

# **Gifford Middle School School Advisory Council By-Laws**

## **Name and Purpose**

The School Advisory Council, hereinafter referred to as SAC, shall be in accordance with all pertinent Florida Statutes and Indian River County School Board Rules. Its duties and functions shall include:

- a. Reviewing the results of needs assessments.
- b. Assisting with the development of the School Improvement Plan (SIP) and providing the 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.
- c. Defining adequate progress for each school goal; obtaining public input, as required by law, such as defining adequate progress; negotiating the definition of adequate progress with the School Board; and notifying and requesting assistance from the School Board as needed.
- d. Monitoring students' progress and the school's progress in attaining goals and evaluating the appropriateness of the indicators of student progress and the strategy and evaluation procedures, which are selected to measure student performance.
- e. Making recommendations on the accumulation and reporting of data that is beneficial to parents.
- f. Serving as a resource for the principal and faculty advising in matters pertaining to the school program.
- g. Providing input on the school's annual budget and the use of school improvement funds.

## **Membership**

The SAC shall be comprised of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other citizens of the community that are representative of the ethnic, racial, and economic community served by the school. There shall be teachers, support personnel, parents, community/business representatives, and, if the team prefers, a student.

## **Membership Election**

SAC voting members representing teachers, education support employees, students, and parents (two per grade) shall be elected by their respective peer groups by ballot in a fair and equitable manner.

- A. A teacher(s) shall be elected by teachers.
- B. An education support employee(s) shall be elected by education support employees.

- C. Parents shall be elected by parents. Parents can be elected at any Gifford Middle School parent gathering.
- D. The Student Council President may serve as the student representative.
- E. The SAC shall select a business and community member(s) to serve after reviewing the list of nominees prepared by the school principal.
- F. Additional members may be appointed by the SAC for approval by the Indian River County School Board when it is necessary to achieve the proper representation on the SAC of the ethnic, racial, and economic community served by the school.

## **Tenure of Members**

All members shall serve on the SAC for three years to begin in September of each year. The exception shall be teachers who will be elected at the first faculty meeting of the school year. The teachers shall comprise the Faculty Council as prescribed in the bargained agreement. SAC members may serve consecutive terms. The principal is a non-elected voting member of SAC. Missing two consecutive meetings may result in loss of voting membership. Individuals must inform the Chairperson of reason for absences and the chairperson will determine the continuation of voting membership.

## **Officers**

The SAC shall elect a Chairperson and Recording Secretary. Officers shall serve a one year term with elections occurring at the first regular meeting of the new school year.

## **Meetings**

The SAC shall determine meeting locations, dates, and times. Meetings shall be open to the public, and subject to Chapter 286, Florida Statutes (Government in the Sunshine).

The SAC will emphasize consensus decision-making. If consensus cannot be reached, then a democratic vote will take place requiring simple majority to pass the issue. (A majority of voting membership constitutes a quorum and is necessary for any action). Only SAC members will have voting rights and SAC members must be present to vote or call in by phone during the meeting. Voting members must receive a 3-day written notice of any agenda action item. Written notice will consist of the agenda posted in the front office 3 days prior to the meeting for public and voting member review. Each meeting will consist of an agenda with discussion and/or action items. Minutes will be sent to the School Board after approval.

## **Proposed School Recognition Process Guidelines**

### **I. School Recognition Subcommittee:**

When school recognition funds are awarded to Gifford Middle School, a subcommittee of at least two SAC members, two Faculty Council members, and two non-instructional personnel (suggested maximum of 6 members) will be appointed. The responsibilities of this subcommittee will be as follows:

- Type ballots.

- Facilitate consensus meetings to ensure all individuals are heard.
- Ensure all ballots are approved by both SAC and faculty/staff throughout the process. (Approval of the ballots by both SAC and faculty/staff indicates that the results are also approved by both parties at the end of the process.)
- Ensure integrity of the voting process.
- Communicate meetings and decisions to all parties in a timely manner.
- Only vote on official ballots and not share personal opinions during consensus meetings (to ensure impartiality).
- Check annually for any procedural or award changes (through school administrators and FL DOE).

## **II. Ballot Recommendations/Requirements:**

The first ballot must include all options per FL DOE (see appendix).

Through the process, the following must be determined if “one time bonus” is selected on the first ballot:

- Who (i.e. teachers only, all staff, etc...)
- When taught at GMS (last year only, this year only, both, etc...)
- If share is chosen: How to share (split evenly, percentage distribution, etc..)

**III. School Advisory Council & Faculty/Staff:** Approval of the ballots as the school goes through the School Recognition Process indicates approval of the results after the voting on each ballot is tabulated and recorded.

## **Amendments**

Amendments to these guidelines may be proposed at any time. Voting amendments will take place at the following appropriately scheduled meeting. Amendments will pass if approved by a 75% or more majority vote of the members (quorum) present.