

SUELLA G. ELLIS ELEMENTARY SCHOOL

School Advisory Council Bylaws

Approved December 17, 2024

1) Purpose

- a) The purpose of the Ellis Elementary School - School Advisory Council (SAC) is to provide feedback and recommendations to school administration pertaining to the annual school Continuous Improvement Plan (CIP), the school budget, school policies and procedures, and any timely schoolwide concerns.

2) Mission Statement

- a) The mission of the Ellis Elementary School Advisory Council (SAC) is to unite diverse voices—students, parents, and educators as explorers working together toward one goal: to continuously improve our school. Through collaboration, feedback, and innovative solutions, we strive to enhance school policies, budgets, and the overall educational experience, fostering a thriving community where every explorer contributes to our shared mission of student success.

3) Membership

- a) The membership of the SAC will ideally represent all segments of the school community, to include:
 - i) School administration,
 - ii) Parents of current students,
 - iii) Current staff members
- b) Members of the SAC shall be free from conflicts between their individual job responsibilities and their roles as members of the council.

4) Selection of the Membership

- a) The membership selection process will proceed in the following manner:
 - i) School administration
 - (1) The principal shall attend and actively participate on the SAC on a regular basis.
 - (2) The assistant principal may attend and participate on the SAC. The assistant principal will lead in the absence of the principal.
 - ii) Staff
 - (1) The principal shall appoint staff members to the SAC from diverse areas of expertise.
 - (2) Appointments shall be based on staff interest and represent different departments within the school to include instructional and classified staff.
 - iii) Parent Members
 - (1) School administration shall recruit potential parent members from the entire school community.
 - (2) Parents selected for membership shall be approved by the principal.

iv) SAC Chair

- (1) Parents may volunteer to be the Advisory Council Chair. If there is more than one volunteer, the Council will vote on who the Chair will be.
- (2) The SAC Chair will be Chair for no more than two years.

v) SAC Secretary

- (1) Parents or staff may volunteer to be the SAC Secretary. If there is more than one volunteer, the Council will vote on who the Secretary will be.
- (2) The SAC Secretary will be Secretary for no more than two years.

vi) Superintendent's Advisory Council for Instruction (SACI) Representative or Alternate

- (1) The SACI representative, or his or her alternate, shall hold membership in the SAC.

5) Appointment and Length of Membership

- a) SAC membership shall be identified by September 30 of that school year.
- b) Each SAC member will be encouraged to remain in his/her role for two school years.

6) Removal from Membership

- a) Membership in the SAC may be terminated by the principal if the member:
 - i) Fails to meet the qualifications for membership;
 - ii) Fails to fulfill the responsibilities of the position; or
 - iii) Exhibits behaviors deemed disruptive to the SAC's purpose and mission by the principal.

7) SAC Training

- a) All members of the SAC are subject to annual training on the continuous improvement process and the roles and responsibilities of the advisory council as deemed appropriate by the principal.

8) Selection and Duties of Officers

- a) By September 30 of each school year, the following three officers shall be chosen for the school year:
 - i) Advisory Council Chair
 - (1) The chairperson shall be an staff member or parent of a student.
 - (2) The Chairperson will have the following duties:
 - (a) Confirm meeting dates;
 - (b) Notify members of each meeting;
 - (c) Develop and distribute agendas in consultation with the principal;
 - (d) Monitor committee progress in collaboration with the principal;
 - (3) Secretary
 - (a) The secretary shall be a recognized member of the SAC.
 - (b) The secretary will have the following duties:
 - (i) Maintain the SAC membership list and attendance records;

- (ii) Keep minutes of each SAC meeting;
- (iii) Provide copies of the minutes to members prior to each meeting;
- (iv) Maintain files of SAC meetings, agendas, reports, and by-laws;

9) Meetings

- a) SAC meetings shall be held at least six times a year.
- b) SAC members and parents/guardians shall be notified of the dates and times for each meeting.

10) Attendance

- a) Active attendance and participation by members are strongly encouraged.

11) Open Chair

- a) Time in the agenda for each meeting shall be allotted for "Open Chair."
- b) During "Open Chair," speakers will have sufficient time for public comment or questions related to SAC topics.
- c) Both non-SAC and SAC members may speak during "Open Chair".
- d) The principal will note any Open Chair discussion and offer feedback at the next scheduled meeting.
- e) Further, no SAC members shall utilize the SAC forum to discuss any personal or individual issue.

12) Decision Making

- a) The SAC is responsible for advising the principal on matters relevant to the school's Continuous Improvement Plan as requested by the principal.
- b) The council does not determine policy or procedures on substantive school matters.
- c) Any decision made in SAC's advisory role will be made by consensus.
- d) Consensus in this context means a decision that considers the opinions of all members present on a particular issue or by majority vote of the members present if a member shall call for a vote.
- e) It is understood that the principal, who is accountable for all aspects of the school, will exercise final judgment on the decisions of the council.
- f) A quorum, more than half of the SAC members, must be present to vote.

13) SAC Bylaws

- a) The SAC shall have a set of written and published bylaws to govern its operation.
- b) SAC Bylaws are subject to annual review, revision, and adoption by the SAC.
- c) Changes in SAC Bylaws must be reviewed and voted on for adoption by the SAC.