
John A. Crookshank Elementary

School Advisory Council Bylaws

2025 - 2026

Article I: Name of Organization

The name of the organization shall be Crookshank Elementary School Advisory Council, hereinafter referred to as SAC.

Article II: Role and Function

School Advisory Councils are a diverse group of stakeholders of a school, established through Florida law, with the shared goal of increasing student achievement in a safe learning environment (SS1001.452).

The SAC will assist in the preparation, support, and evaluation of the School Improvement Plan (SIP) required pursuant to Florida law (SS.286.011).

Article III: Responsibilities

Responsibilities of the SAC members shall include:

1. Participate in the development of the School Improvement Plan (SIP).
2. Work jointly with the school faculty to decide how School Recognition Funds (SRF) are spent, except after November 1 (SS.1008.36).
3. Perform functions as prescribed by regulations of the School Board.
4. Monitor the SAC budget.
5. Review funds requests. Vote to approve or deny purchases specific to achievement of SIP goals (SS.1001.452).

Article IV: Composition

1. The SAC will be composed 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 served by the school.
2. The majority of SAC members shall be non-district employees (at least 51%).
3. The percentage of minority members should at least match the demographics of the school, at least 33% for the 2024-2025 school year.

-
4. The principal and SAC chair(s) shall identify the number of vacancies and review the SAC's ethnic composition. In the event the SAC is not representative of the ethnic and economic community served by the school, additional community members shall be appointed to achieve this balance.
 5. The principal of the school must be listed on the roster and is a voting member. Assistant principals may be present but are not voting members. District Buddies are not voting members.
 6. Employees of our school district must be counted as such, even if they are a parent.
 7. There must be at least one support staff personnel on the SAC.
 8. The SAC members will attend all meetings, in person or virtually. Members will notify the principal or SAC Chair in the event of an absence. Members missing two consecutive meetings may be dropped from the SAC roster.

Article V: Representation and Election of Members

1. Vacancies on the SAC will be made known to the parents, school staff, and community members through the school's newsletter, website, individual printed notice, and/or phone (Alert Now).
2. The school principal shall be a designated member.
3. SAC members are elected by their peer groups; teachers elected by teachers, support personnel staff elected by support personnel staff, and parents elected by parents.
4. The SAC Chair will review membership requests by parents and prepare and post those names in the school's newsletter. The posting is the ballot for membership.
 - a. Selection of Business/Community Members
 - i. Business/Community members shall be recruited by the principal and approved by SAC.
 - b. Election of Chair
 - i. Up Chairpersons can be elected by members of SAC.
 - ii. Should the position of Chairperson become vacant during the school year, or if the position is not established at the end of the previous school year, the council shall fill the vacancy at its next meeting.

Article VI: Tenure

1. There shall be no limit on the number of terms a member may serve.
2. There shall be no limit on the number of terms a chairperson may serve.
3. Parent members must have at least one child attending Crookshank, Pre-Kindergarten - 5th grade. If the child leaves the school, then the parent shall vacate his or her seat, and a vacancy will exist.

-
4. Vacancies of business/community members shall be filled by the principal and approved by a simple majority vote of SAC.

Article VII: Meetings

1. At least eight meetings shall be held during the year.
2. All meetings are open to the parents and guardians, the school community, and employees of Crookshank Elementary. All SAC activities are subject to the Sunshine Law (SS.286.011).
3. A schedule of meetings, including time, date, and location, will be shared at the beginning of the year.
4. The agenda will be emailed out at least three days prior to each meeting.
5. Minutes are recorded at each meeting.
6. Any member of the council may move a motion at any meeting.
7. Each member of the council will have one vote on every motion.
8. A member of the council may abstain from voting on a motion.
9. A motion is approved if a majority of the SAC members present, in person or virtually, at the meeting vote in favor of the approval.
10. The SAC will attempt to make all decisions by consensus. Consensus is reached when all or most members of the council are willing to accept and support an idea as the best choice. If consensus cannot be reached, the Chair(s) will call a vote and the issue will be decided by a majority vote of membership present. An absent member with an excused absence may submit a written proxy on those items to be voted upon (as shown on the agenda). The proxy is due before the start of the meeting.

Article VIII: Duties of Officers

The SAC will have one or two Chairpersons (Co-Chairs). The Chair(s) will have a two-year term.

Duties of the Chair(s):

- a. Establish and communicate (in consultation with the principal) a meeting schedule for the school year and notify members of the dates
- b. Develop an agenda
- c. Chair meetings and be responsible for the time management of the agenda
- d. Ensure the minutes of the meeting are recorded and distributed according to the SAC procedures
- e. Participate in information and training programs
- f. Develop and be responsible for the Needs Assessment Survey implementation as well as the reporting of results
- g. Organize and conduct SAC meetings

-
- h. Record attendance at each meeting

Duties of the Principal:

- a. Facilitate in the establishment of the SAC and assist in its operation
- b. Attend each meeting (the assistant principal may serve if the principal is unable to attend)
- c. Act as a resource on laws, regulations, and board policies
- d. Provide information required by the council to enable it to make informed decisions
- e. Ensure information, correspondence, and other materials relevant to SAC are forwarded to the SAC Chair(s) in a timely manner
- f. Maintain regular communication with the SAC Chair(s)

Duties of the Treasurer

- a. Work with the bookkeeper to track all approved expenditures
- b. Notify the council of current balances of SAC funds
- c. Collect and maintain data on approved expenditures

Duties of the Secretary

- a. Record the minutes of all meetings
 - i. SAC minutes will be available for public inspection and kept on school premises
 - ii. SAC minutes will **reflect** attendance and decisions made by the council

Article IX: Executive Committee

1. The Executive Committee shall consist of elected officers (Chair and the principal or principal's designees).
2. The duties of the Executive Committee shall be to transact emergency business in the interval between SAC meetings, which must later be ratified by the SAC at the regularly scheduled meeting.
3. The majority of the Executive Committee shall constitute a quorum.
4. The Executive Committee shall be held as needed.

Article X: Parliamentary Authority

Robert's Rule of Order shall govern the council in all cases in which they are applicable and in which they are not in conflict with bylaws.

Article XI: Amendments

1. The bylaws will be reviewed at the first meeting of the new school year.
2. Amendment recommendations made at the first meeting shall be advertised (posted) twenty calendar days for review.
3. Approval of amendments (changes) to the bylaws shall require a majority vote from members in attendance at the second meeting of the school year.