletter articles for PTO
- Plan and set-up PTO billboards and Marquee
- Work closely with Volunteer Coordinator to ensure accuracy and completeness of volunteer list

Treasurer

- Draft and oversee PTO budget

- Be responsible for and have custody of all funds; make disbursements as properly authorized
- Be present at all PTO events where money will be collected
- Assure that PTO policies and best practices are followed with regards to funds
- Prepare financial statements for presentation at PTO monthly meetings or at other times as requested by the Executive Board
- Make a full financial report at the end of the current school year for Executive Board and Principal
- Prepare the books for an annual audit
- Ensure PTO insurance policy is paid
- File IRS documents as required

Addendum b – Special and Standing Committee Chairpersons
(Article VIII, Section 1, Subsection C)

1. Activities Coordinator – shall lead efforts for ongoing fundraising events
 - Family nights
 - Dough raising/ and or applicable fund raiser
 - Spirit shop
 - Birthday sign
 - Hat day
 2. Volunteer Coordinator – shall organize the master volunteer list, committee lists, and classroom representatives list (if applicable); shall help recruit chairpersons and volunteers for committees as needed; shall work with committee chairs to ensure volunteers are present on event days.
 3. Event Chair (individual events) – shall lead all efforts over a designated event. Chair will report directly to the Vice President
 - Catalog Sale
 - Fall Dance
 - Father/Daughter Dance
 - Family Holiday Lunches
 - Brick sales
 4. Box Tops for Education – shall coordinate box top collection drives; shall account for all box top collected and turn in paperwork timely to receive funds; shall follow up to ensure box top funds are received.
 5. Hospitality/Sweet Treats – shall coordinate any hospitality activities, including our quarterly Sweet Treats for Freedom staff.
 6. Webmaster – shall maintain PTO website; shall liaises with Secretary and Vice President to obtain information to post on website; shall work closely with Freedom’s IT staff and Publicity/Community Relations; shall maintain digital PTO files on shared site.
 7. Staff Appreciation Week Chairperson
 8. Nomination Committee
 9. Kindergarten Round-up Chairperson
 10. Teachers Back to School Breakfast Chairperson
 11. Back to School Open House Chairperson
- Other committees/chairpersons as needed

Addendum A and B were adopted on August 28, 2012.

Addendum c – Distribution of PTO Funds

(Article IX, Section 4, Subsection a)

- a. Distribution of funds outside of PTO events shall be voted on by the PTO at large.
- b. A “Request for Funds” form must be completed and presented to PTO Board by the requesting party at least 10 days prior to the PTO meeting where the disbursement will be voted on to allow sufficient time for follow up questions or additional support requirements. The Freedom staff requesting funds must be present at the PTO meeting where the vote will take place to address questions or comments.
- c. 2/3 vote is required by PTO members in attendance during the applicable monthly meeting for the Request to be approved.
- d. No PTO funds will be disbursed to non-PTO events without going through the above approval process. This includes disbursements for Freedom Elementary school events, teachers, students, etc.

Addendum C was adopted on May 20, 2013.

Addendum d – Bylaw Amendments
(Article X, Section 1)

1. At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled regular PTO meeting
2. All approved amendments shall become effective immediately and recorded by the Secretary

Addendum D was adopted on May 20, 2013.

Addendum e – Membership
(Article IV, Section 4)

1. Members in good standing are those who abide by the current bylaws, who have completed a membership form and attend at least 3 of the yearly PTO meetings.
2. Only members in good standing are allotted voting rights, one vote per Freedom family.

Addendum E was adopted on May 20, 2013.