

**Fruitville Elementary School  
School Advisory Council  
By-Laws/Guidelines  
2017-2018**

1. **Name**

The name of the organization is the Fruitville Elementary School Advisory Council.

2. **Purpose:**

SAC is a link between the school and the local community. It serves as a mechanism for participatory management through which the various shareholders in the school community may assist the school. Shared decision making among all constituents of the school community, both internal and external, can benefit the school and produce better student outcomes. The shareholders are parents, business people, other community members, professional educators, and other school staff.

3. **Membership Responsibilities:**

Specific functions include, but are not limited to the following:

- (1) Plan and review the results of any needs assessments
- (2) Review the *School Improvement Plan (SIP)* and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance
- (3) Monitor student and school 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
- (4) Prepare and distribute information to the public to report the status of implementing the *School Improvement Plan*, the performance of students and educational programs, and progress in accomplishing the school goals
- (5) Make recommendations on the accumulation and reporting of data that is beneficial to parents
- (6) Serve as a resource for the principal and advise the principal in matters pertaining to the school program
- (7) Determine the use of School Improvement fund
- (8) Inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community about the school

- (9) Act as a liaison between the school and the community
- (10) Review the Florida Commission on Education Reform and Accountability (SPARs) as required by and pursuant to Section 230.23(18)(g), Florida Statutes
- (11) Participate in the planning, renovation, construction, inspection and monitoring of school buildings and grounds
- (12) Encourage an active parent group and business partnership
- (13) Assist the principal with site budget, staff development, implementation of instruction, staffing and strategic planning

4. Policies and Procedures

- A. Decisions shall be made by consensus, defined as a general agreement of opinion.
- B. If consensus is not attainable on any agenda item, it will be tabled until further evaluation or modification warrants reintroduction or a vote may be taken if a quorum is present (a quorum is defined as a majority of the membership of the council).
- C. At least a three-day written, advanced notice must be given to all council members when a matter is coming before the council that requires a vote.
- D. Items to be considered on the agenda must be submitted to the chairperson 4 school days prior to meeting (e.g. Tuesday for a Monday meeting).
- E. Meeting schedule will be *agreed upon by participants* and posted on school district email and our website.
- F. Meetings will strictly adhere to scheduled agenda items.
- G. Parliamentary Procedures will be referred to.

5. Membership of the Advisory Council:

The Membership shall be representative of the racial community of Fruitville and will be comprised, at a minimum, (51% or more must be non-school-based members) as follows:

- (A) Teachers – at least 2
- (B) Classified – at least 1
- (C) Parents – at least 4
- (D) Business and Community Representatives – at least 1 (non-school-based member)
- (E) Principal

6. Selection (Procedures for electing council members)
  - A. Representatives on the Council will be elected before September 30th by each group. Teachers elect teachers; classified elect classified; parents elect parents. If, after publication of information requesting volunteers for membership, there are only volunteers for the positions as advertised, these members will assume the positions for that year.
  - B. There shall be no limit to the amount of time one may serve; however, if challenged, in the fall an election will be held.
  - C. Business and community representatives will be chosen by the Principal from those who apply.
  
7. Vacancies:
  - A. Members with two unexcused consecutive absences from a properly noticed meeting should be replaced.
  - B. A vacancy occurring in any position shall be filled by that team or group.
  
8. Officers -- Duties and Responsibilities
  - A. The Chairperson shall be chosen by consensus and the duties of the office shall include facilitating, scheduling, and canceling meetings.
  - B. The Secretary shall be chosen by consensus. The duties of the office shall include:
    1. Keeping and maintaining accurate minutes, documents, and files.
    2. In a reasonable amount of time posting minutes on the School's email and forwarding to the District's web page.
  
9. Standing and Special Committees
  - A. Ad hoc committees will be formed by the Council as deemed necessary.
  - B. Members of committees will not be limited to members of the SAC.
  - C. Each committee will choose its own leader.
  - D. Committee reports will be included on the agenda.
  
10. Meetings
  - A. Shall be at least one time per month as long as there are active agenda items and will generally last no more than one hour.
  - B. Extra meetings shall be added as needed with at least 48 hours notice to all members.
  - C. Times and dates of meetings shall be determined by consensus.
  - D. Meetings are open for observation to anyone.
  - E. To maintain 5 Star School Status there must be an average of 80% attendance.
  - F. At least 8 meetings will be held during the year.

11. Amendments

The By-Laws/Guidelines will be reviewed annually and revised as deemed necessary. Changes must be approved by the Council.

The Operational Guidelines shall be reviewed annually and revised as deemed necessary. Changes must be approved by the School Advisory Council.

Approved by the Fruitville Elementary School Advisory Council this September 7, 2017.

  
Melissa Fraley,  
Chairperson  
School Advisory Council

  
Steven D. French  
Principal