

MANATEE COUNTY SCHOOL DISTRICT
GILBERT W. MCNEAL ELEMENTARY
SCHOOL ADVISORY COUNCIL (SAC)
Operational Guidelines
2020-2021

Article I. General

- A) The provisions of Florida law and rules of the Manatee County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by references.
- B) To the extent than an inconsistency, exists now in the future between these guidelines and any rule or regulation of the 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 Gilbert W. McNeal 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 the school improvement funds pursuant to Florida Statue 229.58.

Article IV. Membership Responsibilities

The School Advisory Council Shall:

- A) Review the results of any needs assessments conducted at the school.
- B) Assist in the development of the school improvement plan and provide recommendation on specific components of the plan, such as the goals of the school, indicators of school and student progress, strategies, and evaluation procedures to measure student performance. The school advisory council shall be the final decision-making body at the school relating to school improvement.

Article V. Composition

The School Advisory council shall include the school principal and an appropriately balanced number of teachers, education support employees, students (Elementary students are not required, but strongly encouraged), parents, and business and community representatives. The composition shall be as follows:

- A) Membership shall be representative of the ethnic, racial and economic community served by the school, including students in the count.
- B) A majority of members shall be persons that are not employed at the school, including students in the count.
- C) Teachers shall be defined as any person on the instructional salary scale.
- D) 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.
- E) **The number of SAC members shall consist of no more than 10.**
- F) The membership shall be comprised, as a minimum, of the following; principal (1), teacher (2), support employees (1), parents (5), and business/community member (1).

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

A) Selection of Members:

- 1) Teachers, education support employees, students, and parents shall be elected by their respective peer groups in a fair and equitable manner as set forth in these guidelines.
 - 1) Teachers shall be nominated and elected at their August staff meeting. Teachers shall be elected by other teachers from Volunteers from the floor. If more than 1 volunteer, then the teachers will vote by ballot.
 - 2) Education support employees shall be nominated and elected at their August staff meeting. Education support employees shall be elected by other education support employees from volunteers from the floor. If more than one volunteer, then the staff will vote by ballot.
 - 3) If and when it is determined that a student representative should participate in the SAC board, then the student shall be elected by the student body by ballot of the students with the teachers' facilitation.
 - 4) Parents shall be elected by parents by applying for a position at our first SAC meeting of the year. If more than five apply, then a ballot will go out to parents for voting in September.

- 2) Business and community members shall be selected by the School Advisory Council after reviewing a list of nominees prepared by the school principal using the following guidelines:
 - a. The principal shall:
 - 1) Seek candidates from businesses and the community through letters, newsletters, or other media releases.
 - 2) Prepare a list of individuals seeking nomination and present the list to the School Advisory Council for selection.

 - b. The School Advisory Council shall:
 - 1) Select/elect the business/community member(s) from the list presented by the principal.
 - 2) Nominations on the list will be taken from the members of the council. Chairperson will call for a vote by show of hands. The nominee with the majority of votes from the quorum present shall be selected/elected.

- 3) The school principal is a required member by law.
- 4) If these procedures are ineffective in attaining an appropriately balanced SAC, the Principal may appoint replacement members as necessary.

B) School board Approval:

- 1) 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:
 - a) The name of each council member.
 - b) The peer group represented.
 - c) A description of how membership reflects the ethnic, racial, and economic community served by the council.
 - d) The number and percent of school-based and non-school based members.
 - e) A description of how members were selected for each peer group.
- 2) 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 member change will also be noted.

C) Vacancies

The Principal shall:

- 1) Fill School Advisory Council vacancies in a timely manner as they occur throughout the year using the process described above. The position vacated during the course of the year and filled by the principal shall come up for re-election for the following year.
- 2) 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.

D).Membership Term:

- 1) Members will serve a term of two (2) years. **However, any member willing to serve beyond two (2) years may submit his or her name for re-election upon completion of each two (2) year term.** Any vacancy which occurs shall be filled for the remainder of that year by the principal, and then that position shall come up for re-election for the following academic year. Newly elected members shall begin their term on following the election at the first meeting, and exiting members shall serve until the first SAC meeting election. Members are encouraged to serve the full two-year term, however, incoming 5th grade parents, or others with only a year of time to donate, are still welcome to apply for a position or be appointed to one.

- 2) It is the goal of Gilbert W. McNeal's SAC to have staggered terms to ensure a mix of new and experienced, members each year. Currently, there are no specific guidelines to achieve this goal; however, as members come and go throughout the years, it is hoped that the positions will settle into a staggered manner.

E) Attendance:

- 1) Attendance records will be maintained by the SAC secretary as part of the meeting records.
- 2) Absences are excused by notifying the SAC chair or principal prior to the meeting.
- 3) Two consecutive unexcused absences from a noticed meeting will result in replacement of the member, using the process described in CI. Any member that misses more than 50 percent of the meetings, even with excused absences, will be replaced.

Article VII. Officers

A) Officers

There shall be a Chairperson, Vice-Chairperson, a Recording Secretary, and selected at the first School Advisory meeting at the beginning of the academic year in either August or September. Additional officers may be designated by the council from time to time as is found necessary.

B) Duties:

- 1) The Chairperson shall preside at all School Advisory Council meetings, scheduled meetings, prepare agendas in collaboration with the principal, advertise the agenda to the school community at least 3 days 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 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 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 shall 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. Posting of minutes.

C) Term of Office:

- 1) Each officer shall serve a term of one year.
- 2) Vacancies occurring during a term shall be filled at the first meeting after the vacancy occurs.

Article VIII. Membership Voting

- A) A majority of the membership must be present to establish a quorum before a vote can be entertained or before an item can be brought up to vote.
- B) 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 alternatives is permitted.

- C) A two-thirds vote of the quorum present is required of any item.

Article IX. Meetings

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

- 1) Meeting dates, times, and locations will be mutually agreed upon by members. There shall be a minimum of eight (8) SAC Meetings throughout the school year. The first five (5) meetings shall be scheduled, on the calendar at the first SAC meeting in May for the following school year. The last four (4) meetings, if not previously scheduled, shall be scheduled by December for the remaining months of that school year.
- 2) Meetings will be scheduled at times which support maximum attendance members of the school community.
- 3) Meeting notices, including agendas, will be posted to the teacher lounges, mailroom, and parent newsletter 3 days prior to the scheduled meeting.
- 4) All meetings will be open to the public.
- 5) Each meeting will require the presence of a quorum. A quorum shall consist of a majority of the membership.
- 6) Minutes from all regularly scheduled meetings will be recorded and maintained in the office of the principal.
- 7) The School Advisory Council shall be in compliance with Florida's Government-in-the-Sunshine Law and Public records Law.

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.

- 1) Standing Committee(s)
Operational Guidelines Committee: This committee shall be responsible for drafting revisions to the Operational Guidelines when necessary and for presenting the revisions to School Advisory Council for approval.
- 2) Special Committee(s)
The School Advisory Council may create other 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.

Approved by the Gilbert W. McNeal Advisory Council this day of April 16,2019

Chairperson
School Advisory Council

Principal
Gilbert W. McNeal Elementary School