

Bridgewater Middle School School Advisory Council Bylaws

These bylaws were ratified by the Bridgewater Middle School Advisory Council on October 10, 2023, and the Florida School Recognition Program (article IX) was ratified on November 14, 2023.

Article I: Bridgewater Middle School

The name of the organization shall be the Bridgewater Middle School Advisory Council, hereinafter referred to as the "SAC."

Article II: Purpose

The purpose of the SAC is to assist in the preparation, implementation and evaluation of the school improvement plan required pursuant to section 1001.452 of the Florida Statutes (2019). It shall perform such functions as are prescribed by the regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the school board.

Article III: Duties

Duties of SAC members shall include:

Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board.

- Use State and District goals as a guide for assessing the school's needs
- Participate in preparing, monitoring, and evaluating the SIP
- Give input on measurable objectives and strategies for addressing the high priority goals of the SIP as outlined by the school.
- Vote to approve the SIP once it is presented and understood.
- Identify and approve the appropriate use of school improvement dollars for implementing the approved school improvement plan
- Perform functions as prescribed by Florida Law
- Operate in compliance with Florida Law

Article IV: Representation and Elections

Representation:

1. The SAC membership will be composed of the school Principal and an appropriately balanced number of teachers, education support employees, students, parents, and

other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

2. There shall be members elected to the SAC from each of the following constituent groups. A majority (51%) of the members of the SAC must be persons who are not employees of the School District.
 - a. Teachers elected by the teachers
 - b. Support staff elected by staff
 - c. Students shall be elected by students (Career center and high school
 - d. advisory councils shall include students, and middle and junior high school
 - e. advisory councils may include students).
 - f. Parents/guardians elected by the parents/guardians
 - g. Community members nominated by the Principal or council member and approved by the council

Election of Members:

1. Each school year, SAC members are newly elected or appointed. No membership carries over from the previous school year, except in the case where the Chair was elected by the previous year's membership, or after the first meeting of the school year, as specified in Article V. Information about SAC and identified vacancies shall be made available to all parents, community members, and school-based employees.
2. Candidates will notify the Principal or the SAC chair of their interest in serving on SAC.
3. Ballots are created electronically and sent out to the respective groups for voting and ballots are to be returned to the school office and kept on file for public viewing.

Article V: Voting Procedures

1. A quorum shall be 51% of the total SAC membership. Votes may be taken only when a quorum is present.
2. The posting of an agenda shall precede each meeting. The agenda must include any items scheduled to come before the SAC for a vote. The agenda will be posted no less than three days prior to the scheduled SAC meeting.
3. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) of quorum.
4. There shall be no voting by proxy.
5. There shall be no secret ballots.
6. All voting shall take place at an open meeting (not by phone, email, or any other nonpublic way) in compliance with the section 286.011 of the Florida Statutes (2019).

Article VI: Tenure

1. Elected SAC members may assume their duties upon election.
2. Appointed SAC members shall serve for a period of one year or until the next election, whichever comes first.

3. There shall be no limit on the number of terms a member may serve. SAC members may serve until they choose to resign, their children no longer attend Bridgewater Middle School, or they are removed due to absences.
4. SAC membership is limited to one member per family.
5. Absences may be excused by a majority vote of the quorum.
6. Members who have two consecutive unexcused absences, or any three unexcused absences from regularly scheduled meetings, will be removed from the council with a majority vote from the quorum and replaced according to the election procedures stated in these bylaws.
7. Parent members must have a child enrolled at Bridgewater Middle School. If the child leaves Bridgewater Middle School during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
8. Vacancies of members shall be filled from those who unsuccessfully ran for office, meet the composition requirements of the vacancy, and had the highest number of votes. If there are no candidates who meet these criteria, the SAC shall fill the vacancy by simple majority vote.

Article VII: Meetings

1. Meetings shall commence by September of each school year with a minimum of 8 meetings held throughout the school year, August – May. More than 1 meeting may be held in a month if necessary. All meetings will be scheduled when parents, students, teachers, business and community members can attend.
2. Schedule of meetings to be set during the meeting after membership is established and voted in each year.
3. Emergency meetings shall only be called if jointly agreed upon by the SAC Chair and the Principal and shall abide by all the guidelines of a regular meeting.
4. Meetings of the SAC or its subcommittees shall be held in accordance with section 286.011 of the Florida Statutes (2019).
5. Meetings shall be noticed as follows:
 - a. Requiring at least three days' advance notice in writing to all members of the SAC of any matter that is scheduled to come before the council for a vote.
 - b. The notice shall contain the time and place of the meeting and an agenda.
 - c. The agenda will include items scheduled to come before the SAC for a vote. The agenda will be sent no less than three days prior to the scheduled SAC meeting.
 - d. The notice and agenda shall be prominently displayed in the area of the school set aside for that purpose.
 - e. Emergency and cancellation of meetings shall be afforded the most appropriate and effective notice under the circumstances and shall have at least 24 hours reasonable notice to the public.
6. Written minutes of all actions taken by the SAC will be maintained and filed in accordance with District instructions.

Article VIII: Officers (Elections and Duties)

1. The SAC shall have three officers: The Chair, the Vice-Chair (or Co-Chair), and the Secretary. The election of the Chair can occur at the final meeting of the prior school year or during the meeting held after the SAC membership has been voted in for the current school year. The election of the Co-Chair and Secretary will be held at the first meeting once the SAC membership is established. At least one of the officers shall be a non-school employee.
2. The duties of the Chair shall include:
 - a. Preside at meetings
 - b. Develop last-minute or emergency agenda items with the Principal or his/her designee
 - c. Appoint subcommittee chairs
 - d. Notify all members of upcoming meeting dates – annual calendar
 - e. Inform SAC of relevant training
 - f. Assist Principal or his/her designee with presentation of the SIP to the community
 - g. Appoint a Treasurer to track and/or report on expenditures from school improvement funds
3. The duties of Vice-Chair or Co-Chair shall include:
 - a. Assume the duties of the Chair if the Chair is absent or vacates the position
 - b. Assist principal with annual surveys
4. The duties of Secretary shall include:
 - a. Record minutes of meetings
 - b. Keep annual attendance records
 - c. SAC correspondence with school liaison if not a school-based employee
 - d. Track expenditures from school improvement funds and maintain SAC financial records, if a Treasurer is not appointed
 - e. Provide minutes to members with next meeting Agenda
 - f. Send minutes to school liaison if not a school-based employee to be sent to the District as required
 - g. Provide public notice of all SAC meetings with school liaison if not a school-based employee.
5. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote.
6. An officer may be removed from office by a two-thirds majority vote of the full SAC.

Article IX: Florida School Recognition Program

1. Funds must be used for purposes listed below as determined jointly by the school's staff and school advisory council.
 - a. Definitions for staff are provided in [s. 1012.01, F.S.](#) and include instructional personnel, administrative personnel and educational support employees.
 - b. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

- c. Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining ([s. 1008.36, F.S.](#)).
- 2. School recognition awards must be used for the following ([s. 1008.36\(4\), F.S.](#)):
 - a. Nonrecurring bonuses to the faculty and staff;
 - b. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c. Temporary personnel for the school to assist in maintaining and improving student performance.
- 3. Florida School Recognition Program money may not be paid to school resource officers (SROs). Under the SRO contracts with local law enforcement, SROs remain employees of the local enforcement agency, not OCPS. SROs are under the direct supervision and control of the Law Enforcement Agency. They remain employees of the Law Enforcement Agency and are responsible and accountable to the Law Enforcement Agency's chain of command.
- 4. Each school will designate a SAC Subcommittee and/or the principal to facilitate the School Recognition Program voting process.
- 5. Each school SAC Subcommittee and/or principal will advertise for at least seven days the request for preliminary proposals from all active staff for the allocation of the School Recognition Program funds. Definitions for staff are provided in [s. 1012.01, F.S.](#), and include instructional personnel, administrative personnel and educational support employees.
 - a. The SAC Subcommittee and/or principal may ask questions to the staff member submitting a proposal to seek clarity regarding the option to determine if the proposal meets statutory requirements.
 - b. All preliminary proposals that meet statutory requirements will be added to a ballot to be voted on by all staff to determine the top three proposals to move forward to the (SAC) for review.
 - c. The ballots with the preliminary proposals will be collected by the SAC Subcommittee and/or principal.
 - d. The SAC Subcommittee and/or principal will advertise the preliminary ballot to the entire staff at least three days prior to scheduled voting.
 - e. Voting will take place by confidential ballot.
 - f. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all active staff members.
 - g. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
 - h. Tallying of the preliminary vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a Classroom Teachers Association (CTA) representative and an Orange Education Support Professional Association (OESPA) representative. The date and time for tallying the preliminary vote must be advertised for at least three days and open for all stakeholder groups to attend.

- i. The top three preliminary proposals with the most votes will be shared as a voting agenda item by the SAC Subcommittee and/or principal at the next scheduled SAC meeting for approval of the final ballot.
 - j. If there is a situation where proposals are tied for the most votes (e.g., there are two options that are tied for the third-most votes), both options can be included in the proposals presented to SAC on the final ballot.
- 6. During a scheduled SAC meeting, the three preliminary proposals will need to be approved as a voting agenda item for a final ballot. Passage of the preliminary proposals for a final ballot will require a SAC simple majority (51%) of quorum.
 - a. All attending stakeholders will have the opportunity to review the three preliminary proposals for the allocation of the School Recognition Program funds.
 - b. If any of the preliminary proposals are not approved fully by SAC, they will be removed from the final ballot. The language of the preliminary proposals cannot be changed by SAC.
 - c. All stakeholders in attendance at the public SAC meeting regarding the School Recognition Program proposals can provide input regarding the three preliminary proposals, regardless of SAC membership.
 - d. All stakeholders in attendance can ask reflective questions to seek clarity of the proposed options and corresponding impact (e.g., asking for the final dollar amount after the calculation of the proposed percentage per individual based on the proposed option).
- 7. After the SAC meeting, the SAC Subcommittee and/or principal will develop a final ballot with the proposals approved by the SAC, along with the mandatory inclusion of the option "none of the above."
 - a. The written ballot must include the option of "none of the above." Any options written on the ballot at the time of voting will be counted as a vote for "none of the above."
 - b. The SAC Subcommittee and/or principal will advertise the final ballot to the entire staff at least three days prior to scheduled voting.
 - c. Voting will take place by confidential ballot.
 - d. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all staff members.
 - e. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
 - f. Tallying of the final vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a CTA representative and an OESPA representative. The date and time for tallying the final vote must be advertised for at least three days and open for all stakeholder groups to attend.
 - i. If there is a tie for the most votes between two or more options, a new final ballot will be developed by the SAC Subcommittee and/or principal and a new vote will need to occur with only the options that received the most votes in the tie.

- ii. If “none of the above” receives the most votes, the SAC Subcommittee and/or principal will restart the process of requesting proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).
- 8. The proposal with the most votes will be brought to the SAC as an agenda item by the SAC Subcommittee and/or principal as the option to be voted on and implemented. Passage of this option will require a SAC simple majority (51%) of quorum of the voting members.
 - a. If the option does not pass with a simple majority (51%) of quorum of the voting members, the principal will restart the process with requesting new proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).

Article X: Parliamentary Procedures

The SAC Chair will refer to “Robert’s Rules of Order Revised” when conducting the SAC meetings. (<http://www.rulesonline.com/>)

Article XI: Amendments

- 1. The Bylaws shall be reviewed at the April and September or October meetings.
- 2. Approval of Bylaw amendments shall require a 2/3 vote of quorum.

October 10, 2023

Principal: Amy Klaber

Chair: Stephanie Butler

Co-Chair: Samantha Macey-Jones

Secretary: Heather Scully