

Pine Island Elementary School- School Advisory Council By-Laws 2023-2024

I. Duties and functions of Pine Island Elementary School Advisory Council:

A. Pine Island Elementary's School Advisory Council shall serve as a resource to the principal and assist in:

1. The School Improvement Plan will be created in the beginning of the school year, utilizing progress, strategies and evaluation procedures to measure student performance.
2. Monitoring student and school progress in attaining goals and evaluating the appropriateness of the indicators of student progress. Also monitored will be the strategies and evaluation procedures which are selected to measure student performance.
3. Reviewing, amending, or continuing the School Improvement Plan components annually.
4. Preparing and distributing information to the public to report the status of implementing the School Improvement Plan, the performance of students and educational program, and progress in accomplishing school goals.
5. Advising the principal on matters pertaining to the school program of reviewing and providing input on curriculum issues.
6. Initiating activities or programs that generate greater cooperation between the community and the school.

II. Pine Island Elementary's School Advisory Council Membership, Nomination, and Election Procedure:

Pine Island Elementary's School Advisory Council will consist of an administrator and a minimum of 2 parents (must have a child enrolled in PIE), 2 Teachers, 2 Support Personnel, and 2 Community/Business Representatives.

A. The School Advisory Council members will be recommended annually by peers of their representative group. The principal and SAC chairman will oversee the recommendation process. Teachers are asked to join SAC via email. Those interested are nominated by their peers to join SAC. Support staff are asked to join the SAC via email. Those interested are nominated by their peers to join SAC. SAC information is shared via marquee notice, school calendar notice, and website posting of meeting invitations. Parent members of SAC are recruited and nominated by the SAC.

B. Community representatives will be selected by the Principal and SAC. SAC information is shared via marquee notice, school calendar notice, and website posting of meeting invitations. Business and community members of SAC are recruited and nominated by the SAC.

C. The principal and SAC will make every effort that the council is representative of the ethnic, gender, and racial composition of the school.

III. Pine Island Elementary's School Advisory Council Members', Principal's and Officers' Election and Responsibilities:

The chairman and secretary shall be elected by a majority vote at the first SAC meeting.

A. Principal's Role:

1. Works closely with the chairperson and the council to plan each meeting and establishing an agenda.
2. Serves as a resource providing information regarding the local school education program.

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3. Is an active participant, but not a dominant figure.
4. Encourages leadership from within the council.
5. Assists in training members in leadership skills.
6. Keeps the SAC apprised of county policies, curriculum, etc.
7. Develops through positive actions feelings of trust and understanding between the SAC, community and staff.
8. Facilitates distribution of SAC minutes and agendas.
9. Serves as the administrator in charge of the school including general control and supervision of its employees.

B. Chairman's Role:

1. Works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
2. Calls the meeting to order, maintains order and sees that the meeting is properly adjourned.
3. Instructs the secretary of their duties.
4. Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.
5. Prepares copies of the agenda and distributes to council members, with minutes of the latest previous meeting.
6. Provides timely notice of all meetings.

C. Secretary's Role:

1. Keeps accurate, complete minutes and files them for inspection by members. A copy of the minutes shall be provided to all committee members for the school file.
Prior to approval by the SAC, minutes shall be available as public records.
2. Keeps accurate records of council membership, meeting minutes, and attendance.

F. Member's Role:

1. Functions as a council member according to established procedures by making suggestions and recommendations representative of their constituents' views.
2. Participates regularly in SAC meetings and carry out council assignments.
3. Becomes knowledgeable about the resources of the school and community and the school's educational program.
4. Serves as a communications link between the SAC, their constituent groups, the community and the school.
5. Acts as resource person for the SAC by making available specialized information.
6. Assists in identifying resources.
7. Accepts assigned responsibilities for assisting in and coordinating the implementation of new programs.

IV. Pine Island Elementary's School Advisory Council Meeting

Dates:

The SAC will determine the time, place, and date of its meetings.