

**I. Mission and tasks:**

The primary mission of the Ocean Palms Elementary (OPE) School Advisory Council (SAC) is to work in a collaborative relationship with all stakeholders at OPE in order to advise the school administration on ways to improve the education, academic achievement and safety of all students.

The SAC will accomplish its mission by: encouraging participation by all members, respecting the opinions offered by all members, building a partnership between school and home that encourages mutual communication, assisting the school with the creation of the School Improvement Plan (SIP), approving the School Recognition Funds dispersal when applicable, assisting the school with the implementation of the SIP through the funding of relevant initiatives, incorporating business partnership opportunities, and fulfilling other relevant needs as requested by school administration.

Annual tasks of SAC are:

1. To assist in the preparation and evaluation of the SIP
2. To develop a plan for measuring the results of the SIP
3. To assist in the preparation of the OPE annual budget
4. To decide jointly with staff how to spend the SAC funds and A+ School Recognition Money, when applicable, to meet the SIP goals
5. To create and distribute a stakeholder climate survey, utilizing the results to make improvements at OPE
6. To continually develop/review the OPE vision statement
7. To use Florida's education goals and the SJCSJ goals as guiding principles
8. To examine all aspects of OPE when developing the School Improvement Plan
9. To proactively seek input from all other groups, committees, and individuals
10. To develop strategies for improving the areas of need
11. To assist in recruiting and retaining SAC members

**II. Membership**

1. The makeup of the SAC shall reflect the total school community, including racial and economic balance. The minimum voting representation will be:  
School Staff Representatives
  - Principal
  - One (1) support staff (office, paraprofessionals)
  - Three instructional staff members
  - This number could be less if there is overlap among the representationNon-OPE staff must be the majority (51%) of the council. This includes parents, business representatives and community members. Members of SAC will be elected by their respective constituent groups. If needed, alternates may be elected in the same manner. The entire SAC will be recommended to the School Board as required in the

- fall. Community/business members will be nominated by the principal and approved by the full SAC.
2. Members of SAC may not serve in more than one membership category: staff, parent, community/business.
  3. OPE staff may not serve in the parent category.
  4. With the exception of the principal, members of SAC will commit to serve a 2 year term.
  5. There will be no limit on the number of terms members of SAC may serve.
  6. Members of SAC missing two consecutive meetings without valid reason as determined by the Council will be automatically dropped from membership. The Council may vote to reinstate.
  7. Vacancies during the year will be filled by an appointment by the principal and approved by SAC.
  8. The Council may change its composition and size at any time by a majority vote of the membership provided the composition retains the required representation and balance.
  9. A list of persons interested in serving on SAC will be maintained in the principal's office.
  10. In the event that the SAC does not have representative membership, the principal after consulting with the Co-Chairs, will appoint members.

### **III. Officers:**

1. The officers of the Council will be the Chair, Co-chair and a Secretary. These positions will be elected annually at the final meeting of the school year to serve the following school year.
2. The term of office for the Chair and Co-chair will be one (1) year with a maximum of three (3) consecutive years in office.
3. The Chair and Co-chair will appoint a recording secretary for the purpose of maintaining minutes of meetings and attendance records.
4. The duties of the officers will be traditional in nature, with the Chair or Co-chair being in charge of facilitating meetings, and the Secretary maintaining the minutes of the Council's business and attendance records. In addition, the Chairmen and the principal will prepare meeting agendas, notify members of meetings, and jointly sign any official documents issued by the Council.

### **IV. Members**

1. There will be a minimum of eight (8) meetings during the school year.
2. A quorum is necessary for voting at meetings. A quorum shall be 51% of the members of SAC present.
3. There is a requirement of three (3) days' notice in writing or email to all members for voting issues.

### **V. Committees:**

1. The council may establish ad hoc committees needed.
2. Membership in any of the committees is not limited to members of the Council.

### **VI. Procedures for reaching Agreement:**

It is the intent of the Council to promote the free exchange of ideas at all times. Whenever possible, SAC will operate on a consensus basis of decision-making. If consensus cannot be

reached, voting will take place, with a majority required to pass. All money issues must pass with a majority vote, with a quorum present.

**VII. Communications:**

1. Information will be included in the school newsletter, on the school website, and at school events on a regular basis.
2. SAC members will be notified of the agenda for each meeting three (3) days prior to the meeting date via email. The agenda will be posted on the SAC page of the school website and on the SAC bulletin board on the school marquee.
3. SAC operates under the Florida Sunshine Laws. All meetings are declared to be public meetings open to the public at all times. The minutes of all meetings shall be promptly recorded, posted in the school entryway and the SAC web page, and shall be open to public inspection.

**VIII. Timelines:**

This Council will adhere to the timelines set by Florida Statutes, Department of Education rule, and the St. Johns County School Board.

**IX. Changes to Operating Policies:**

These operating policies may be amended at any time by a majority vote of the Council at the meeting following the announcement of a suggested change.