

Sabal Crest Academy School Advisory Council (SAC) Bylaws

Article I — Name

The name of this organization shall be the Sabal Crest Academy School Advisory Council (SAC).

Article II — Purpose

The purpose of the School Advisory Council (SAC) is to support and advise the school principal on matters related to school improvement, student achievement, safety, school culture, and stakeholder engagement. SAC functions in an advisory capacity only and may not supersede School Board policy, district procedures, or Florida law.

The SAC serves as a collaborative partnership between families, school staff, business/community members, and school leadership to ensure all students at Sabal Crest Academy have opportunities to learn, grow, and thrive.

The Council shall:

1. Assist in the preparation, implementation, and evaluation of the School Improvement Plan (SIP).
2. Assist in identifying school needs and establishing priorities aligned to student achievement goals.
3. Provide input regarding expenditures related to school improvement initiatives.
4. Participate in the decision-making process regarding School Recognition Funds and SAC allocation funds, when applicable.
5. Promote communication and collaboration between the school and community.
6. Encourage stakeholder involvement in supporting school programs and initiatives.
7. Review stakeholder feedback and climate survey results to support continuous improvement.
8. Support a safe, respectful, and connected school culture aligned with the mission and vision of Sabal Crest Academy.
9. Perform additional advisory functions as requested by the principal and consistent with Florida Statutes.

Article III — Membership

Section 1 — Representation

Membership of the SAC shall reflect the diversity of the school population and community served by Sabal Crest Academy in accordance with Florida Statute 1001.452. At least fifty-one percent (51%) of the SAC membership must be non-school district employees.

The SAC shall include representation from:

- Parents
- Teachers
- Educational support employees
- Business/community members
- School Principal

Section 2 — Membership Categories

- Members shall serve in only one representation category.
- School employees may not serve in the parent category.

Section 3 — Selection of Members

Notice of vacancies and opportunities to serve on the School Advisory Council (SAC) shall be communicated to the community. The SAC seeks balanced representation that reflects the diversity of the Sabal Crest Academy community while remaining compliant with Florida Statute requirements.

Membership Procedures

- Interested stakeholders may submit their name for consideration to serve on the SAC.
- Membership shall be reviewed annually to ensure appropriate stakeholder representation and compliance with Florida Statute requirements regarding non-school employee majority membership.
- During the founding year of Sabal Crest Academy, the principal shall appoint the initial SAC members in order to establish a representative and compliant council.
- Following the founding year, new SAC members shall be voted on and approved by the current SAC membership.
- The principal shall serve as a permanent voting member of the Council.

Section 4 — Terms of Service

1. SAC members should serve a two-year term whenever possible to promote continuity.
2. Members may serve multiple terms if re-elected or reappointed.
3. SAC members are expected to conduct themselves in a respectful, collaborative, and professional manner that supports the mission and vision of Sabal Crest Academy.
4. Members are expected to remain in good standing through regular attendance, active participation, and adherence to Florida Sunshine Law requirements.
5. A SAC member may be removed by majority vote of the Council for:
 - Excessive absences
 - Failure to fulfill membership responsibilities
 - Conduct that disrupts the collaborative work of the Council
 - Violation of applicable laws, policies, or confidentiality expectations
6. Vacancies occurring during a term may be filled in accordance with the SAC membership procedures outlined in these bylaws.

Section 5 — Attendance

- Members missing two (2) consecutive meetings without prior notification or valid excuse may forfeit membership on the SAC.
- Vacancies occurring during the school year may be filled by appointment of the principal with approval by the SAC.

Article IV — Officers

Section 1 — Officers

The officers of the SAC shall include:

- Chairperson
- Co-Chairperson

Section 2 — Election of Officers

Officers shall be elected annually during the final SAC meeting of the school year and shall serve for the following school year.

Section 3 — Duties of Officers

Chairperson

The Chairperson shall:

- Facilitate SAC meetings
- Collaborate with the principal to prepare meeting agendas
- Ensure meetings operate in accordance with Florida Sunshine Laws
- Promote stakeholder engagement and participation

Co-Chairperson

The Co-Chairperson shall:

- Assist the Chairperson
- Facilitate meetings in the Chairperson's absence
- Maintain meeting minutes and attendance records
- Support SAC communication and organizational efforts

Article V — Meetings

Section 1 — Meeting Frequency

- The SAC shall meet a minimum of four (4) times during the school year.

Section 2 — Meeting Schedule

- The annual meeting schedule shall be established at the first SAC meeting of the school year.
- Meetings shall be scheduled at times that encourage participation from families, staff, and community members.

Section 3 — Public Notice

All SAC meetings shall comply with Florida Sunshine Law requirements. Reasonable public notice of meetings shall be provided at least three (3) days in advance through:

- School website postings
- ParentSquare communication
- School marquee or bulletin board postings
- Additional school communication methods as appropriate

Section 4 — Agendas

- Meeting agendas and materials requiring a vote shall be distributed to SAC members at least three (3) days prior to the meeting.

Section 5 — Quorum

A quorum shall consist of a majority (51%) of SAC members. In accordance with Florida Statute 1001.452(1)(d)1:

- The majority of members must be physically present to establish a quorum.
- Members participating electronically may participate in discussion but may not count toward quorum.

Section 6 — Voting

- Whenever possible, decisions shall be made through consensus.
- If consensus cannot be reached, action items shall be decided by majority vote of members present with a quorum established.

Article VI — Committees

- The SAC may establish standing or ad hoc committees as needed to support the work of the Council.
- Committee membership is not limited to SAC members and may include additional stakeholders from the school community.
- Committees shall serve in an advisory capacity and report recommendations to the SAC.

Article VII — Communications

The SAC shall promote transparent communication with stakeholders through:

- School newsletters
- School website postings

Meeting minutes shall be maintained as public record and made available for public inspection in accordance with Florida law.

Article VIII — Rules of Order

- The SAC shall operate in a manner that encourages collaboration, professionalism, and respectful dialogue.

- To help meetings remain organized, fair, and respectful to all members, the SAC may use simplified procedures based on Robert's Rules of Order. These procedures generally include:
 - Following a meeting agenda
 - Allowing members an opportunity to speak and share input
 - Making motions before voting on action items
 - Ensuring discussion remains respectful and focused on the topic
 - Using majority vote procedures when consensus cannot be reached
 - Recording official meeting minutes

Article IX — Amendments

The SAC shall review the bylaws annually and recommend revisions as needed. These bylaws may be amended by a two-thirds (2/3) vote of SAC members present at a regular meeting, provided:

1. A quorum is established.
2. Written notice of the proposed amendment is provided at least three (3) days prior to the vote.

Article X — Compliance Resources

- Florida Statutes (School Advisory Councils – §1001.452)
[Florida Statute 1001.452 – District and School Advisory Councils](#)
- Florida Sunshine Laws (§286.011 Public Meetings & Records)
[Florida Sunshine Law – Public Meetings and Records](#)
- State Board of Education Rules / Florida Department of Education
[Florida Department of Education – State Board of Education Rules](#)
- St. Johns County School District Policies & School Board Rules
[St. Johns County School District Policies](#)
[St. Johns County School Board Rules Manual](#)