

R. B. Hunt Elementary School
125 Magnolia Drive
St. Augustine, Florida 32080
School Advisory Council By-Laws

Philosophy:

R. B. Hunt wants all children to be life long learners. The school believes that all children can learn and that as a community we must work together to further these goals. In sharing these responsibilities, we can educate our children to the highest level. It will be our varied experiences and contributions from all community members that will allow every child to learn individually what they need and want to learn. It is both the right and the responsibility for all the school community members to communicate information to help the educational needs of all children and the School Advisory Council is dedicated to this end.

FL Statue 229.58 requires that all school districts establish School Advisory Councils to increase communication between schools and their communities and, to enable parents and students to assume “a more responsible and active role” in education programs.

St. Johns County School District has authorized the establishment of individual school improvement teams in district schools to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan (policy #2.04).

Reasons for Participation:

The School Advisory Council perpetuates communication between our school, its faculty, staff, administration, parents, students and community members. This communication allows all members of the overall school community to take an active and effective role in maintaining and improving our school. It is important that we form a partnership between school, students, parents and the community that supports it.

Council Role:

The School Advisory Council is a body of volunteers that meets to give input, suggestions and to provide new ideas to support the school and the administration. This council represents the diverse population of the school community which includes parents, guardians of students and other people that live and work in the immediate school community. The council provides the community the means to give input for educational issues and the school the means to receive information and assistance from its community members. The council serves as a bridge between school and community. This connection establishes better communication and encourages school and community members to actively participate in the educational process.

Composition of School Advisory Council

The council must include, but not be limited to:

- parents and guardians of students enrolled in school
- community representatives
- the school principal
- instructional staff members
- non-instructional staff members

Non-school employees shall form at least 50% + 1 of the membership.

Yearly, the council will elect a chair person and co-chairperson and a recording secretary. The co-chair will serve as the chairperson the flowing year with and election of a new co-chair at that time.

All other members will serve for a term of one year, but may be reelected each year if they are willing to serve further terms.

Role and Responsibilities of Co-Chairpersons

- organizes and conducts meetings
- establishes meeting schedule, in consultation with administration, and communicates the schedule to members
- calls School Advisory Council meetings and notifies all members in advance
- responsible for agenda and time management of meetings
- ensures minutes are recorded and are distributed to members and other designated recipients
- participates in training programs when appropriate
- communicates with the principal on a regular basis
- ensures there is regular communication between home and school
- presents school improvement plan to the school board
- strives for diversity of council members and sub committee members
- facilitates collaborative decision making

Role and Responsibilities of Secretary

- records and maintains complete records of all meetings
- ensures all minutes are delivered to co chairs in a timely manner
- sends copy of the minutes to district office

Role and Responsibilities of the Principal

- facilitates the establishment of the council and assists in its operations
- attends SAC meetings
- ensures the copies of the minutes are kept for review
- acts as a resource for laws, policies, and regulations
- provides information necessary for the council to make informed decisions
- ensures that necessary information is forwarded to the chairpersons in a timely manner
- assists with school and community communication
- encourages community participation
- ensures that any printed information from the council is consistent with district school board policies
- presents school improvement plan to the school board with the SAC co chairs

General Issues

- Each voting issue must be decided by a quorum or 55% of members present.
- Vacancies will be filled by recommendation from the school community and will be approved by members of the council.
- A member may not have more than two unexcused absences in order to remain on the council. Prior notice must be given to be excused from a meeting.
- Co chairs and secretary will be elected by members of the council at a general meeting.
- Community representatives may be nominated by anyone in the community and will be approved at a general meeting.
- Consensus is a form of group decision making based on willingness to consent and support.
- Consensus is reached when all or most of the members are willing to accept and support an idea or concept as the best choice. Consensus will be used to decide all the non voting issues.
- Each council meeting should contain a public question period.
- Amendments to the operational guidelines will require a 75% representation of approved members and a 75% vote in favor of the amendment.
- SAC Funds will be disseminated by the school advisory council.