

INDIAN RIVER ACADEMY SCHOOL ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME

The official name of this body is INDIAN RIVER ACADEMY SCHOOL ADVISORY COUNCIL (SAC). In these bylaws, the Indian River Academy School Advisory Council may be referred to as "SAC".

ARTICLE II: PURPOSES

The purpose of Indian River Academy School Advisory Council, which represents the School's constituencies, are:

- a) To advise the School Principal, who remains responsible for all decisions of school management including the recommendations to SAC.
- b) The School Advisory Council shall assist in the preparation, evaluation and revision of the School Improvement Plan (SIP) required by Florida Statutes.
- c) To act as liaison between the School and its constituencies, make such additional recommendations as it sees fit.
- d) To perform such other functions as prescribed by the Indian River County School Board and/or State Legislature.

ARTICLE III: DUTIES AND RESPONSIBILITIES

- a) Consider the needs of the whole school and community.
- b) Attend regular SAC meetings. Any member with two unexcused consecutive absences from a properly noticed meeting will be removed. Advance notice to the Chairperson and/or Principal may excuse the absence.
- c) Actively participate in effecting school goals.
- d) Review the results of any needs assessment conducted by the School Administration.
- e) Monitor students' progress and the school's progress in attaining goals.
- f) Define adequate progress for each school goal and obtain public input when defining adequate progress for school goals.
- g) Promote communication among students, staff, parents, administration and the community.

- h) Determine the use of School Improvement Funds.
- i) Assist in the preparation of the School's annual budget and plan within the given academic year.
- j) Make recommendations on the waiver of Florida Statutes of State Board of Education rules, local school board rule, or local contract language, which allows school improvement personnel to establish innovative educational practices and methods.
- k) Comply with State of Florida Sunshine Laws.
- l) Review and approve (annually) the plan to distribute or spend school recognition funds (if funds are received). See attached procedure document.

PROCEDURE FOR DISTRIBUTION OF SCHOOL RECOGNITION FUNDS

In the event that Indian River Academy is awarded School Recognition Funds from the State of Florida, the following procedures will be used to spend/distribute the money.

A. Advisory Committee

1. An Advisory Committee will be formed to oversee the procedure.
 - (a.) The committee will include, but not be limited to:
 - (1.) Grade Level Chairpersons (including at least one member of IRCEA)
 - (2.) At least one member of CWA
2. The committee will meet and be informed of the procedure.
3. A ballot (included with this document) will be distributed to all persons who worked at the school during the year of the recognition (faculty and staff) and are currently employed.
4. The Committee will meet and read the ballots. The majority vote rules. However, based on the results, the Committee may make recommendations to the faculty and staff and a second ballot may be distributed.

B. Guidelines for Distribution

1. If the majority decision is the use the funds for faculty and/or staff bonuses, the following guidelines will be used:
 - (a.) Instructional Personnel and Administrative Personnel
 - (1.) All professional personnel will receive a proportionate amount if they served as a long-term sub during the year of recognition. (A long-term sub is defined as: a substitute teacher who teaches more than 20 consecutive days in the same position replacing the same employee).

- (2.) If a faculty member resigns or retires at the end of the year of recognition, he/she will be included in the disbursement of the school recognition funds.
- (3.) Instructional personnel must work a minimum of 20 days to receive a share.
- (4.) If an annual contract teacher is dismissed within the first ninety-seven days of his/her initial year of annual contract status, he/she will be ineligible to receive a portion of the school recognition funds.
- (5.) Instructional staff or administrators may choose to maintain their funds at the school site to be used for supplies or equipment.

(b.) Non-Instructional Personnel

- (1.) In order to share in School Recognition funds, a staff member (or a substitute staff member) must have worked at Indian River Academy for at least nine (9) weeks during the year of recognition in order to receive a portion of the school recognition funds.
- (2.) If a staff member resigns or retires at the end of the year of recognition, he/she will be included in the disbursement of the school recognition funds.
- (3.) Non-instructional staff includes all personnel who are paid from the Indian River Academy budget as well as cafeteria staff.

(c.) All payments (to instructional personnel or staff who were not full-time) will be pro-rated according to the actual length of service and daily hours worked.

C. Financial Plan

1. The Advisory Committee will instruct the Administrative Assistant to the Principal to draw up a financial distribution and/or expenditure plan, with assistance from the District Finance Office.
2. The Plan will be approved by the Faculty members who were employed during the year of recognition (and are still currently employed). This approval will be executed by paper ballot.
3. Upon approval by the majority of the Faculty, the plan will be submitted to the SAC for approval.
4. Upon approval by SAC, the plan will be submitted to the District Finance Department for approval and inclusion on the agenda of the next scheduled School Board Meeting.

ARTICLE IV: MEMBERSHIP AND THEIR ELECTION

SECTION 1: The Indian River Academy School Advisory Council shall be comprised of the Principal, Elementary Specialist (non-voting), representatives of the faculty and staff, parents and community members, one School Board Member (non-voting) and a liaison (non-voting) appointed by the Assistant Superintendent for Instruction. Membership shall be representative of the ethnic, racial and economic

community served by the team. Maximum efforts shall be made to include minority persons and persons of lower socio-economic status. Students may serve, as appropriate. In compliance with State Rules (SB 1932) it shall have a majority of members who are not employees of Indian River Academy. The following percentages for selection of membership are required by Florida Legislation:

Community **51% or a majority of SAC**
Parents of children at the school (Not Employed by Indian River Academy.)
Business Partners of Community Representatives

School Board Employed **49% or a minority**
Teachers (at least one IRCEA member)
Administrators or Professional/Technical Staff
Education Support Employees (at least one CWA member)

- a) "Teacher" is defined to include classroom teachers, certified student services personnel and media specialists.
- b) "Support Staff" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to Section 228.041 and whose duties require 20 or more hours in each normal working week.
- c) District Office or School Board personnel serving as resource or liaison assistants are non-voting members of SAC. As such, they are not included in the above percentages or representation requirements.

SECTION 2: The Principal shall be a permanent member of the council. In the event of an absence of the Principal, a designee of her/his choice may serve in her/his place.

SECTION 3: The Principal will facilitate an election process to determine, from within the school and community, those individuals willing to make a commitment to participate on SAC. Their respective peer groups shall elect council members representing teachers, educational support employees, and parents.

- a) Teachers shall be elected by the School's Faculty with care to represent the several school levels and special areas.
- b) Support Personnel shall be elected by the School Personnel Group.
- c) Parents of Indian River Academy SAC shall be elected by Indian River Academy parents. Parent nominators will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions. SAC parent nominees shall be elected by recommendation - call for a motion- second, and majority vote of persons qualified for their specific peer group who are in attendance at the Indian River Academy SAC meeting for which notice of such election has been given.
- d) Community and Business Representatives shall be appointed by the Principal.

SECTION 4: The Principal will submit a membership/composition report to the School Board by September 30th of each year. The list will include name, address, telephone number, peer group, employment status, ethnic/racial category and demographic representation of the school community.

SECTION 5: A vacancy in any membership category may be filled utilizing the regular election/selection process. The Principal will inform the District Office in writing of and replacement members. If a Council Member wishes to resign, a letter to the Chairperson is required. Elections for vacant positions will be held throughout the school year, as needed. A vacancy occurs with resignation or absenteeism as defined as two consecutive regularly scheduled meetings missed during the school year. Advance notice to the Chairperson and/or Principal may excuse the absence.

ARTICLE VI: OFFICERS AND THEIR ELECTION

SECTION 1: The officers of Indian River Academy School Advisory Council shall be a Chairperson, a Vice-Chairperson and a Recording Secretary.

- a) The faculty member is responsible to insure that all faculty are informed of the issues and decisions of SAC.
- b) The faculty member is responsible to bring any issues that come from the faculty to the SAC.

SECTION 2: The officers shall be elected at a regular meeting of the School Advisory Council, no later than the first meeting in the fall of the school year.

SECTION 3: The term of the office shall be one year. Terms may be consecutive.

SECTION 4: Vacancies shall be filled by Council vote at a regular meeting.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 1: The Chairperson shall:

- a) Preside at all SAC meetings.
- b) Appoint such committees as necessary.
- c) Coordinate with the School Principal on the preparation of each meeting's agenda.
- d) Insure a quorum of 51% of the membership is present for any vote on School Policy actions/decisions.

- e) Provide the Principal with a current copy of SAC bylaws to be submitted within the membership reports to the District Office in November.

SECTION 2: The Vice-Chairperson shall:

- a) Assist the Chairperson as needed.
- b) Preside at Council Meetings in the absence of the Chairperson.
- c) In case a vacancy occurs in the office of the chair, the vice-chair shall assume the chair for the remainder of the term.

SECTION 3: The Recording Secretary shall:

- a) Record the minutes at the meetings.
- b) Insure that the minutes are typed and distributed.
- c) Assist with any correspondence as delegated by the officers.
- d) Insure that electronic copies of all SAC minutes are maintained on computer disc, preferably using Microsoft Word. At the end of the academic school year, he/she shall aid school Principal in submitting all SAC minutes to the District School Board.

ARTICLE VIII: COMMITTEES

The Indian River Academy SAC shall have such committees, as it deems necessary, to carry out its purposes. The Chairperson, in consultation with the Principal, shall appoint such committees.

ARTICLE IX: MEETINGS

SECTION 1: The Indian River Academy SAC shall meet from four (4) to eight (8) times per year. Meetings may be called by the Principal or the SAC Chairperson. Notice of a called meeting shall be given to SAC members at least seven days prior to the meeting date. Meeting location and times shall be determined by the SAC at its first regularly scheduled meeting of the school year.

SECTION 2: Meetings shall be open to the public and subject to Chapter 286, Florida Statutes.

SECTION 3: Meeting locations, dates and times shall be publicly advertised to provide opportunities for all who wish to participate to do so.

SECTION 4: At least seven days advance notice must be given to all council members when a matter is coming before the council that requires a vote. E-mail and fax can be considered written notice for council members with e-mail capabilities.

SECTION 5: Meetings should be scheduled when all stakeholders can attend.

ARTICLE X: QUORUM

Votes may only be taken if a quorum is present. (A quorum is defined as a majority of the membership of the council).

ARTICLE XI: PARLIAMENTARY AUTHORITY

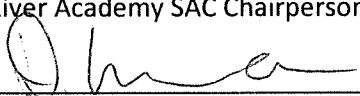
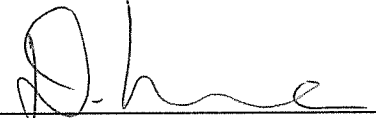
Robert’s Rules of Order Newly Revised shall govern the council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII: AMENDMENTS

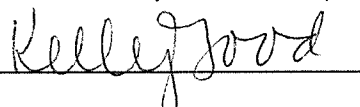
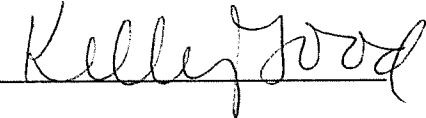
In order to amend these guidelines, the School Advisory Council will designate a sub-committee to draft changes. A change will require a simple majority vote of the council. Such adoption, amendments or deletions shall be furnished to each member in writing prior to the meeting.

Signatures:

Indian River Academy SAC Chairperson

Name:  Signature: 

Indian River Academy School Principal

Name:  Signature: 

Indian River Academy School Advisory Council Bylaws adopted: 1 December 2019

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