

LEWIS W. WADSWORTH ELEMENTARY BYLAWS

Reviewed: December 8,2020 /Adopted:

Article I. Name

The name of this organization shall be the **Lewis W. Wadsworth Elementary** School Advisory Council, hereafter referred to as the SAC.

Article II. Purpose

Section 1: The primary purpose of a SAC is to assist in the preparation of the school improvement plan to improve student performance. The plan shall be based on an analysis of student achievement and other school performance data. The SAC shall be responsible for the final decision making at the school relating to the school improvement process and plan.

Section 2: The SAC shall perform such functions as are prescribed by regulation of the School Board and state law.

Article III. Members

Section 1: Each school shall establish a SAC, composed of teachers, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the school.

Section 2: The SAC shall consist of the principal, parents, teachers, education support personnel, other business and community citizens, and students, as appropriate. At least fifty-one percent (51%) of the SAC shall be parents and community representatives not employed by the school district.

Section 3: Elected members shall serve on the SAC for a period of two (2) years. Appointed members shall serve on the SAC for a period of one (1) year.

Section 4: The SAC shall replace any member who has two unexcused, consecutive absences from SAC meetings that are noticed according to the procedures set out in these bylaws.

Section 5: All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.

Article IV. Duties

Section 1: The SAC shall assist in the preparation and evaluation of the school improvement plan and the annual school budget.

Section 2: The SAC shall have total authority to determine how the school improvement funds are disbursed. A portion of funds provided in the annual General Appropriations Act for use by the SAC must be used for implementing the school improvement plan.

Article V. Officers

Section 1: Officers for the SAC will be the Chairperson (and Co-Chairperson if requested) and a secretary.

Section 2: The Principal will appoint the SAC Chairperson(s) from the elected members. The SAC will approve the appointment through majority vote providing a quorum is present.

Section 3: The SAC Chairperson, or Co-Chairperson, will work with the principal and SAC members to prepare an agenda for SAC meetings. The Chairperson, or Co-Chairperson, will conduct the SAC meeting,

Section 4: The secretary will record the minutes of each meeting, which will be distributed with the agenda at the next meeting.

Article VI. Meetings

Section 1: Meetings will be scheduled at times when parents, students, teachers, business partners, and members of the community can attend.

Section 2: There will be at least 3 days advance written notice of any matter that is scheduled for a SAC vote.

Section 3: A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the council constitutes a quorum.

Section 4: Minutes will be recorded at each SAC meeting, approved at the subsequent meeting and copies shall be forwarded to the Superintendent/designee.

Article VII. Committees

If the need arises, the chair may appoint a sub-committee to research an issue and report back to SAC. These committees will have no standing beyond the purpose designated by the SAC chair.

Article VIII. Parliamentary Authority

Roberts Rules of Order shall govern the SAC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the SAC providing a quorum is present.

Article IX. Amendment of Bylaws

These Bylaws shall be adopted when passed by two-thirds (2/3) vote of those present at a duly called and held meeting of the SAC. If a quorum exists, amendments to these Bylaws may be made when passed by two-thirds (2/3) vote. Voting may happen by email; however, the email will be printed and kept in the SAC book.

Article X. Procedures for SRP

In the event our school is awarded funds for School recognition, the following process shall be followed to allocate the monies: Staff for the School Recognition Funds is defined as “all staff of the current year, which are paid through our center.” This information will be provided to the SAC Chairperson at the beginning of the school year and posted with the proposals prior to voting.

Option A:

These staff groups are: Instructional and Non-Instructional. All faculty members are employed in the previous year will be eligible to receive bonus money if still working within Flagler County Schools. Part-Time employees (including these who share time between WES and other Flagler County Schools) will be pro-rated accordingly to the schools they work at and those that did not work the complete school year will receive a pro-rated bonus amount based on the number of months employed at WES. Staffing Specialists will receive a flat amount. Anyone that retires from WES shall be considered as a previous school year employee.

Percentages will be divided equally, unless pro-rated, among all members of the following groups:

Instructional: 76%

- Teachers
- Media Specialist
- Guidance Counselors
- Administration
- Speech Teacher
- School Psychologist

Non-Instructional: 19%

- Paraprofessionals
- Media Aide
- Computer Proctor
- Office Staff
- MIS
- Nurse
- Cafeteria
- Custodians
- Maintenance (pro-rated)
- Technology Specialist

Staffing Specialist Flat Rate: \$100.00

Students: 5%

Student money will be divided by a per student amount and placed in the grade level account to be spent by grade level teachers for their students.

Option B:

None of the above

1. Voting Procedures

- a) A copy of the Proposals (Option A , and Option B) and the voting roster will be displayed for stakeholders to view 1 week prior to voting. An email will be sent to WES Staff and SAC members by the SAC Chairperson to include these documents as well. This email will include the location, date, and time of voting as well as the procedure for electronic voting if voters cannot be present for the day of voting.
- b) A large and closed box will be placed in a secure location accessible for all staff for one full day of school for at least 45 minutes prior to the start of the work day and continuously through 1 hour past the end of the work day. The ballot box must be supervised by the SAC Chairperson and one more designee during voting hours.

- c) People must be physically [resent to vote and personally sign the roster or use electronic voting service, or email the SAC Chairperson their vote by 11:59 p.m. one day prior to the physical vote.
- d) The Chairperson will print all email ballots; reconcile ballots against the sign in roster with another SAC member present. It is understood that when submitting and email ballot the is no longer anonymous.
- e) The Chairperson and another SAC member will count the ballots and bring the ballots before the SAC committee for determination of SAC approval of the majority vote. In the event that Option B be the majority vote; the SAC members will create another proposal and repeat the Voting Procedures as stated above.

Date Adopted

Chairperson

Secretary

Vice Chairperson