

# Sebastian River High School School Advisory Council Bylaws

“You can’t hide that Shark Pride!”

## Florida Education Goals

These eight goals for school improvement comprise the guiding principles from which the school advisory council focuses on school improvement:

- Goal 1 - Readiness to Start School
- Goal 2 - Graduation Rate and Readiness for Post-secondary Education and Employment
- Goal 3 - Student Performance
- Goal 4 - Learning Environment
- Goal 5 - School Safety and Environment
- Goal 6 - Teachers and Staff
- Goal 7 - Adult Literacy
- Goal 8 - Parental Involvement

## Article I

### Name/Purpose/Goal

Name of Committee - The name of this committee shall be “*Sebastian River High School Advisory Council*”. In these bylaws, the committee will be referred to as the “Sebastian River High School SAC” or “SAC.”

Purpose/Goal - The school advisory council shall be the sole body responsible for final decision-making at the school relating to implementation of the provisions of Florida Statutes s. 1001.452, ss. 1001.42(18) and 1008.345. The council shall assist in the preparation of the school’s annual budget and plan as required by s. 1008.385(1). As defined in Florida Statutes and by School Board Rule, the council shall...

- ❖ assist in the preparation and evaluation of the school improvement plan
- ❖ assist in the preparation of the school’s annual budget and plan
- ❖ use funds as provided in the annual General Appropriations Act to implement the school improvement plan

The Sebastian River High School SAC will also...

- ❖ develop, monitor, revise, implement, and maintain constant awareness of the school improvement plan
- ❖ encourage the involvement of its members in actions and decision-making of the council
- ❖ encourage the involvement of its members in activities and committee work at Sebastian River High School outside the SAC
- ❖ provide leadership, support, and assistance in reaching the goals of the school improvement plan and vision of Sebastian River High School
- ❖ communicate school improvement plan and goals, accomplishments and decisions to the Sebastian River High School community
- ❖ influence legislation and policies concerning students at Sebastian River High School
- ❖ Provide suggestions and input regarding distribution of School Recognition funds

## Article II Membership

As defined in s. 1001.452, a majority of the members of the school advisory council must be persons who are not employed by the school. The council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, parents, students, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

- ❖ Teacher(s) -  
“Teacher” is defined to include classroom teachers, certified student services personnel, and media specialists.
- ❖ Education Support Employee(s) -  
“Education Support Employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal workweek.
- ❖ Parent(s) –  
“Parents/guardians of students enrolled at Sebastian River High School. Indian River County School District employees not employed at Sebastian River High School will be considered a school district employee.”
- ❖ Student(s)-  
“Students mean any student who is enrolled at Sebastian River High School.”
- ❖ Business and Community Citizen(s) –  
“Members of the business community interested in serving on the Sebastian River High School SAC.”
- ❖ Principal –  
(The principal may delegate his vote, in his absence, to his designated Assistant Principal, or other administrator, on items previously listed on the agenda.)”

Sebastian River High School SAC will be comprised accordingly.

## Article III Committees

The SRHS-SAC may create committees as needed, such as SIP Goals, member appreciation, etc. All scheduled committee meetings must be posted with three (3) days advance notice via email. All committees must record minutes of the meeting and provide copies to the membership at the following scheduled general meeting.

## Article IV Elections

As defined in s. 1001.452, school advisory council members representing teachers, education support employees, parents, students, and community/business members shall be elected by their respective peer groups at the school in a fair and equitable manner.

The Sebastian River High School SAC will

- in March each school year review the number of teacher, parent, education support employee and business and community representative positions that will be open for the following school year.
- announce openings and request nominations/accept volunteer candidates for members of the school advisory council the following school year.

- conduct an election for teachers representatives
- conduct an election for education support employee representatives
- conduct an election for parent representatives
- conduct an election of student representatives
- conduct an election for community representatives, as needed, by the end of September
- NOTE: If the number of nominees/volunteers is equal to the number of openings for that peer group, no election will be necessary.
- Teacher(s) elections - Announcement of opening(s) and request for nominations/volunteer candidates for the teacher representative will occur at the first faculty meeting in September. An election will be conducted immediately. The request for nominations/volunteer candidates, acceptance of nominations/volunteers, and the election will be conducted by the SAC Chairperson or the designee of the SAC. The election will be conducted by ballot and will be confirmed by the SAC Chairperson or designee of the SAC.
- Education Support Employee(s) elections - candidates for an education support employee representative will occur via letter to all education support employees. Nominations/volunteers will be accepted for a designated period of 2-3 days. A letter/ballot will subsequently be provided to all education support employees. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or a designee of the SAC. The election will be confirmed by the SAC Chairperson or the designee of the SAC.
- Student(s) Elections – candidates for student representatives will occur via morning announcements. Nominations/volunteers will be accepted for a designated period of 2-3 days. A letter/ballot will subsequently be provided to all students at Sebastian River High School with nominees/volunteers listed. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or a designee of the SAC. The election will be conducted by ballot and confirmed by the SAC Chairperson or the designee of the SAC.
- Parent(s) elections - Announcement of openings and request for nominations/volunteer candidates will occur during the August meeting. Nominations/volunteers will be accepted and voted on during the September meeting.
- Business and Community Citizen(s) elections - Announcement of an opening and request for nominations/volunteer during the August meeting. Nominations/volunteers will be accepted and voted on during the September meeting.
- Notice of the nominations and election will be emailed to Indian River County School District by October 1, of each year.
- The principal and the School Advisory Council shall report to the School Board, as soon as reasonably possible, any change in the membership of the Council, and shall further report the meeting schedule and agenda for all meetings of the School Advisory Council. Each School Advisory Council and principal shall advise the School Board in advance of each scheduled meeting and agenda.
- communicated orally throughout the community in August and September.

## Article V Officers

The SAC will have a Chairperson, from either Staff or Parent. Additional officer will be the Secretary. Officers will be elected by majority vote of the SAC at the first designated meeting. Officers will be elected for 1-year terms beginning immediately upon election. Any member of the SAC can serve as an officer.

Chairperson - the responsibilities of the Chairperson will include

- Conducting elections of teacher, education support employee, parent, business, student and community citizen representatives to the SAC
- calling meetings in accordance with these bylaws
- conducting and managing meetings of the SAC
- any other responsibilities designated by the Official Membership of the SAC.
- may sign all letters, reports, and other communications of the SRHS-SAC.

Secretary - the responsibilities of the Secretary will include

- to keep the minutes of all meetings. Minutes shall be promptly transmitted to school office personnel.
- The secretary shall keep an accurate record of attendance and shall notify the member, and the Principal if he/she has missed more than two unexcused meetings and requires a replacement. Membership attendance shall be transmitted to school office personnel along with the minutes.
- (designated to office personnel) Keep a register of the email, street address, and contact numbers of each member, which shall be furnished, to the Secretary by such members.
- (designated to office personnel) To email each member no later that the day before a scheduled SAC meeting or committee meeting as a reminder.
- any other responsibilities designated by the Official Membership of the SAC.

Principal - the responsibilities of the Principal will include

- Each school principal shall be responsible for notifying each teacher, parent and guardian, education support employee, business/community persons, and eligible high school and post secondary (and if applicable, each eligible middle school and/or elementary school) student in the school, and to advise each such person of the following:
  - The existence of the School Advisory Council and the fact that each such person is eligible to be nominated for election to the SAC.
  - The procedure for having a person's name submitted for nomination.
  - The fact that self-nomination is permitted.
  - The name and telephone number at the school of the employee who can give further information concerning nomination and election to the School Advisory Council, and further explanation concerning the purpose and mission of the SAC.
  - The schedule of elections to SAC, and the waiting list procedure.
- The principal shall develop a waiting list, whereby interested persons in excess of the official membership which shall remain on a regularly and publicly maintained list. If a vacancy occurs on the SAC, the SAC will elect a member from the list that will serve the remaining term of the vacating member.
- A principal may not override the recommendations of the school advisory council

## ARTICLE VI SCHOOL BOARD

SCHOOL BOARD - the responsibilities of the School Board will include

The school board, acting as a board, shall exercise all powers and perform all duties listed below:

- ENFORCEMENT OF LAW AND RULES AND REGULATIONS. –
  - ❑ Require that all laws and rules and regulations of the state board, of the commissioner, or of the school board are properly enforced
  
- IMPLEMENT SCHOOL IMPROVEMENT AND ACCOUNTABILITY -
  - ❑ School improvement plans. --Annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the district, except that a school board may establish a district school improvement plan which includes all schools in the district operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs. Such a plan shall also address issues relative to budget, training, instructional materials, technology, staffing, student support services, specific school safety and discipline strategies, and other matters of resource allocation, as determined by school board policy, and shall be based on an analysis of student achievement and other school performance data.
  
- APPROVAL PROCESS -
  - ❑ Approval process. -Develop a process for approval of a school improvement plan presented by an individual school and its advisory council. In the event a board does not approve a school improvement plan after exhausting this process, the Department of Education shall be notified of the need for assistance.
  
- SCHOOL IMPROVEMENT FUNDS –
  - ❑ School improvement funds. --Provide funds to schools for developing and implementing school improvement plans. Such funds shall include those funds appropriated for the purpose of school improvement.
  
- LOCAL-LEVEL DECISIONMAKING. -
  - ❑ Adopt policies that clearly encourage and enhance maximum decision making appropriate to the school site. Such policies must include guidelines for schools in the adoption and purchase of district and school site instructional materials and technology, staff training, school advisory council member training, student support services, budgeting, and the allocation of staff resources.
  
  - ❑ Adopt policies that assist in giving greater autonomy, including authority over the allocation of the school's budget, to schools designated as performance grade category "A," making excellent progress, and schools rated as having improved at least two performance grade categories.
  
  - ❑ Develop policies for periodically monitoring the membership composition of school advisory councils to ensure compliance with requirements established in s. 1001.452

## Article VII Rules of Participation

- Terms - Terms will be for one year and will begin immediately upon election. SAC members may be re-elected for consecutive terms.
- Attendance - Each member is expected to attend meetings. In the event of an anticipated absence, the member will notify the Chairperson.
- Any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws will be replaced.
- Any member may resign by filing a written resignation with the SAC Chairperson.
- When a member leaves or has missed two consecutive meeting he/she shall be replaced by a majority affirmative vote by an individual in the same category. i.e. If an education support employee resigns he/she will be replace by another education support employee.
- Vacancies - Vacancies are of the utmost concern when affecting the requirement to maintain a majority of SAC members who are not employed by the school. In the event a vacancy occurs causing a violation of this rule, the vacancy must be filled immediately. A vacancy may be filled by concurrence of remaining members of the SAC, considering first anyone who may have been nominated, but not elected. The principal shall develop a waiting list, whereby interested persons in excess of the official membership, which shall remain on a regularly and publicly maintained list. If a vacancy occurs on the SAC, the SAC will elect a member from the list who will serve the remaining term of the vacating member. Vacancies not affecting the majority requirement may remain open until the next election.

## Article VIII Meeting Rules

- Each meeting of the School Advisory Council shall be held in a location at such time and under such circumstances as reasonably necessary to ensure that no one shall be denied access on the basis of handicap, race, religion, gender or national origin. There shall be an agenda prepared in writing, before each meeting, copies of which shall be sent to the School Board members and the Superintendent.
- The School Advisory Council shall be subject to the public records and sunshine laws. Meetings and records shall be open to the public unless an exemption is provided under law. The conduct of the meetings shall be at the discretion of the School Advisory Council and the principal, subject to this policy and the right of the School Board to further regulate the conduct of meetings if such regulation is necessary to ensure that the meetings are conducted in a reasonable, efficient and fair manner. The principal of each school is designated as the custodian of records kept and maintained in the operation of each School Advisory Council. The Superintendent shall provide for a duplicate set of all School Advisory Council records and documents to be kept and maintained in the office of the Superintendent or the designee of the Superintendent. Such records will be kept and maintained consistent with Department of Education rules governing School Board documents.
- The following standards shall be applicable to all School Advisory Councils:
  - ❑ The minimum number of members of each Council should be at least eight (8), and the maximum number of members of each Council shall be fifteen (15), with the exception of such additional appointments as the School Board may make from time to time.

- ❑ Each School Advisory Council shall meet monthly during the school's academic year, and the agenda shall be distributed in advance of each meeting to each member of the committee, the district office and all other persons who request a copy of the agenda in writing.
- ❑ Each principal will ensure that the meeting is held in a room large enough to accommodate those members of the public and other interested persons (including media) who wish to attend and observe the meeting. Each SAC may develop its own guidelines for permitting public participation, but the privilege of voting will be extended only to members of the Council.
- Meeting Dates - The regular, monthly meeting time will be the third Monday of each month. All meeting dates will be published on the district website and be included in monthly public meetings district email. Meetings shall be scheduled when parents, teachers, students, community/business persons can attend. Meeting dates can be changed if the regular date falls during a holiday, testing, or other date in which school is not in session. Conflicting scheduled meeting dates shall be discussed and voted on during the first scheduled SAC meeting of each school year. Members will be properly notified of all scheduled monthly meetings at least one month after the vote taken at the first regular meeting.
- Special Meetings - A special meeting will be held only upon notice (call) to all members from the Chairperson or designee of the SAC at least 5 days prior to the meeting time. Notice of a special meeting will be communicated to the district office and SAC members. A required quorum must be attained. Minutes and attendance must be taken and shall be promptly transmitted to the secretary for distribution to each of the SAC members at the next scheduled general meeting along with the attendance, and to the individual assigned by the district to maintain a record of SAC minutes and attendance.
- Committee Meetings - A committee meeting will be held only upon notice (call) to all committee members from the Chairperson or designee of the SAC at least 5 days prior to the meeting time. Notice of a special meeting will be communicated to the district office and SAC members. Minutes and attendance must be taken and shall be promptly transmitted to each of the SAC members at the next scheduled general meeting along with the attendance, and to the individual assigned by the district to maintain a record of SAC minutes and attendance.
- Agenda/Minutes/Attendance - An agenda, minutes and attendance form from the previous regular meeting will be distributed to all members at least 1 week prior to each regular meeting. Copies of the minutes and agenda will be available in the front office for distribution to all SAC members. A copy of the agenda, minutes and attendance form will be posted on the SAC bulletin board when they are distributed to members. Minutes and attendance from special and committee meetings will be distributed to members within 2 weeks after the meeting. Copies of the minutes and attendance will be available in the front office for distribution to all SAC members. All documents will be made available to all official members at the next regular SAC meeting. A copy of all minutes from all meetings will be kept in a minute book kept in the front office.
- Order of Business - An agenda for a regular meeting should include items as determined by the Chairperson to include:
  - ❖ Approval of previous meeting minutes
  - ❖ An opportunity for member/visitor comments and concerns
  - ❖ Reports from members involved in other activities/committees as related to the SAC
  - ❖ Regular review of the status of implementation of the school improvement plan
  - ❖ Other old and new business determined by the Chairperson
- Proxy - The Principal may assign his/her proxy for quorum and voting purposes and may delegate his vote, in his absence, to his designated Assistant Principal on items previously listed on the agenda.
- Quorum - A majority of members must be present (or accounted for by proxy in the case of the Principal) to conduct a meeting, elect officers, or make decisions by vote.

- Voting - Business items will be decided by a majority vote, providing proper quorum is in attendance. Each member shall be entitled to one vote on each matter submitted for a vote. A quorum necessary for the transaction of the business of the SRHS-SAC shall consist of a majority of members that are present at a meeting, provided that there are at least two officers present. All decisions of the SRHS-SAC shall be made only after an affirmative vote of a majority of its members in attendance. A principal may not override the recommendations of the school advisory council.
- Rules of Order -All meetings of the SRHS-SAC shall be conducted in accordance with Robert’s Rules of Order, newly revised, when not in conflict with any of these by-laws.
- Visitors - Visitors are welcome and encouraged.
- Meeting Length - Meetings will be no longer than one hour unless an extension is approved by the majority of the SAC members.
- Funds - Each year before December 1, the state allocates funds (based on the “10 day count of membership”) to each school for the implementation of the school improvement plan. The funds are distributed from the state to the district and subsequently into a Sebastian River High School SAC account upon approval of the current year School Improvement Plan by The school Board of The School District of Sebastian River County.
  - ❑ No encumbered or discretionary funds may be distributed from the SAC budget account without prior approval of the current year School Improvement Plan by majority vote of the SAC.
  - ❑ No funds will be distributed without majority vote approval of the official SAC membership.
  - ❑ All funds approved by the SAC must be tied to one of the SIP Goals.
  - ❑ All funds encumbered under the School Improvement Plan must be spent, or encumbered, under a Purchase Order by January 31<sup>st</sup> of each school year. After that date all encumbered funds will revert to discretionary funds.
  - ❑ A funds expenditure form must be completed and included in the School Improvement Plan submitted to SAC.
  - ❑ A funds request form must be completed by the requesting staff person, signed by the Chairperson, and presented to the bookkeeper before any Purchase Order can be written.
- Public Access to SAC Documentation – Sebastian River High School will have available in the Front Office current SAC documentation in accordance with these bylaws. Current SAC documentation shall include three days notice of upcoming meeting agendas concerning regular general, special and committee meetings, along with current minutes of any past month meetings, and any other notice of SAC business. Sebastian River High School will also maintain a SAC minute book to be located in the Front Office which will include agendas and minutes of each meeting, attendance of official membership, a copy of the current School Improvement Plan, space for perspective member sign up, and any other notices of SAC business. Copies of all documents listed will also be forwarded to the individual assigned by the district to maintain a record of SAC minutes and attendance.
- SRHS Administrative assistant -At Sebastian River High School, the ❑ SRHS Administrative as will
  - ❑ receive, distribute, and account for SAC funds.
  - ❑ distribute funds only upon authorization of the SAC by funds request form signed by the SAC Chair.



## Article IX Amendments

Thirty days notice of any proposed by-laws amendments shall be given to each member. A quorum is necessary to hold a vote and a majority affirmative vote will change a by-law. The by-laws shall be reviewed for legislative changes every year.

The following items were suggested to the school to establish guidelines for future School Recognition Committees to follow:

- Use the Media Center to conduct proceedings since it is not associated with any particular department and can be considered neutral ground.
- All ballot casting will be by secret ballot only.
- Counting of secret ballots to be done in front of the committee members.
- Establish an Electronic voting process that will also calculate the vote totals.
- Department chairs should make up the committee and not a department designee. Non-instructional support by group should be part of the committee as well.
- School to establish directions on how the department heads should correspond to the department staff pertaining to the committee.
- Committee members should not be allowed to have any contact with individuals from outside of group contact in reference to the proceedings verbally or electronically.
- Simple Majority vote to win.
- Ballot options are to be submitted to SAC before final voting has taken place.
- After establishing the committee guidelines the school should set up a time line to start the process each year as if it will receive recognition funds.
- Voting process should be done within a time & date guideline window.
- Yearly review of A+ funding process by SAC.

## Article X Acceptance and Changes

These bylaws are accepted as amended by the 2015-2016 School Advisory Council and Sebastian River High School Principal by the signatures below. Revised bylaws will be in effect as of July 1, 2016 to coincide with State law.

Acceptance by:

---

Chairperson, Sebastian River High School, School Advisory Council

---

Principal, Sebastian River High School