

# School Advisory Council Bylaws

## Liberty Pines Academy

### I. Mission/Purpose

Liberty Pines Academy strives to empower all students with a lifelong passion and curiosity for learning as well as empathy for others within a unique kindergarten through eighth grade learning environment. At Liberty Pines Academy each student is valued, appreciated, and encouraged to use their skills, talents, and abilities to their utmost potential.

The Liberty Pines Academy School Advisory Council recognizes that the education of students is a shared responsibility involving the school, students and their families, and members of our community. We value input from our stakeholders and are committed to encouraging partnerships to enhance the education of our students.

### II. Role and Function

Pursuant to the Florida Educational Accountability Act of 1991 the primary role and function of a School Advisory Council is to assist in the preparation and evaluation of the School Improvement Plan and simultaneously to develop among the total school community the consensus necessary to successfully implement the plan. As a result, the LPA SAC will:

1. Take primary responsibility for developing the vision and goals both short and long term for Liberty Pines Academy;
2. Oversee the development of a needs assessment and its implementation and collation;
3. Address the required state goals, and the St. Johns County School District's Strategic Plan based on results of the needs assessment;
4. Oversee the development of the operational processes needed to reach the highest priority goals and standards;
5. Oversee the development of an action plan for each operational goal;
6. Oversee the development of an evaluation procedure to Measure progress toward meeting goals, including indicators of individual student performance;
7. Seek input from all stakeholders as needed;
8. Draft the initial and subsequent School Improvement Plan utilizing results from steps 1-7 with a timeline for implementation;
9. Assist in preparing the School's annual budget;
10. Authorize the School Improvement Fund expenditures;
11. Determine jointly with faculty/staff how School recognition funds are to be disseminated (if determined prior to November 1);
12. Complete waivers (if necessary).

The Liberty Pines Academy SAC will not involve itself directly with the day to day decisions and operational policies of the school unless requested, but will ensure that all activities are consistent

with the established goals and are designed to move the school and students toward those goals. The Fiscal year for the SAC will be July 1st to June 30th.

### III. Membership

1. The Membership of the Council shall reflect the diversity of the total school community including racial, ethnic, and socioeconomic status. Membership shall consist of a cross representation of faculty, staff, and community members with 51% of the membership not employed by St. Johns County School Board. The Council may change its composition and size at any time by a majority vote of the membership provided the composition retains the required representation and balance. Each constituent group shall be represented in the following way:

#### School Personnel

- Principal/Administration
- Instructional Faculty
- Non-Instructional Staff

#### Non School Personnel

- Parents/Guardians
- Community Members
- Business Partners

2. Membership to the School Advisory Council shall be determined in the following way:

- a) The school principal shall be a designated member
- b) Instructional representatives shall be elected by members of the teaching staff
- c) Non-instructional member(s) shall be elected by members of the non-instructional staff
- d) Parents/guardians shall be elected by parents/guardians of the students at Liberty Pines Academy
- e) Community Members/Business Partners shall be appointed by the Council
- f) A minimum of 51% of the SAC membership will constitute non-St. Johns County School Board employees and also reflect the demographic of Liberty Pines Academy

3. Members of SAC may not serve in more than one category at a time.

4. Members of SAC will serve a two-year term (with the exception of the principal).

5. Members of SAC may serve additional terms to allow for council continuity if necessary.

6. Members of SAC missing two consecutive meetings or a total of three (without prior notification to the Co-chairs) will automatically be dismissed from membership. The Council may vote to reinstate.

7. It is the responsibility of each group to name a replacement member in a timely manner should a vacancy occur.

8. A list of persons interested in serving on SAC will be maintained in the Principal's office.

9. In the event that the SAC does not have the representative membership needed, the principal, after consulting with the Co-Chairs will appoint members.

#### IV. Officers

1. Officers of the Council will be Co-Chairs, Secretary, and Treasurer.
2. In a situation where more than one person holds the position of Co-Chair, one of these individuals may also serve as the Secretary.
3. Co-Chairs will be elected annually at the May meeting and will serve the following fiscal year.
4. The Secretary and Treasurer will be elected annually at the first meeting of the new fiscal year.
5. The term of the office of Secretary and Treasurer will be one year with a maximum of two consecutive years in each office.
6. The term of office for a Co-Chair will be two years with a maximum of four consecutive years.

#### V. Member Responsibilities

1. All members shall:

- a. Maintain a school-wide perspective in issues
- b. Participate in council meetings
- c. Participate in information and training programs
- d. Act as a link between the council and the community
- e. Encourage the participation of parents and community members
- f. Attend council meetings on a regular basis
- g. Communicate regularly with parents and community members to seek their input with regard to matters being addressed by the Council, and to report on the activities of the Council
- h. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by State Statute

2. The Principal shall:

- a. Facilitate the establishment of the school council and assist in its operation
- b. Attend all school council meetings (the Assistant Principal may serve as a designate if the principal is unable to attend)
- c. Ensure that copies of the SAC meeting minutes are kept at the school
- d. Support and promote the Council's activities
- e. Act as a resource regarding laws, regulations, Board policies and collective agreements
- f. Obtain and provide information required by the Council to enable it to make informed decisions

- g. Maintain regular communication with the Co-chair(s) of the Council
- h. Ensure that information, correspondence, and other material intended for the SAC is forwarded in a timely manner
- i. Present the School Improvement Plan to the School Board with the Chair and Co-Chair(s)
- j. Jointly sign any official documents or checks issued by the Council

3. The Co-Chairs shall:

- a. Prepare the agenda for meetings in consultation with the principal or principal's designee
- b. Facilitate SAC meetings
- c. Notify members of meetings
- d. Jointly sign any official documents or checks issued by the Council
- e. Communicate with principal or designee on a regular basis
- f. Review the meeting minutes
- g. Distribute minutes to the Director of School Improvement (hard copy) the Principal and Council members
- h. Post minutes on the school website and on the faculty/staff share folder
- i. Fill in for each others absence
- j. Prepare meeting agendas
- k. If one or both Co-Chairs are unable to serve out their terms the Principal will appoint new Co-Chairs to serve SAC until the May election

4. The Secretary shall:

- a. Record minutes of all Council meetings
- b. Submit minutes to the Co-Chairs for review and distribution
- c. Read minutes at each Council meeting for approval

5. The Treasurer shall:

- a. Keep an accurate record of the Council budget and spending
- b. Submit an updated record to the Co-Chairs monthly
- c. Read a treasurer's report at each Council meeting

VI. Meetings

1. There will be eight (8) meetings during the school year. No meeting is scheduled in the months of May, June, or July; however, a meeting can be called by the Council and/or Principal during unscheduled months to address SAC business.

2. The date, time, and place of meetings will be decided by a quorum (51% of membership) at the first meeting of the Council year and the calendar of meetings submitted to the District Office of Accountability. The meeting will be one hour in length unless the Council agrees to extend the time.
3. Meeting minutes must include the name of the school, date of the meeting, and the names of the members in attendance.
4. Minutes of all meeting will be distributed to members of the Council before the next meeting
5. Members must respect the personal and professional rights and opinions of other members.

#### VII. Meeting Procedures

1. One or both Co-Chairs will facilitate the meeting. If the Secretary is absent a Co-Chair will take minutes.
2. A quorum is needed to conduct business. Only council Members can vote. 51% of the elected members must be present and of those present a simple majority rules.
3. In the absence of a quorum, no motions may be considered or approved. If a majority wants the meeting to proceed in the absence of a quorum the Council will continue the meeting for the purpose of discussion of the issues.

#### VIII. Protocol for Decision Making

1. It is the intent of the Council to reach agreement though consensus in all matters.
2. Motions- Any elected member of the council may move a motion at any meeting.
3. A motion may be voted upon only if a quorum is present.
4. Each member shall have one vote for each motion. A member may abstain from voting on any motion.
5. A motion is approved if a majority of the elected council members present vote in favor of it.

#### IX. Committees

1. There will be an Executive Committee consisting of the Co- Chair(s), and the Principal (or his/her designee). The Committee may meet to deal with emergencies and/or make recommendations to the full Council.
2. The Council may establish ad hoc and subcommittees as needed.
3. Membership in any of the committees is not limited to members of the Council.

#### X. Parliamentary Procedure

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### XI. Communication

It is intended that an explanation of this Council and a summary update of its activities and goals will be delivered to the parents/guardians and community through the Liberty Pines Academy website. A hard copy of the minutes will be available at the school.

#### XII. Changes

These policies may be amended at anytime by a majority vote of the Council at the meeting following the announcement of a suggested change.