

**C.W. RUCKEL MIDDLE SCHOOL
SCHOOL ADVISORY COUNCIL OPERATION BY LAWS/GUIDELINES
2021 - 2022**

INTRODUCTION

The Ruckel Middle School School Advisory Council (the “SAC” or “Council”) shall operate in accordance with Florida Statute §1001.452, as amended from time to time, Okaloosa County School Board directives, and Okaloosa County School District (OCSD) Operational Guidelines for School Advisory Councils (the “Guidelines”).

PURPOSE/DUTIES

The purpose of the council is to provide the opportunity for parents, teachers, educational support personnel, and the community to participate in the continuing improvement of Ruckel Middle School. The Advisory Council will serve in an advisory capacity to the school principal. The School Advisory Council shall:

1. Assist in the preparation and evaluation of the School Performance Plan (SPP). [1001.452, (2)] (Note: The term School Improvement Plan that is referenced in statute refers to the District School Performance Plan.) [Guidelines, p. 3]
2. Approve the SPP through a proper vote as outlined in the School Advisory Council Bylaws. [Guidelines, 4.d]
3. Monitor the implementation of the SPP.
4. Define adequate progress for the objectives in the SPP and submit an annual report of adequate progress to the School Board. The Office of Quality Assurance will be responsible for establishing the format for this report. [Guidelines, 4.e]
5. Develop and execute a budget for SAC funds which supports the SPP. [1001.452, (2)] The principal may not override these expenditure recommendations. The school advisory council may not use the funds for capital improvements or for projects or programs lasting more than one year; however, a previously funded program or project may be voted on to be funded in the subsequent year. Funds must be accounted for and are subject to an annual audit. [Guidelines, 4.c]
6. Assist in the preparation of the school’s annual budget under the leadership of the principal. [1001.452, (2)]; [Guidelines, 4.b]
7. Review and analyze the annual climate survey or other needs assessments. [Guidelines, 4.a]
8. Perform functions as prescribed by regulations of the School Board. [Guidelines, 4.f]
9. Work jointly with the school staff to determine the use of school recognition funds pursuant to Florida Statute §1008.36(4). [Guidelines, 4.g]

MEMBERSHIP

1. The Council will be made up of the principal and an appropriately balanced number of teachers, education support employees, parents, and community members. [Guidelines, 1)] A simple majority of Council members (at least 51%) will be composed of persons who are not employed by the Okaloosa County School District.
2. Definitions of “teacher,” “educational support employee,” “parent,” and “community member” will follow those found in the Guidelines. [Guidelines, 1) d) - g)]
3. The SAC shall consist of an odd number of members with a minimum of 11 members [Guidelines, 1)h)] and a maximum of 23 members.
4. Members of the council shall reflect the ethnic, racial, and economic diversity in the community served by the school. [Guidelines, 1), a)] If the membership is not representative of the community, the principal will recommend additional members in order to achieve that representation. [Guidelines 2), d)]
5. Members are responsible for attendance at all general meetings. Members who have two consecutive unexcused absences from regular scheduled meetings will be removed from the Council and replaced by an alternate. [Statute 1001.452, (1), (c), 4.]
6. All members of the Council will receive training on the legislative requirements of the group by reviewing the training DVD provided by OCSD. [Guidelines 4), h)]
7. All members will be given access to appropriate documents to review. [Guidelines, 4.i)]
8. All members will adhere to the By Laws as written herein.

ELECTION TO MEMBERSHIP

1. Members representing parents, teachers, and education support personnel will be elected by their peers. If the number of nominees exceeds the number of vacant positions, alternates will be selected in each membership category at the time of the vote. Alternates will join SAC based on the relative number of votes each receives within their group. If vacancies occur during the school year and alternates are not available, the principal may appoint members to SAC.
2. For teachers, education support employees, and parents, the election process will be advertised in advance of the formation of the final ballot and will be preceded by a nomination process by each respective group. Self-nomination will be allowed in the election of all respective groups. Letters, newsletters, website, telephone, or other media releases shall be used by the principal to seek candidates. [Guidelines 2), b), i), (b)]
3. The parent nominees will be required to complete an application in order to gain information concerning ethnic and racial backgrounds for balance of representation.
4. For community members, letters, newsletters, website, telephone, or other media releases shall be used by the principal to seek candidates representing businesses and/or the community. The list of candidates shall be presented to the SAC for ratification. [Guidelines 2), c), i)]
5. Elected members shall serve a three-year term. Members may serve consecutive terms if re-elected. [Guidelines 2), h)]

OFFICERS

1. The officers shall be the Chairperson, Vice-Chairperson, Recording Secretary, and Treasurer. All positions should be elected annually at the first meeting of the school year.
2. The Principal shall be a voting member of the School Advisory Council but should not serve as Chairperson of the Council. [Guidelines 5), i)]
3. Officers shall serve a period of one year or until their successors have been elected. Officers may serve consecutive terms if re-elected.
4. Chairperson Duties. The Chairperson shall have the following duties and others as needed:
 - a. Preside at all Council general meetings and conduct them in a fair and equitable manner using *Robert's Rules of Order Newly Revised* as guidance;
 - b. Act in a professional, prompt and organized manner at all times;
 - c. Determine the existence of a quorum before any vote;
 - d. Attend all OCSD Parent Leadership Council Meetings or appoint a designee; and
 - e. Represent the majority opinion of the Council.
5. Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties and others as needed:
 - a. Assume all the duties of the Chairperson in the event that he becomes incapacitated, unavailable, or must step down;
 - b. Assist the Chairperson in performing his/her duties; and
 - c. Act in a professional, prompt and organized manner at all times.
6. Recording Secretary Duties. The Recording Secretary shall have the following duties and others as needed:
 - a. Ensure the recording of minutes at each Council meeting. [Statute 1001.452, (1), (d), 5.] Minutes should record the establishment of a quorum before any vote of the SAC;
 - b. Present the minutes at the next Council meeting for review;
 - c. Retain copies of all minutes of any Council meeting; and
 - d. Transmit the approved Council minutes to the Principal, OCSD personnel and to such other persons as the Council may direct. Retain copies of all Council correspondence, Chairperson's reports, and Committee reports.
7. Treasurer Duties. The Treasurer shall have the following duties:
 - a. Maintain financial reports for all School Improvement funds as allocated from the Florida Legislature and any other funds distributed to the Council;
 - b. Coordinate with OCSD personnel to ensure funds are utilized during time frames allotted; and
 - c. Present regular financial reports at general meetings.
8. The principal shall appoint a teacher Council member to perform liaison duties to the OCSD. The Liaison may hold an Officer position or be a regular teacher member of the council. The Liaison shall have the following duties and others as needed:
 - a. Post the names of the council members in the school office and ensure they are published in the school newsletter and web page;
 - b. Ensure the website is up to date regarding SAC membership, meeting times, and approved minutes;

- c. Submit the list of Council members to the School Board for review to determine compliance with requirements. [Guidelines 2), e)]
- d. At the beginning of the year, submit to the OCSD Office of Quality Assurance the dates, times, and locations of scheduled School Advisory Council meetings;
- e. Transmit meeting agendas and approved Council minutes to the OCSD Office of Quality Assurance [Guidelines 5), h)];
- f. Transmit the draft and approved School Performance Plan to the appropriate OCSD office;

OPERATION AND PROCEDURES

1. All SAC meetings and communications will be conducted in accordance with Sunshine Law, State Statute 286.011. [Guidelines 5), h)]
2. A minimum of four meetings of the SAC will be held during the school year at a time and place convenient to members.
3. Decisions will be made by a simple majority vote. A quorum consisting of 50% plus one of the members must be present before the SAC may vote. If a quorum does not exist, the meeting must be designated as a workshop and no vote on any topic will be allowed.
4. Members who are present may abstain from voting only if there is a conflict of interest. [Guidelines 5), f)]
5. Advance notice of at least three-days must be given to all SAC members of any matter that is scheduled to come before the Council for a vote. [Statute 1001.452, (1), (d), 2.; Guidelines 5), b)]
6. When necessary, email voting may be used. When voting by email, SAC members should use "Reply All." Members must be given at least three days to respond.
7. An Agenda Subcommittee will be established whose names will be posted in the front office and on the website. [Guidelines, 5), j)] The agenda will be posted a minimum of 7 days before each meeting and will be sent via email to each Council member.
8. All stakeholders may submit items for the agenda for the next meeting. Items for SAC meetings should relate to the improvement of student performance. [Guidelines 5), k]
9. Additional subcommittees may be established at the discretion of the Council. Subcommittees will report to the council concerning their recommendations so that decisions can be made concerning school improvement requests and ideas. [Guidelines 5), l)]
10. The SAC By-Laws will be reviewed at the beginning of each school year. The By-Laws may be amended at anytime through a simple majority vote.

Paul Whiddon, Principal Date

SAC Chairperson Date