Bylaws of the School Advisory Council of Wards Creek Elementary School

Approved:10/15/2026

Article I

General:

Section 1: The name of this organization shall be: The Wards Creek Elementary School Advisory Council. In these bylaws, the Wards Creek Elementary School Advisory Council may be referred to as the "council" or "SAC."

Section 2: The provisions of Florida law and rules of the St. Johns County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated by reference.

Section 3: To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the St. Johns County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the school, its staff, parents and principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.
Section 2: The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Assist in the preparation/review of the Annual School Budget per FS 1001.452(2) & FS 1008.385 (1).
3. Enlist, promote, and support greater interaction between school and stakeholders.
4. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
5. Consult with peripheral constituency groups when making decisions concerning educational practices within the school. *(ex. PTA/PTO, CTA)*
6. Consult with people or departments needed to support the School Improvement Plan.

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs:

Section 1: The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, business and community members.

Section 2: The majority (50% + 1) of the members of the SAC shall be non-school employees.

Section 3: The SAC membership shall be *appropriately* balanced.

Article IV

Tenure

Section 1: The term of office shall be staggered to provide continuity from year-to-year.

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to either one, two or three year terms.

Section 3: No member may miss more than two (2) unexcused consecutive SAC meetings. Members must notify the SAC Chair or Principal prior to a meeting in order to be excused. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, and such individuals will fill the remainder of the terms to which they were elected.

Section 4: In the event a member resigns or is not eligible to be a member of the SAC, the Chairperson and Principal may appoint an appropriate member to the council for the remainder of the school year.

Article V

Meetings

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice of three (3) days; openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: The first meeting of the SAC will be held within four weeks of the start of school.

Section 2: There shall be a council meeting at least nine times per year. The actual day and time shall be determined by the SAC members during the first regular meeting of the year to accommodate their schedules.

Section 3: The schedule of the SAC meetings for the year shall be decided upon by the members at the first regular SAC meeting of the school year. As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

Section 4: An agenda will be developed Seven (7) days in advance in an announced time and place. All SAC board members will receive an agenda, as well as the supporting necessary documentation for items placed on the agenda that are to be discussed and/or voted upon at the meeting three (3) days prior to the meeting via email, hard copy or posted on the school's web site. Such documentation will also be made available to the SAC board members three (3) days prior to the meeting for their review on campus during regular school hours.

Section 5: SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present, but not more than 30 minutes of discussion per item unless as discussed in Section 6. SAC meeting discussions will be restricted to those topics on the agenda. If a SAC member wishes to discuss an item at the next meeting, they must give seven (7)

days notice to have the item put on the agenda.

Section 6: If a member is not satisfied that an item has been fully discussed after 30 minutes, the item may continue to be discussed for an additional 15 minutes upon a "continuation vote" of 60% of the members present voting in favor of continuing the discussion. After two (2) 15 minute "continuation" votes and discussion, action must be taken to either approve, disapprove or table the item to the next meeting.

Section 7: The Public will be given the opportunity to comment on items on the agenda. If an item is to be voted upon by the SAC, public comments will be heard prior to the vote taking place. All other public comments on agenda items not requiring a vote will be during "Public Comment" which will take place either prior to or at the end of the meeting.

Section 8: Special meetings may be called by the Chairperson, Principal or by notice of any three (3) members in writing to the Chairperson.

Section 9: Subcommittees will meet as needed. (See **Article VII**)

Article VI

Officers

Section 1: The officers of this Council shall be a chairperson or co-chairpersons and a secretary. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election. All current members of the SAC shall be eligible to hold an executive position.

Section 2: The Council shall elect its own officers at the first regular meeting **(see Meetings, Section 1).**

Duties of Officers

Section 1: *Chairperson.*-- The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all committees.

Section 2: *Secretary.*-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Duties of Members

Section 1: *Principal.*-- The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

Section 2: *Faculty and School Staff Representative* - The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School

staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of
the Council.

Section 3: *Parents, Business, and Community Representatives* - The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Article VII

Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)2, all SAC members will receive at least three (3) days' notice, in writing, including but not limited to: an agenda and any necessary documentation relevant to any item included on the agenda that is scheduled to come before the SAC for a vote. (see Meetings, Section 4).

Committees.-- Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

Article VIII

Rules of Order

Section 1: SAC decisions shall be reached by consensus or vote of the members. *(See Consensus, Section 1)*
Section 2: The SAC will operate under Parliamentary Procedures such as Robert's Rules of Order.

Consensus

Section 1: Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.

Section 2: If consensus is not reachable, then a vote will occur to approve, disapprove, table or refer to committee.

Article IX

School Recognition Funds:

Section 1: A portion of the Education Enhancement Trust Fund (lottery money) is distributed to the school (through the District) for the SAC to use for programs and projects to enhance school performance through the implementation of the SIP.

Section 2: Per the General Appropriations Act, Accountability Funds may not be used for capital improvements or for projects or programs with a duration of more than one-year. A principal may not override the selection of the use of the money.

Section 3: School-based decisions concerning the distribution of School Recognition Funds will be the responsibility of the SAC in accordance with procedures established by the District.

Planning and Procedures for the Utilization of School Recognition Funds:

Section 1: The faculty and staff will create a proposal for using the allocated school recognition monies.

Section 2: The SAC will review the proposal created and vote to accept or deny the recommendation presented.

Section 3: The SAC must be presented with the faculty/staff proposal no later than thirty-days after notification of the award and amount of dollars. This allows for a time period whereby staff can review said proposals and/or present a counterproposal to the SAC prior to the final vote of the SAC regarding the A+ allocation submission deadline as set forth by the State of Florida and the District. If no agreement can be reached by November 1st, school recognition money will be evenly distributed among the current teaching staff.

School Improvement Funds

Section 1: A process will be developed by the SAC for expenditures of the School Improvement Funds.

Section 2: The Chairperson and Principal may authorize an expenditure of up to $250 of the School Improvement Funds without prior approval of the SAC. However, the item approved must be presented to the SAC at their next regularly scheduled meeting.

Article X

Amendments

Section 1: The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken.

Section 2: The SAC and/or its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

Section 3: The SAC will follow all District policies, State rules, and State statutes in conducting its business.