

Sunrise Elementary

School Advisory Council By-Laws

1. General: The Sunrise Elementary School Advisory Council (SAC) has been comprised in accordance with Florida Statutes and Brevard County School Board Rules. Policies and procedures of the Council shall be defined and implemented in accordance with Sections 229.58, 230.22(2), and 230.23(18), Florida Statutes.
2. Purpose: The purpose of the Council is to enhance active involvement of parents, students, staff and community representatives in achieving the goals set forth from *School Improvement and Accountability Program*. Additionally, the Council will develop a school plan for meeting desired outcomes.
3. Establishment: The Council shall be comprised of the Principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community of Sunrise Elementary. Composition of Council membership is subject to the review of the School Board.
4. Membership: In addition to the school Principal, the 2006-2007 Council shall be composed of at least 51% parents and no more than 49% staff in order to ensure that the parents are well represented. Business and community members shall be encouraged to participate.
 - (a) The Council will elect a chairperson or co-chairpersons to facilitate the meetings. Any member may serve in this capacity.
 - (b) Teacher representatives are elected for a two-year term.
 - (1) Teacher representatives may be elected for consecutive terms.
 - (c) Parent representatives are elected for the current school year based on availability of open slots for membership.
 - (1) Parents may be eligible for election during the period of time that their child is a student attending Sunrise Elementary.
 - (2) Parent representatives may be elected for consecutive terms.
 - (3) Parents of children attending Sunrise Elementary, who are also employees of the Brevard County School Board, are eligible for election as an Education support Employee representative only.
 - (d) Business/community representatives are selected for the current school year.
5. Elections: Criteria for elections are as follows:
 - Teachers shall be elected by teachers.
 - Parents shall be elected by parents.
 - (a) *Teacher Elections*: Nominations for teacher representatives for the following school year shall be requested by the principal in April of the current school year. Teachers will be notified of nominations and ballots shall be submitted anonymously within three (3) days. Elected candidates will be notified and requested to attend the next scheduled School Advisory Council meeting.
 - (b) *Parent Elections*: Requests for parents interested in serving on the following school year's Council will be submitted in the April school newsletter. All interested parties will be requested to attend the next scheduled School Advisory Council meeting. The names of those individuals, who continue to show an interest in the Council, will be balloted in the next school newsletter. Responses received within three (3) days of the publication of the newsletter will decide the election. The elected individuals will be requested to attend the next scheduled School Advisory Council meeting.
 - (c) *Business/Community Representatives*: We select business representatives from within our community who support school activities and events. Once identified, the representative will be requested to attend the School Advisory Council meeting scheduled in May.
6. Rules of Participation: Participation of all members elected to the Council is paramount to the success of the mission. Consequently the following rules are established:
 - (a) The chairperson or acting facilitator will lead the group in discussions. Consensus must be reached to determine decisions and actions of the Council.
 - (b) A member who is absent to Council meetings for more than two (2) consecutive meetings may be subject to replacement. After two (2)-missed meetings, the member will be contacted by the Council chairperson, or a designee, and queried as to whether replacement is requested. If

attendance continues to be missed, then the Council will vote to replace the position. Replacement of a member will be officially identified in writing, signed by the chairperson(s) and the principal.

- (c) Replacement of a member due to illness, family demands, or temporary job reassignment may be arranged at the discretion of the School Advisory Council.

7. Rules of Operation: The following rules have been developed and established for the administration of the Council:

- (a) Agenda items shall be published for review by membership, faculty, and parents at least two (2) days prior to scheduled meetings.
- (b) All meetings are open to faculty, students, parents, and business/community citizens.
- (c) Notification of School Advisory Council meetings shall be published in the school newsletter and/or posted in the front office and/or school calendar page and/or school marquee.
- (d) Minutes of each meeting shall be available for review by parents, students, and business/community citizens at the Administration Office.
- (e) Agenda items for the Council shall be submitted to a Council chairperson.
- (f) Designated officials (chairperson, secretary) shall be elected at the first meeting of the new school year.

8 Official Duties and Responsibilities: The following positions are designated for the Council:

- (a) *Chairperson and/or Co-Chairperson*: This position may be voluntary or elected and involves the following duties:
 - (1) Facilitate the Council meeting.
 - (2) Adheres to time limits and ground rules.
 - (3) Provides leadership.
 - (4) Organizes and publishes each meeting's agenda.
- (b) *Secretary*: This position may be voluntary or elected and involves the following duties:
 - (1) Records and publishes minutes of each meeting.

Acceptance: These by-laws are submitted to the 2006-2007 Sunrise Elementary School Advisory Council and accepted on behalf of the Council as follows:

Barry K. Pichard
Principal

Gail Nelson & Jennifer Blackmore
Council Co- Chairpersons