Bylaws

The Hickory Creek Elementary School Advisory Council

Original April 2006

Revisions October 2012

Revisions September 2013

Revisions October 1, 2019

Revisions October 7, 2025

Article I – Name

The name of this organization shall be the Hickory Creek Elementary School Advisory Council, hereinafter referred to as HCE SAC.

Article II – Legislative References

The HCE SAC shall operate within the guidelines of Florida Statute 1001.452, the Sunshine Law (Title XIX, Chapter 286, Public Business) and St. Johns County School Board Policy on School Improvement Teams (policy #2.04) Both the SAC and individual council members can incur personal liability if they exceed their mandate.

Article III – Purpose

Section 1. Purpose

The purpose of the HCE SAC shall be to:

A. enhance students' learning through the cooperative efforts of parents, staff members, and members of the community;
B. provide advice to the school principal and where appropriate, to the school board;
C. determine how funds from the SAC budget will be allocated for School Improvement;
D. assist in the preparation of the annual school budget;
E. develop the annual needs assessment survey;
F. collaborate with school recognition committee to develop and recommend options for the distribution of Florida School Recognition Award monies;
G. assist in the preparation and evaluation of the school improvement plan;
H. utilize Florida's eight (4) education goals as guiding principles in all activities. (sect 1008.31 Florida Statute)
    - Highest Student Achievement
    - Seamless Articulation and Maximum Access
    - Skilled Workforce and Economic Development
    - Quality Efficient Services

Section 2. Role and Function

HCE SAC has three (3) important functions:

A. establish and maintain good communication among all stakeholders at the school, including teachers, school administration, district administration, parents, children and the community;
B. encourage parents and community members to participate in the educational process;
C. identify and respond to the educational needs of our community.

Article IV – Members

Section I. Composition of SAC

A. The membership in HCE SAC shall be composed of the school principal, teachers, education support employees, parents, school/district buddy, and other community members who are representative of the ethnic, racial, and economic diversity in the community served by the school. A simple majority (50% +1) of the members of the HCE SAC must be parents/guardians who are not employed by the school.
B. All HCE SAC members are full and equal partners in the decision-making process.
C. The size of the HCE SAC shall consist of a minimum of nine (9) members. The SAC determines the maximum size for the council that best meets the needs of its school community and accommodates the mandated diverse community representation.

Section 2. Eligibility for Membership

A. Any full or part time teacher or support employee of the school, any parent or guardian of a student enrolled in the school is eligible to serve on the HCE SAC.
B. Community representatives shall be community members who represent local businesses, industry, social service agencies, community or nonprofit organizations, and the public at large.

Section 3. Election and Selection of Members

A. HCE SAC members may be elected by their respective peer groups at the school in a fair and timely manner as follows:
    1. Teachers shall elect teachers.
    2. Education support employees shall elect education support employees.
    3. Parents shall elect parents.
B. The election of council members shall be determined by a simple majority vote.
C. The principal is a designated member of the council.
D. Annually the HCE SAC shall determine the number of community representatives who will serve on the council. The community representatives shall be appointed through a nomination and selection process facilitated by the principal. Letters, newsletters or

other media release will be used to seek candidates. A list of individuals seeking nomination will be presented to the SAC. The community representatives will be selected by the HCE SAC at a regular meeting.

E. The principal will submit a list of the proposed SAC members to the Superintendent for review and the School Board in September for approval at the October Board meeting.

F. The term of membership on the council is two (2) years. At the request of the member and upon concurrence by a majority of SAC members, any member may extend a term of membership so long as they desire to continue to serve, providing that the size of the membership is within guidelines.

G. Appeals related to the SAC election process or the elections results will be resolved by the current school council.

Section 4. Vacancy in Membership

A. Vacancies occur when:
   i. Positions on the council have not been filled.
   ii. A member resigns
   iii. A member has missed two (2) consecutive meetings or a total of three (3) without prior notice to the chair.

B. If there is a vacancy, the SAC may appoint a representative for that position for the remainder of the year.
   i. All appointments to fill vacancies on the SAC are determined by consensus of the council members at a regular meeting.

Article V – Officers

Section I. Principal

Responsible for the overall administration at Hickory Creek Elementary School, including:

i. Participating in the development, revision, and successful implementation of the School Improvement Plan (SIP);
ii. Keeping the SAC informed of relevant policies and activities of the school district and state.

Section 2. Chairperson

Responsible for the overall coordination of SAC activities, including:

i. scheduling regular SAC meetings with the principal,
ii. establishing and distributing an agenda for each meeting,
iii. facilitating SAC meetings and the election process,
iv. requesting volunteers to serve as subcommittee members and delegating responsibilities,

v. informing SAC of relevant issues as they relate to school improvement activities,
vi. attending HCE budget meetings,
vii. assisting the Principal with the presentation of the school improvement plan to the school board,
viii. ensures District deadlines are met,
ix. ensures HCE SAC bylaws are followed.

Section 3. Co-Chairperson

The duties of the Co-Chair are the same as the duties of the Chairperson. In addition, the Co-Chair will facilitate SAC meetings and election processes in the absence of the Chair. In addition, the Co-chair will:

i. assist the Principal and Chair with the presentation of the plan to the school Board as necessary.
ii. attend HCE budget meetings as necessary,
iii. post notice of all SAC and SAC subcommittee meetings on the website and SAC bulletin board, and in the newsletter.

Section 4. Recording Secretary

The Recording Secretary is responsible for the overall recording of all SAC meetings.

The Recording Secretary will:

i. take minutes and attendance at each SAC meeting,
ii. keep up to date file of minutes for each meeting,
iii. distribute the minutes for each meeting to all SAC members,
iv. provide minutes to the school webmaster to be posted on the school web site
v. ensure availability of the HCE SAC bylaws at each meeting;
vi. notify chairperson at sixty (60) minute mark.
vii. Meetings will last no longer than ninety (90) minutes.

Section 5. Treasurer

The Treasurer is responsible for overall accountability of the HCE SAC and Technology Budgets, including:

i. budget updates at each meeting,
ii. budget planning for the above mentioned funds.

Article VI – Meetings

Section 1. Frequency and Duration of Meetings

A. HCE SAC meetings shall be held at least eight (8) times during the

school year. Dates and times selected shall reflect the needs of all SAC members.

B. Meetings shall be ninety (90) minutes or less.

Section 2. Notice of Meetings

A. All meetings shall be open to the public. All SAC activities including subcommittee meetings are subject to the Government in he Sunshine Law, Florida Statute Title XIX, Chapter 286.0001.

B. The date, time and place of meetings will be published in The Week at the Creek newsletter and the school website, and will also be submitted to the district Office of Planning and Accountability.

Section 3. Meeting Agenda

A. The agenda for each meeting shall be developed by the SAC chairperson and the principal, including items discussed by the SAC team. Any member of the HCE SAC may add an item to the agenda.

B. The agenda for each meeting shall be distributed to members of HCE SAC and advertised to the community the Friday prior to each meeting. Additionally, any member of the school community may ask for an item to be placed on the agenda, if such addition can be included within one week prior to each meeting. No changes to the agenda shall be made once it has been made public by distribution.

C. Any concerns or issues that are not on the agenda may be heard by the council during public comments. If concerns need discussion and action by the SAC, they shall be placed on the agenda for future meetings to allow all interested parties to be notified so they may be present for the discussion. Any member of the school community at large may voice their ideas or concerns at any meeting during public comment.

Section 4. Procedure at Meetings

A. A quorum to conduct a business meeting requires 60% attendance of council members. Only SAC members can vote. In the absence of a quorum, no motions may be considered or approved. The meeting may proceed, however, if the majority of members present are in agreement. The SAC will continue the meeting only for the purpose of discussion.

B. Consensus will be the primary protocol for decision making. The council is advisory in nature, and every attempt shall be made to reach consensus. Consensus is reached when all members are willing to accept and support an idea or concept as the best choice. In the absence of complete consensus, a minimum of 75% of the present members must be in agreement.

C. Members must respect the personal and professional rights of other member.

Section 5. Minutes.

A. Minutes of all meetings shall be distributed to SAC members before the next meeting.
B. Meeting minutes will include the name of the school in the header and attendance roster, and a copy of the meeting notices. A copy of the approved minutes will be sent to the district Office of Accountability.

Article VI – Sub-Committees

Sub-committees will be made to reflect the needs of the SAC Plan and goals to be accomplished. Meetings are open to all staff, parents and public and must be advertised at least three (3) days in advance of meeting.

Section 1. List of Committees

Sub-committees will be identified and formed as deemed by the present year's SAC members by means of consensus.

Section 2. Notice of Meetings

All scheduled committee meetings will be posted on the HCE website and listed in The Week at the Creek newsletter. Anyone interested is welcome to attend.

Section 3. Reports

The chairperson of each committee or his/her designee shall report committee activities at the SAC meetings as requested.

Article VII – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern HCE SAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article VIII – Amendments

The bylaws may be amended at any meeting, provided that written notice of the proposed amendment shall have been given thirty (30) days in advance. Adoption of the amendment shall require 75% majority vote of approved and appointed members who are present in favor of the amendment.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

In the absence of complete consensus, a minimum of 75% of the present members must be in agreement.