Developmental Research School
at the University of Florida

March 2023

P.K. Yonge School Advisory Council Bylaws
Article I
Membership

Section A – Composition

(1) The School Advisory Council (SAC) consist of the following members:

- Director (1– Non-voting member)
- College of Education Representative (1)
- Principal
- Faculty representing:
  - Elementary School (1)
  - Middle School (1)
  - High School (1)
- Faculty Policy Council Chair (1)
- Support Staff (1)
- Students: High School Student Body President (1)
- Parents representing:
  - Elementary School (2 - staggered terms)
  - Middle School (2 - staggered terms)
  - High School (2 - staggered terms)
- Community members (Up to 6)

(2) To the extent possible, membership shall be representative of the ethnic, racial and socioeconomic make-up of the school.

Section B – Selection

The members of the council shall be selected as follows:

(1) The Director, Principals, High Student Body President, and Faculty Policy Council Chair shall automatically be members of the School Advisory Council.
(2) The College of Education representative will be appointed by the Dean of the College of Education.
(3) The Director (with the concurrence of the Dean of College of Education) shall appoint Business and Community members.
(4) Faculty representatives will be nominated and elected by the faculty of each Division.
(5) The Faculty Policy Council Chair will be nominated and elected by the faculty.
(6) Parent members shall be elected by the school parental population via electronic voting form prior to the start of the academic year. In general, nominations for Council members shall be requested in April, and elections shall be held in May.
    - Elementary Representatives will be elected by Elementary parents.
    - Middle School Representatives will be elected by Middle School parents.
    - High School Representatives will be elected by High School parents.
(7) The Support Staff representative will be nominated and elected by support staff.

(8) The Chairperson of the SAC shall be elected by the membership of the Council and must have already served at least one year on a SAC in Florida as a voting member, prior to serving as Chair.

Section C -Term of Office

(1) Terms of membership shall be from July 1 to June 30.
(2) Each selected Council member shall serve a two (2) year term, except for the FPC Chair and the Student representative who shall serve a one-year term,
(3) A member who resigns before his or her term expires shall be replaced by the selection requirements stated in Article I, Section B (1).
(4) A member with two (2) consecutive unexcused absences as determined by the Steering Committee, shall be considered to have resigned from the position.

Article II
Duties

Each member is expected to be an active participant in Council meetings and other related activities. Members are expected to strive for the common good of the school rather than exclusively the representation and best interests of the level of the school for which the representative has been elected.

The SAC serves in an advisory capacity and as a resource to the director and principal, pursuant to §1001.452, Florida Statutes (2022). The duties of the SAC include, but are not limited to:

- Assist in the preparation, evaluation, and amendment of the School Improvement Plan.
- Review the results of the needs assessment and recommend amendments.
- Use School Advisory Council funds to implement the School Improvement Plan.
- Assist in the preparation and distribution of the school's annual budget.
- Assists in the preparation and distribution of information to the public to report the status of implementing the School Improvement Plan, the performance of the students and the educational process, and progress in accomplishing the school goals.
- Advise the director and principal on matters pertaining to the school program by:
    - Reviewing and providing input on curriculum issues.
    - Reviewing and providing input on conduct Policies.
    - Reviewing and providing input on campus security issues.
- Facilitate an assessment of the Director and make recommendations to the Dean of the College of Education.
- Perform other duties and functions as specified by law and/or UF regulations.
- In conjunction with Faculty and staff, apportion monies received under the School Recognition Program, section 1008.36.
- Annual review and input regarding the amount and use of Activity Fees.

Article III
Officers

Election of SAC officers shall be conducted by May 31 of each year with at least fifteen (15) prior days' notice provided to each Council member. A Chairperson, Co-chairperson, and a Secretary/Treasurer shall be elected. Each council member is entitled to vote and hold office.

Offices will be held for two (2) years. Election of the Chairperson and Secretary/Treasurer will be held on staggered terms when possible, and re-election to the same office will be allowed.

Responsibilities:

Chairperson shall:

- Preside at meetings of the council; and
- Serve as a member of the steering committee.

Co-Chairperson shall:

- Assist the chairperson and preside over meetings in the absence of the chairperson;
- In the case of a vacancy in the office of the chairperson, the co-chairperson will preside over the Council for the remainder of the term; and
- Serve as a member of the steering committee.

Secretary/Treasurer (with assistance from office staff) shall:

- Serve as a member of the steering committee;
- Post each meeting at least five (5) workdays in advance;
- Keep minutes and distribute information to the community;
- Prepare copies of the agenda and distribute to Council members;
- Document activities, decisions, and attendance of the Council and its committees;
- Prepare records of funds allocated for School Improvement and report financial standing at least annually to the Council; and
- Prepare a list of committee composition and assignments; and
- Provide all documents to the Director as custodian of PK Yonge Public records.

Article IV
Meetings

Section A – Schedule

The School Advisory Council shall publish a schedule of meetings at the beginning of each school year. The schedule will require at least quarterly meetings and at times when parents, teachers, students, business partners, and members of the community may attend.

- Public notice shall be made which includes time and place of meeting and general topics on the agenda.
- A majority of Council members shall constitute a quorum for all meetings. Proxies are not permitted.
- All meeting minutes will be taken and posted.
- Minutes of each meeting shall be maintained and are subject to public review.
- Minutes shall include copies of the notices of meetings, the agenda, record of attendance, and summaries of items discussed, and decisions reached. Minutes shall be posted on the school website to be available to the public.
- Special meetings shall be called by the chairperson with at least five (5) working days of notice.
- Any matter that is to come before the council for a vote requires at least three (3) days advance notice to the SAC members and public, with public comment opportunity prior to vote.
- When deemed necessary by the Steering Committee, items with intra-meeting deadlines established by the external governing bodies (Florida Department of Education, University of Florida) may be facilitated through an electronic voting procedure (email, on-line survey) with time allotted for 3-day notice with discussion and a quorum response rate.

Section B – Agenda

The director, chair, and appropriate representative shall develop the meeting agenda.

- Other council members may have items placed on the agenda by notifying the steering committee no less than five (5) days before regularly scheduled meetings.
- Non-council members may request that items be discussed by the council by notifying the director and/or committee chair. The director and chair shall determine the appropriateness of the item for SAC agendas. Should disagreement develop, the requesting party may appeal to the full SAC.
- Non-agenda items may also be brought forward from the floor by other council members.

Article V
Committees

Section A – Steering Committee

The Steering committee shall be comprised of the School Director, the Chairperson, the Principal, the Co-Chairperson, and the Secretary/Treasurer. The function of the steering committee is to set the agenda for meetings and to ensure the proper conduct of elections.

Section B – Standing Committees

Standing committees may be created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees will be used to focus on "large issues" related to school improvement.

(1) Committee membership shall maintain a balance of employees and non-employees.
(2) Committee membership may include teachers, parents, community members, and educational support personnel who are not members of the council.

Section C – Ad Hoc Committees

The council may establish Ad Hoc Committees to deal with specific, short-term concerns that are not assigned to standing committees. Formation of these committees shall be in compliance with Section B (1) & (2).

Article VI
Rules of Order

The council need not operate under parliamentary procedures unless it is determined by the Chairperson that such guidelines are required for the smooth functioning of the Council.

- Council decisions will be reached by simple majority vote.
- If a consensus is impossible and deadlines do not permit further deliberations, a vote may be taken. In this case, the majority vote position shall be the official position of the council. When deadlines permit further deliberations, the council will be polled to determine if there is a consensus for referring the issue to the next agenda or to a standing committee for further study.

Article VII
Amendments

These bylaws may be amended at any regular meeting of the council by a simple majority of the members present. Notice of the proposed amendment(s) shall be given thirty (30) days before the meeting at which it is to be voted upon. At least once each three years, an Ad Hoc committee shall be formed to review, and when appropriate, recommend revision of the council's by-laws.

This revision was approved by SAC on March 21, 2023.