

Winding Waters K-8



School Advisory Council 2012-2013 Handbook

DISTRICT'S MISSION STATEMENT

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

DISTRICT VISION STATEMENT

Our vision is:

We're all about students!

WINDING WATERS K-8 MISSION STATEMENT

Winding Waters K-8 creates a community of leaders working together to develop an inspiring environment that embraces learning through the innovative use of technology.

WINDING WATERS K-8 VISION STATEMENT

Winding Waters K-8 provides a positive environment for students to reach their maximum potential through the use of technology within inquiry based lessons.

By empowering students to be risk takers and critical thinkers, they will acquire the skills and confidence necessary to become lifelong learners and responsible citizens of our global society.

Our vision will become reality through the efforts of staff and volunteers in collaboration with community stakeholders.

LEGISLATIVE MANDATE

Florida Statute Section 229.58 and the newly enacted CS/House Bill 1661 amending section 229.58, Florida statutes *provide* information on the legislative mandate.

School Advisory Councils (SACs) continue to be a key component of Florida's system of school improvement and accountability. Currently section 229.58, F.S., requires each school board to establish school advisory councils. Section 229.58, F.S. also specifies that each SAC shall perform such functions as are prescribed by regulations of the school board; however, no SAC shall have any powers and duties now reserved by law for the school board. SACs assist in preparing and evaluating the school improvement plan (SIP), and shall provide assistance in the preparation of the school's annual budget. SIPs are locally developed "blueprints" for achieving the state education goals and student performance standards.

Resources for support to SACs with the implementation of this *bill* include "Florida's Sunshine Law", where SACs must comply with the open meetings requirements and "Robert's Rule of Order, Revised" which is considered the standard for conducting public assemblies in the United States.

CS/House Bill 1661 delineates the legislative expectation that all school advisory councils in the state will have bylaws that establish specific requirements or procedures.

WELCOME

As a member of a School Advisory Council (SAC), you are a very important person. You and your fellow council members are entrusted with the improvement of your public school. All the members of your school advisory council, like you, were elected or chosen to represent a cross-section of the community that has a stake in the success of your school.

Underlying the law that created these councils is a belief that all children can learn, and that the public schools can and will change to better prepare students for today's and tomorrow's workplace.

Each public school is unique. It has its own community setting, resources and challenges, and most importantly, a student population unlike any other. The people best suited to decide what will be effective in helping our students learn are the people closest to each school. These are the principal, faculty, parents, students, local business people and community members. These "stakeholders" are represented on your advisory council. The councils are designed to operate like teams. As the person ultimately responsible for the school, the principal is concerned with all the areas addressed by the goals.

The law that created School Advisory Councils was enacted in 1991 by the Florida Legislature out of concern about the effectiveness of public schools. Today, every public school has a SAC like yours to plan for school improvement and increased student achievement.

You are about to learn a tremendous amount about your school and how it works. Then, together with your fellow council members, you will use that information to come up with a plan that will help your school and its children become more successful.

WINDING WATERS K-8 SCHOOL ADVISORY COUNCIL BYLAWS

I. NAME:

- a. The name of the organization shall be Winding Waters K-8 School Advisory Council (SAC)

II. PURPOSE:

- a. The Winding Waters K-8 School Advisory Council shall perform such functions as are prescribed by regulations of the school board; however, no SAC shall have any of the powers and duties now reserved by law for the school board. The School Advisory Council shall participate in decision making by advising the principal in matters pertaining to the administration and supervision of the school. Advising is intended to mean: inquiring, informing, suggesting, recommending and evaluating.

III. FUNCTIONS:

- a. The Winding Waters K-8 School Advisory Council functions shall include but not be limited to:
 - i. Assisting in the preparation and valuation of the school improvement plan.
 - ii. Providing assistance in the preparation of the school's annual budget.
 - iii. Determining the distribution of the Educational Enhancement Trust Fund (lottery money) to the school for programs and projects to enhance school performance through the implementation of the School Improvement Plan. The money, however, may not be used for capital improvements or for projects or programs with duration of more than one year. The principal may not override the selection of the use of the money. The clearly earmarked amount in the General Appropriations Act for discretionary use by SAC is based on unweighted FTE (full time enrolled student).
- b. Participating in the decision making process through involvement in the assessment of educational needs, the establishment of priorities, the planning of the educational program and resources for it, the definition of goals, and the evaluation of the school and its academic effectiveness.
- c. Facilitating school communication with students, parents, and community.
- d. Informing and advising school staff regarding community conditions, aspirations, and goals.
- e. Assisting in providing support to parents, teachers, students, and community for school programs.

IV. MEMBERSHIP:

a. COMPOSITION:

- i. Membership on this Council shall include: parents, teachers, administrator(s), support staff, and representatives from the community. With the exception of the community members, who will be appointed by the Principal, peers will elect all Council members. All parents shall be elected at an openly advertised meeting. This election shall be conducted under the guidance of the current advisory council. To provide for a majority of parent representatives on this council, at least 51% of the council's membership shall be elected parents of students attending Winding Waters K-8 School. The majority (over 50%) of the members must not be employed by Winding Waters K-8 or the Hernando County School District. Members shall be reflective of the gender and ethnicity of the current student body. Winding Waters K-8 School Advisory Council will follow the Florida Department of Education definitions when determining members' classification.

b. VOTING:

i. VOTING MEMBERS:

- A.** All members of the SAC committee are voting members excluding the Principal.

ii. VOTING METHODS:

- A.** Voting can occur at meetings using written ballots or show of hands. All voting is done publically, no secret ballots will be submitted therefore each ballot must include the name of the SAC member casting the vote. These ballots will be counted, recorded, and retained. Voting by proxy or absentee ballots are not permitted.

c. ATTENDANCE:

- i. Two Unexcused consecutive absences shall result in that member being subject to removal (voted out) by the Council. Excused Absences will be recorded only if a request for absence has been submitted to the SAC Secretary, SAC Chairperson, School bookkeeper or School Principal prior to the start of the meeting. Absent prior notification, the failure to sign in at the SAC meeting will be considered an unexcused absence.

d. **RESIGNATION & TERMINATION:**

- i. Any member or officer may resign by submitting a written letter to the Chairperson of the SAC. A council member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization which he/she was selected to represent; however, this provision shall not apply to the parent of a student who continues to attend Winding Waters K-8 School.

e. **VACANCY:**

- i. The Principal shall fill any vacancy on the Council for the remainder of the term. The School Advisory Council shall vote in new members, recommended by the principal, throughout the school year to fill vacancies.

f. **LENGTH OF TERM:**

- i. Members will serve a one-year term. Application for membership is not limited to one term.

g. **TRAINING:**

- i. If a member has never served on a Hernando County School Advisory Council, that member will be expected to attend a training session in the immediate future or review training material at the Florida DOE Website (flbsi.org).

V. OFFICERS:

- a. The officers of the Winding Waters K-8 School Advisory Council shall consist of the Chairperson, Vice Chairperson/Treasurer, and Secretary. They shall be elected by ballot or show of hands at the organizational meeting of the newly elected Council. The newly elected officers shall serve for one year and assume office immediately or at the next immediate meeting following their election. Officers can be re-elected to serve additional terms. Duties shall include:

- i. **CHAIRPERSON:**

- A. The Chairperson shall preside at all Advisory Council meetings and sign all letters, reports and other Council communications. The Chairperson shall appoint all committees. The Chairperson shall meet with the Principal prior to all SAC meetings to jointly create the agenda for the next regularly scheduled SAC meeting. In addition, the SAC

Chairperson will review and approve all recorded minutes from each meeting. The SAC Chairperson will facilitate, conduct, and organize all SAC meetings using the Rules of Order adopted by the School Advisory Council.

ii. **VICE-CHAIRPERSON/TREASURER:**

A. The duties of the Vice-Chairperson shall be to substitute for the Chairperson when the Chairperson is absent, and to perform such duties as may be assigned by the Chairperson.

B. As Treasurer the duties shall be to arrange with the school bookkeeper to have the financial report of the Lottery Enhancement Funds available for all SAC meetings. This report should include the beginning and end balance of the current year as well as any rollover monies. This report should also list when the processing of funds was completed and who the funds were made payable to as well as the explanation of payment.

C. The Vice-Chairperson conducts counts to maintain a quorum at the beginning of each meeting.

iii. **SECRETARY:**

A. The Secretary/Treasurer shall keep the minutes of the meetings and transcribe them as quickly as possible. Once approved, copies of the minutes will be circulated to all members and to any others who may request them. The Secretary will keep a bound volume with all minutes, attendance, correspondence and other activities and keep a record of all Council members and their addresses, telephone numbers, and email addresses. The secretary will notify and distribute to all SAC members prior to each regularly scheduled meeting an agenda and prior meeting minutes for review.

VI. MEETINGS:

- a. Meetings should be scheduled when all members can attend. A calendar for the year shall be established at the first meeting of the school year, usually in August. Meetings may be held monthly even during summer as necessary. All meetings will be held at Winding Waters K-8 School at a location determined by the Principal and/or SAC Chairperson. A copy of the calendar may be sent home with each student, so that parents are encouraged to participate. A calendar of SAC meetings and Agenda will be posted on Winding Waters K-8's website.
- b. All meetings of the Winding Waters K-8 School Advisory Council shall be conducted following "Robert's Rules of Order, Revised" and in compliance with the Sunshine State Law. The Sunshine State Law forbids discussion among members about any issues that may come to a vote other than at an announced workshop or meeting.
- c. Legislature requires at least (3) days advance notice in writing for a vote and District policy requires that meeting agendas be published (7) days in advance to all members of the SAC of any matter that is scheduled to come before the Council.
- d. Legislature requires a quorum to be present before the SAC may take a vote. A majority of the membership of the Council constitutes a quorum.
- e. The Secretary shall take the minutes of the meetings. Copies of the minutes will be circulated to all members by email and at the next scheduled meeting for approval. Approved minutes will be posted on Winding Waters K-8's website.
- f. All decisions of the Winding Waters K-8 School's Advisory Council shall be made only after an affirmative vote of a majority of the quorum in attendance. All correspondence, survey/questionnaires distributed in the name of the Council must have the approval of the majority of the Council and/or be signed or initialed by the Chairperson and Principal.
- g. Agenda items may be added by contacting the Chairperson or the Principal at least 3 weeks prior to the scheduled meeting.

VII. CHANGES IN POLICIES AND PROCEDURES

- a. Changes in the policies and procedures can be made at any meeting, with a thirty- day prior specific notice to the membership. After discussion, a vote of the quorum will be required.

VIII. COMMITTEES

- a. The Council shall create such committees as may be required to promote its objectives. There shall be established an executive committee which shall consist of the Chairperson, the Vice Chairperson, the Secretary, the faculty representative and the Principal. This executive committee shall be empowered to act in an emergency with its actions to be subject to ratification by the Council at its next special or regular meeting. The executive committee will meet on call of the Chairperson or a majority of the executive committee members.

IX. AMENDMENTS

- a. These BYLAWS may be amended at any regular meeting of the Council by a majority vote of those present provided such amendments are provided to all Council members at least one week prior to the meeting

X. RATIFICATION

- a. The Bylaws shall be declared adopted when passed by a majority vote of the members of the Council present when voting.

XI. QUORUM

- a. A quorum shall consist of 51% of the voting members of the Council with at least 51% of those members present being non-staff.

XII. PARLIAMENTARY AUTHORITY

- a. The current edition of Roberts Rules of Order shall govern the Council in all cases where they are not in conflict with these BYLAWS.

GLOSSARY

SAC School Advisory Council — A team of people representing various segments of the community. The team is to include parents, teachers, students, administrators, support staff, business/industry people, and other interested community members. By law, each school in the State of Florida must have a SAC, each SAC must be composed of individuals representative of the ethnic, racial and economic makeup of the community served by the school and the majority of SAC members must not be employed by the school district.

SAC Regulations — SAC is directed to follow the legislative expectation of section 229.58 Florida Statute (<http://www.leg.state.fl.us>), must be in compliance with Florida's Sunshine State Law, must follow the parliamentary procedures as instructed in "Robert's Rules of Order Revised" and follow the guidelines set forth in the "General Appropriations Act".

School Improvement Dollars — This is money from the legislature to help implement the School Improvement Plans that are required by law. This funding, if available, should be allocated directly to the SAC and may be spent however the SAC determines it should be spent. It is not subject to override by the Principal or interim approvals by school district staff. Monies may be expended only on programs or projects selected by SAC. These monies may not be used for capital improvements. The money is appropriated through the Lottery (Educational Enhancement Trust Fund) and is for SAC to use to raise student performance

SIP School Improvement Plan — A fixed format plan designed to achieve the state education goals and student performance standards. The school improvement process is data-driven decision making. The process is supposed to be fairly simple and straightforward. The SAC reviews relevant data, (i.e. test scores, surveys from parents, teachers, students, support staff), identifies problem areas, develops improvement strategies, monitors their implementation, and then starts the whole process over for the next school year's SIP.

Robert's Rules of Order — The object of "Rules of Order" is to assist an assembly to accomplish in the best possible manner the work for which it was designed. It contains "Order of precedence of Motions", "Table of Rules Relating to Motions". (Examples of motions would be: Adjourn, Take a Recess, Voting etc.)