

The School District of Manatee County
Robert E. Willis Elementary School Advisory Council
Operating Bylaws
2024-25

Article I. General

- i. The provisions of Florida Law and rules of the School District of Manatee County, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by reference.
- ii. To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the School District of Manatee County 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 *Robert E. Willis 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 of school improvement funds pursuant to Florida Statute 4 229.58.

Article IV. Membership Responsibilities

The School Advisory Council shall:

- i. Review the results of any needs assessments conducted at the school.
- ii. 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 measures student performance.

- iii. Assist in defining adequate progress for each school goal and for the overall school improvement plan.
- iv. Report progress in meeting the goals of the school improvement plan. A mid-year review and end of year report shall affirm the satisfactory implementation of the plan.
- v. 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.
- vi. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of the students and educational programs, and progress in accomplishing the school's goals.
- vii. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
- viii. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- ix. Assist the principal as requested in preparing the school's annual budget funds.
- x. Provide input on the use of school improvement funds (Lottery dollars).
- xi. 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.
- xii. Act as a liaison between the school and the community.
- xiii. Identify other duties and functions of the School Advisory Council.

Article V. Composition

The School Advisory Council shall include the principal and an appropriately balanced number of teachers, education support employees, parents/ legal guardians, and business and community representatives. The composition shall be as follows:

- i. Membership shall be representative of the ethnic, racial and economic community served by the school.
- ii. A majority of members shall be persons that are not employed by the school district.
- iii. Teachers shall be defined as any person on the instructional salary schedule.
- iv. 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.
- v. **Florida statutes** provide that each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school, provided that vocational-technical center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. A majority of members of each council must be persons not employed by the School District. A simple majority is defined as fifty-one percent (51%) of the membership or one-half (1/2) of the number of members plus one (1). **The council will be limited to ten (10) voting members.** The principal is responsible for providing that the elections take place and the composition of the school advisory council (SAC) complies with the law. If the election process does not yield a SAC that reflects the racial, ethnic, and economic diversity of the student population at the school, the principal may appoint additional members to achieve the appropriate

representation. The number of parent representatives shall at least be equal to the number of teacher representatives.

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

i. Selection of Members:

- i. Teachers, education support employees, and parents/legal guardians shall be elected by their respective peer groups in a fair and equitable manner as set forth in these guidelines:
 - i. Teachers shall be elected by teachers from a slate of nominated teachers with a school wide election.
 - ii. Education support employees shall be elected by education support employees from a slate of nominated education support employees.
 - iii. Parents or legal guardians shall be elected by parents or legal guardians from a slate of nominated parents or legal guardians at the School Advisory meeting designated for elections. All attendees that are Willis parents or legal guardians, are eligible to vote at this meeting.
- ii. Business and community members are members who may or may not have a child attending Willis. This position shall be appointed by the Principal.
- iii. The school principal is a required member by law.

ii. School Board Approval:

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

- ii. The peer group represented
 - iii. A description of how membership reflects the ethnic, racial and economic community served by the council
 - iv. The number and percent of school-based and non-school-based members
 - v. A description of how many members were selected for each peer group.
- ii. The principal shall also 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. Revisions in other data that result from the member change will also be noted.
- iii. Vacancies:
The principal shall:
 - i. Fill School Advisory Council vacancies as they occur throughout the year using the following process:
 - i. The principal will determine the need to fill the vacancy.
 - ii. If it is determined that there is a need, the principal will accept a nomination from the appropriate group (e.g. Teacher, Education Support Employee, Parent/Legal Guardian, Business and Community Member).
 - iii. Submit nomination to the School Advisory Council for majority vote of approval.
 - iv. 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.

- v. Members filling vacancies will serve the remainder of the unexpired term of the person they are replacing.
- iv. Membership Term:
 - i. Members will serve a minimum of two (2) years. New members will begin their term on the first scheduled meeting of the school year and exiting members will serve until the last scheduled meeting of the school year.
 - ii. A member may serve a maximum of four (4) consecutive terms. For each of these terms the member must be selected following the procedure for member selection.
 - iii. Terms will be staggered to ensure a mix of new and experienced members each year.
- v. Attendance:

A member will be replaced after three (3) absences per school year.

Article VII. Officers

A. Officers:

There shall be a Chairperson, Vice-Chairperson, (Co-Chairpersons may be elected in lieu of a Chair and a Vice-Chair,) and a Recording Secretary nominated and elected at the first School Advisory Council meeting of the regular school year.

B. Duties:

1. The Chairperson or Co-Chairperson shall preside at all School Advisory Council meetings, schedule meetings, prepare agendas in collaboration with the principal, advertise the meeting to the school community at least 48 hours in advance of each scheduled meeting and disseminate pertinent information to members.
2. The Vice-Chairperson shall preside at all meetings in the absence of the Chairperson and perform such other duties as requested by the Chairperson or by the School Advisory Council.

3. 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 Operational Guidelines, previous minutes, and other pertinent papers. The Secretary should 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 posting of minutes.

iii. Term of Office:

1. Each officer shall serve a term of one year.
- i. Vacancies occurring during a term shall be filled at the first meeting after the vacancy occurs using the voting procedure described in these guidelines.

Article VIII. Membership Voting

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. A simple majority vote of the membership present is required for approval. No voting should take place without the presence of the quorum. A quorum shall consist of a majority of the membership. At least three (3) days advance notice will be given to members before a vote is taken.

Article IX. Meetings/The School Advisory Council

The School Advisory Council will adhere to the following guidelines for meetings:

- i. Meeting dates, times and locations will be mutually agreed upon by the members.
- ii. Meetings will be scheduled at times, which support maximum attendance by members of the school community.
- iii. Meeting notices will be posted on the school marquee, the Willis website, the PTO website, and any other public area instructed by the School District of Manatee County.
- iv. All meetings will be open and public.
- v. Approved minutes from regularly scheduled meetings will be recorded and maintained in the office of the principal, posted on the school website and a copy will be submitted to the District Office of School Improvement.

Article X. Committees

Committees will be formed and guided by the Operational Guidelines 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. The School Advisory Council Chair may create committees to address specific needs. The existence of such committees shall terminate upon completion of the specified task.

Article XI. Amendments

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

Revised and Approved by the Robert E. Willis School Advisory Council this 17th day of September 2020. These changes were made to meet the state requirements for a 10 membership limit. Motion to approve the bylaw revision was made by Jennifer Danahy and seconded by Courtni Darpino. Motion passed with no dissenting votes.