

Vero Beach High School Advisory Council By-Laws

ARTICLE I: NAME

Vero Beach High School Advisory Council (SAC)—Vero Beach, Florida

ARTICLE II: CHARTERING AUTHORITY

Sec. 229.592 of Florida Statutes 1993 and subsequent statutes as passed by the Florida legislature.

ARTICLE III: PURPOSE

- I. Lead the way in creating a vision and mission for the school as an advisory body representative of the entire school community.
- II. Act as the sole body responsible for final decision-making at the school relating to the implementation of school improvement and public accountability.
- III. Provide input on the school's annual budget and the use of school improvement funds, per F.S. 229.555(1).
- IV. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- V. Advise the principal on matters pertaining to the school.

ARTICLE IV: RESPONSIBILITIES

- I. Assist in the development of the School Improvement Plan by providing recommendations on specific components of the plan, such as the goals of the school, evaluation procedures that measure student performance, and strategies that direct the school toward its goals.
- II. Act as a liaison between the school and the community.
- III. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the goals of the school.
- IV. Define adequate progress for each school goal, obtain public input when defining adequate progress for school goals, negotiate the definition of adequate progress with the School Board; and, notify the School Board when the school fails to make adequate progress in any single goal area.
- V. Monitor the school's progress in attaining goals and evaluate the metrics that are selected to measure student performance.
- VI. Make recommendations on the accumulation and reporting of data.
- VII. Make recommendations on the waiver of Florida Statutes or State Board of Education rules that will allow school personnel to establish innovative educational practice and methods.
- VIII. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 230.23(18)(g), Florida Statutes.

ARTICLE V: MEMBERSHIP

Section 1 –Committee Membership

The School Advisory Council shall consist of >50% non-School Board employees.

Section 2 – Selection of Members

- i. A notice will be sent out by the principal to parents, teachers, and students during the summer receding the academic year for persons to express interest in becoming members of the committee.
- ii. The slate of teachers will be presented to the faculty, who will vote.
- iii. The slate of support staff will be presented to support staff, who will vote.
- iv. The slate of parents will be presented to the parent members of the SAC, who will vote.
- v. The principal will appoint Business/community members.
- vi. The slate of students will be made available to the entire student body, who will vote.

Section 3 – Terms of Office:

- i. Each adult elected to the School Advisory Council must stand for nomination or reelection every three years. The principal may reappoint Business/community members at the end of their term.
- ii. Students will serve for one year and may be reelected for subsequent years if they remain eligible.
- iii. All terms start at the first SAC meeting of September and end at the last SAC meeting of May.

Section 4 – Replacing Members

Members who have resigned within their term of office will be replaced at the discretion of the Executive Committee.

Section 5 – Removal of Members

If a member fails to notify of an intended absence from a meeting, notification will be sent to that member of possible removal from the SAC if they fail to provide notification of future absences. If a member has been removed due to absences, the replacement of that member is at the discretion of the Executive Committee.

ARTICLE VI: OFFICERS

The School Advisory Council officers shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. These officers along with the principal shall be considered the Executive Committee.

Section 1- Duties of the Officers

- i. **The Chairperson** shall preside over all SAC meetings and all special committee meetings; they shall coordinate the work of the Executive Committee and lead the efforts of the SAC in order to

execute the Council's purpose. The Chairperson will work with the principal in planning and directing the affairs of the Council, including monitoring SAC progress. The Chairperson, along with the principal and the assistant principal from the Freshman Learning Center, will prepare the Agenda for all meetings and have the authority to modify or change the agenda if it is determined to be in the best interest of the Council's work.

- ii. **The Vice-Chairperson** shall act as an aide to the Chairperson and shall perform the duties of the Chairperson in the absence or disability of the Chair.
- iii. **The Secretary** shall record the minutes of all meetings, disperse them to the SAC members, and upload the minutes to the district website. It is the Secretary's responsibility to ensure that parliamentary procedures are carried out and that the SAC's chartering authority is made aware to all members of the Council. The Secretary will administer the clerical tasks of the SAC and assist the Chairperson with the operational activities of the Council.
- iv. **The Treasurer** shall keep a full and accurate account of receipts and expenditures; disbursement shall be made in accordance with the approved budget, as authorized by the SAC. All funds will be held in the designated School Board account. The Treasurer shall present a financial statement once a month. An annual budget will be prepared and voted upon for approval.

***The duties of the officers can be adjusted based on decisions made by the SAC ***.

Section 2 – Eligibility Requirements

Each officer shall be a member of the School Advisory Council. For a person to be considered for Chair, Secretary, and Treasurer they must serve one (1) full term as a voting member of the Council. For a person to be considered for Vice-Chair they must serve as a voting member of the Council.

Section 3 – Nominating Committee

- i. There shall be a nominating committee composed of three members who shall be appointed by the Chair.
- ii. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the April meeting at which time additional nominations may be made.
- iii. If the nominating committee finds that there are no eligible persons to fill an office, then the nominating committee may elect to waive the eligibility requirements outlined in Section 2 for their selection of candidates.

Section 4 – Elections:

- i. Officers shall be elected by the ballot annually in the month of May. However, if there is but one nominee for any office, election for that office may be by the voice vote.
- ii. With the exception of the Treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year. The Treasurer shall assume their duties after the books have been audited.

Section 5 – Vacancies

The nominating committee shall address a vacancy in an office as outlined above in Section 3 for immediate approval.

ARTICLE VII: MEETINGS

Section 1 – Notification of Meetings

All meetings will be open as deemed by the Florida Sunshine Law. Meetings will be held a minimum of once a month during the regular school year and when all members can attend unless extenuating circumstances prevent a meeting from taking place. The school calendar and the parent newsletter will contain the date, time, and location of each meeting.

Section 2 – Items

Minutes of the past meeting, as well as the Agenda and date of the next meeting will be distributed to Council members at least 3 days prior to each meeting. The School Advisory Council Chairperson will be responsible for deciding what items are to be placed on the Agenda.

Section 3 – Voting

The School Advisory Council will emphasize open discussion among its members. A quorum shall be deemed to occur when more than 50% of eligible voting members are present. For decisions, which require a vote, a simple majority of a quorum of SAC members must vote in support of a motion in order to pass the issue. SAC members must be present in order to vote.

ARTICLE VIII: SPECIAL AND STANDING COMMITTEES

Section 1 – The Chairperson may create such standing committees as needed. The term of the standing committee chair will be one year.

Section 2 – The power to form special committees and appoint their members rests with the principal and the School Advisory Council Chairperson.

Section 3 – The principal and the School Advisory Council Chairperson shall be a member *ex-officio* of all committees except the nominating committee.

ARTICLE IX: PARLIAMENTARY PROCEDURE

The rules contained in the current edition of *Robert's Rules of Order* shall govern Council procedures.

ARTICLE X: AMENDMENTS

These bylaws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

ARTICLE XI: BUDGET REQUESTS

Section 1- Requests

The School Advisory Council shall grant funds at two times during the school year. Those who wish to request funds from the SAC will complete a request for funds, submit their requests to the Chairperson, and present their requests at a SAC meeting in the Fall or at a SAC meeting in the Spring.

Section 2- Stipulations

- i. Funds requested from the SAC must address one or more of the goals on the School Improvement Plan.
- ii. Those requesting funds from the SAC must present their request in person before a meeting of the School Advisory Council.

Section 3- Decisions

At the meeting, following the request(s) for funds, the SAC will decide which proposal(s) to fund. The Secretary will notify all those who requested funds of the Council's decision regardless of whether they received funds or not.

ARTICLE XII: A+ SCHOOL RECOGNITION FUNDS

Florida Statutes 1008 36 entitled Florida School Recognition Programs states:

- (1) The Legislature finds that there is a need for a performance incentive program for outstanding faculty and staff in highly productive schools. The Legislature further finds that performance- based incentives are commonplace in the private sector and should be infused into the public sector as a reward for productivity.
- (2) The Florida School Recognition Program is created to provide financial awards to public schools that:
 - (a) Sustain high performance by receiving a school grade of "A", making excellent progress; or
 - (b) Demonstrate exemplary improvement due to innovation and effort by improving a letter grade.
- (3) All public schools, including charter schools that receive a school grade pursuant to s. 1008.34 are eligible to participate in the program.
- (4) All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection(5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach agreement by November 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.
- (5) School recognition awards must be used for the following:
 - (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.

Indian River County School District School Recognition Program Procedures for expending your school recognition funds:

1. Each school's staff and SAC will determine how the award is to be used. An approved plan expending these funds must be provided prior to committing the awarded funds. The plan must be submitted in the attached format and approved by a Staff Representative and the SAC Chairperson. Subsequent to receipt by the Finance Department, all spending plans will be forwarded to the School Board for approval prior to payment.
2. Section 1008.36 F.S. authorizes the spending of these funds. (See Section 5 above)
3. It is encouraged that funds be used for school improvement activities to increase student performance.

VBHS School Recognition Program Recommended Procedures for expending School Recognition funds:

The Assistant Principal of Finance will notify all Faculty and Staff as soon as they are aware of the amount being awarded to the school. Within three (3) school days faculty and staff will present ideas/proposals as to how the money will be dispersed. The AP of Finance will notify the Faculty and Staff of the date all ideas and proposals are due. These ideas should be submitted to both the SAC Chair and the School Principal. All submitted ideas/proposals will then be presented to the Faculty/Staff for a vote. If there is not a clear majority (50% +1) then the three (3) proposals with the highest votes will be presented for another vote. The option that receives the majority (50%+1) will then be the option that will be presented to the SAC for final approval before it is submitted to the district. If there is no clear majority (50%+1) another vote of the three proposals will commence. Voting will continue until there is a clear majority (50%+1) or until the deadline set by the state has elapsed. If that occurs Florida Statutes 1008.36 (entitled Florida School Recognition Programs) states:

(4) All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposed listed in subsection(5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach agreement by November 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

ARTICLE XIII: AMENDMENT RECORD

<u>Change</u>	<u>Date</u>
1. 2002 CS/House Bill 1661 section 229.58	09-09-02
2. By-Law Revision	01-12-09
3. Senate Bill 1908 — Membership Requirements and F.S. #1008.36	02-09-09
4. By-Law Revision — Committee Membership	10-08-12
5. By-Law Revision — Article XIII: Budget Requests	10-08-12
6. By-Law Revision — Article V: Section 2d — Strike from By-Laws	10-14-13
7. By-Law Revision — Complete Revision	05-08-18