

School Advisory Council

By –Laws

Donte' Fulton
Principal

Chairperson
George Bograkos

Date Approved by the School Advisory Council
November 7th, 2007

Article I: Name

The name of this organization is: Hollywood Academy of Arts and Science, School Advisory Council Hereinafter known as: HAAS SAC

Article II: Purpose

The purpose of the HAAS School Advisory Council (SAC) is to serve in an advisory capacity, and to provide a forum to facilitate communication among the HAAS parents, teachers, Hollywood community members, and school administration, as related to school-wide issues, in an atmosphere of due process, cooperation, and trust. To that end, data about student achievement, discipline and other student outcomes will be routinely provided to HAAS SAC in order for decision-making about instruction, school organization and programs to be effective and in the best interest of our student's at HAAS.

Article III: Duties and Obligations

HAAS SAC shall serve in the advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Section 1001.42 (16) (a), Florida Statutes. School Advisory Councils shall not assume any of the powers or duties now reserved by Florida Statutes for the Board of Directors for the Charter Foundation or its

administrative or instructional staff.

Article IV: Membership

Section 1.

Voting Council members shall include an appropriately balanced number of teachers, education support employees, parents or guardians representing grades K-8, business and community representatives.

His or her respective peer group shall elect each council member with the exception of business and community representatives, who shall be invited.

The existing school advisory council shall approve these business and community members by a majority vote. (See Section 6 b.)

Section 2.

The advisory council shall consist of an odd number of members with a minimum of eleven members (11) with the principal representing the odd number of each council. Membership in the Council is not transferable or assignable.

Section 3.

A simple majority of 51% or more must be made up of parents and community members

Section 4.

Members shall serve for a term not to exceed three (3) years upon election.

Member's terms shall be staggered.

Consecutive terms may be served if the member is re-elected.

Section 5.

Membership termination shall occur when a member no longer meets the membership criteria under which they were selected or elected i.e. a council member relocating.

A member is absent from two (2) consecutive regular Council meetings without excusal. Excusal is defined as receiving a reply to a written or email notice to the Council Chair or Co-Chair requesting excusal.

Termination for unexcused absence shall be by majority council vote. (See Section 6 b.)

A vacancy in any office shall be filled by special election of the Council membership for the remaining portion of the term of that office.

Section 6.

Quorum shall be defined as the presence of a 50% +1 majority of the current SAC voting membership. A Quorum is required for the transaction of all SAC business.

Majority shall be defined as a two-thirds (2/3) majority of the entire SAC voting membership present. Majority vote is required for all Council actions.

Proxy voting shall not be allowed.

Article V: Officers and Their Elections

Section 1.

SAC Officers shall be elected from the current SAC voting membership

Section 2.

The officers of the Council shall consist of the Chairperson, Vice-Chairperson, Recording Secretary and Corresponding Secretary.

Election to an office will automatically extend SAC membership for the duration of the term.

Section 3.

Officers shall be elected annually prior to June 30 and shall assume their duties on July 1 and serve for a term of one (1) year or until his/her successors are elected.

Article VI: Duties of Officers

Section 1.

Chairperson: The Chairperson of the School Advisory Council shall prepare meeting agendas and preside over all Council meetings. He/she shall be a member ex-officio of all regular and special committees, and shall perform all such duties as usually pertain to this office.

The Chairperson will send at least three days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.

Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence or upon request.

Recording Secretary: The Recording Secretary shall record the minutes of

all of the council meetings and keep attendance records.

Corresponding Secretary: The Corresponding Secretary shall disseminate all SAC information (minutes, meetings and announcements) through flyers, SAC bulletin board and website as well as fill in for the recording secretary when necessary.

Article VII: Meetings and Minutes

Section 1.

Any meeting notice shall be in writing and shall be mailed or electronically mailed seven days prior to the meeting. Meeting minutes from the previous meeting and any pertinent agenda information shall be delivered with the meeting notices.

Meeting notice and the previous meeting's minutes shall also be posted on the SAC bulletin board at the school and the HAAS Website, seven days prior to the next regular SAC meeting.

Section 2.

Regular Council meetings will be held at a date and time to be determined and authorized by the Council.

The fiscal year of the council shall begin on July 1 and end on June 30, inclusive.

The meeting time is determined by the Council to allow parents, students, teachers, businesspersons and members of the community to attend. All meetings are open to the public. Only voting members of SAC may participate in voting.

The School Advisory Council shall abide by the rules of the Florida "Sunshine Law".

Section 3.

HAAS SAC will designate one member to attend each of the four North Central Area SAC District Advisory level meetings and share the information with the HAAS SAC.

Article VIII: Submittal of Issues

Any member of the school community (staff, parents, community members) may submit issues, concerns or topics for discussion to the

School Advisory Council in the following manner:

To any SAC member or appropriate SAC committee Chair, who would in turn forward it to the SAC Chair or Principal or appropriate SAC Committee Chair *or*...

Directly to the SAC Chair or Principal for review for placement of the item on the next SAC meeting agenda.

The Principal however, may forward the concern directly to the appropriate party for immediate resolution as warranted.

Flow Chart Diagramming Submittal of Issues

School-wide Issue or Concern

(Forwarded by any parent, guardian, staff member or community member)

SAC Member or Appropriate SAC Committee Chair

**Communication – Proactive Discipline Plan
Process Management – Safety & Security**

School Principal or SAC Chair

Principal Agenda

**Immediate resolutions
Personnel Issues
Discipline Issues**

SAC Meeting

**Open forum
Discussion
Action vote**

SAC votes to make recommendations directly to:

**School Principal
CSUSA**

Article IX: By-Laws Amendments

Section 1.

Only a voting School Advisory Council member may propose an amendment to the Council By-Laws.

The proposed amendment must then be submitted to the council for approval.

No proposed amendment shall become part of the By-Laws except upon receiving a three-fourths (3/4) vote of a quorum of members.

Section 2.

The amendment shall become effective upon receipt of approval by the Charter Foundation Inc. Board of Directors.

The By-Laws shall be reviewed annually by a By-Laws Committee

Article X: Committees

Section 1.

The predominance of the Council work will be done in committees.

Committee work will be done outside of the standing monthly meeting and brought to each monthly meeting for reporting, input and approval.

No committee recommendations will be implemented unless approved by HAAS SAC majority vote.

The Council can create and dissolve committees as needed.

Section 2.

Committee “chairs” must be from the HAAS SAC.

All Council members, with the exception of Business, community or teacher/administration members shall actively participate in the Committee process as Chairs, Co-chairs or committee members of at least 1 committee as a condition of Council membership. SAC Officers, Business, community or teacher/administration members may participate in the committee process.

Committee members may include non-council members.

Each designated committee will report at each council meeting for the duration of the committee work. A final report will be required from each committee established by HAAS SAC.

Committees do not vote but make recommendations and present possible solutions to the SAC.

Notes must be maintained for each of the committee meetings through a designee by the committee chairperson and a mandatory written committee report will be submitted at each SAC meeting.

External facilitator may be used when support is needed.

Approved and amended this 7th day of November 2007.

George Bograkos, Chair

Donte' Fulton, Principal

Amended this 22nd day of February 2006

Amended this 17th day of May 2006

Amended this 7th day of November 2007

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