

I. Policy

- A.** Per Section 1001.452 of the Florida Statutes and Chapter 2.00 of the Santa Rosa County School Board Policy, Gulf Breeze High School (GBHS) hereby establishes a School Advisory Council. This council shall serve in an advisory capacity to the school principal and assist in the development of the educational program and in the participation and evaluation of the School Improvement Plan required pursuant to 1001.42(18)(a).
- B.** The GBHS Advisory Council shall not assume any of the powers or duties reserved by Florida Statutes for the Santa Rosa School Board or its administrative or instructional staff and shall perform such responsibilities as are prescribed by regulations of the school board.

II. Responsibilities

- A. Needs Assessment:** Review the results of needs assessments conducted by school administration.
- B. School Improvement Plan:** Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as, the goals of the school, indicators of school and student progress and strategies to measure student performance.
- C. Define 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 and request assistance from the school board should the school fail to make adequate progress in any single goal area.
- D. Monitor progress:** Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies that are selected to measure student performance.
- E. Inform public:** Prepare and distribute information to the public, reporting the status of the school Improvement Plan, the performance of students and educational programs and progress in accomplishing the school's goals.
- F. Data:** Make recommendations on the accumulation and reporting of data that are beneficial to parents.

- G. Resource:** Provide resources and advice to the principal in matters pertaining to the school.
- H. Fiscal:** Provide input on the school’s annual budget. Determine the use of school improvement funds and Florida School Recognition Funds (“A+” funds).
“A portion of such net revenues, as determined annually by the Legislature, shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to s.1001.42(18). A portion of these moneys, as determined annually in the General Appropriations Act, must be allocated to each school in an equal amount for each student enrolled. These moneys may be expended only on programs or projects selected by the school advisory council or by a parent advisory committee created pursuant to the paragraph.” Florida Statutes 24.121(5)(c).
- I. Innovation:** Promote innovation in implementing the School Improvement Plan. When needed, make recommendations on the waiver of Florida Statutes or State Board of Education rules, which allow school personnel to establish innovative educational practices and methods.
- J. Problem solving:** Inquire about school matters, identify problems, and propose solutions.
- K. Community Liaison:** Act as a liaison between the school and the community.
- L. Feedback to State:** 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.
- M. Additional Responsibilities:** Identify other duties and responsibilities that may be needed and deemed necessary by the principal of GBHS Advisory Council and added only upon the approval of two-thirds majority vote of the council.

III. Membership

- A. Membership:** The GBHS Advisory Council shall be composed of no less than 20 voting members and other non-voting members as deemed necessary by the council. A majority of voting members (51% or greater) must be persons who are not employed by the school board.

- B. Composition:** Membership shall be composed of the following:
- 5 teachers (the term “teacher” shall mean classroom teachers, certified student services personnel and media specialist).
 - 4 Students
 - 5 Parents (the term “parent” shall include legal guardians of GBHS students)
 - 1 Educational Support Employee (the term “educational support employee” shall mean any person employed by the school who is not defined as instructional personnel, and whose duties require 20 or more hours in each normal working week.)
 - 1 Past Chairperson
 - 1 Principal
 - 3 to 5, at the direction of the principal, Community or Business Partners who are representative of the ethnic, racial and economic community served by the school.
- C. Terms:**
1. All members shall serve a term of two (2) years except students, Community/Business members and the past chair, who shall each serve a one (1) year term. The principal shall serve for the duration of his/her tenure as principal.
 2. Terms of elected members shall be staggered so that all members do not complete their terms simultaneously.
 3. If a member is unable to complete his/her term, the principal shall nominate a replacement from the appropriate membership group, who shall be submitted to the SAC for approval. The new member shall serve the remainder of the uncompleted term.
 4. If a member completes their term, they may seek reelection for another term serving in a position for which they are eligible.
- D. Elections:**
1. Time: Elections to the council shall occur during the beginning of the academic school year at open house and or orientation or both.
 2. Method: Elections shall be held in a fair and equitable manner that is adequately publicized and understood by the community. Election procedures are subject to the approval of the council:
 - a) Nominations shall be solicited prior to elections, by using letters, newsletters, media releases or personal contacts.
 - b) Elections shall be by ballot. Ballots shall be counted with a minimum of three (3) council members present, to validate accuracy. Ballots shall be held in the school office for a period of three (3) years.
 - c) Students shall elect students through the Student Government Association.
 - d) Teachers shall elect teachers through the faculty council.
 - e) Educational Support Employees shall elect an educational support employee.
 - f) Parents shall elect parents through an election committee composed of SAC members. All parents of GBHS students (up to two parents per student) shall be eligible to vote.
 - g) Community/Business members shall be selected by the principal and submitted to the council for approval.

3. School Board Approval: The results of elections shall be reported promptly to the school board for approval, as specified by school board directive. The Santa Rosa County School Board will review the membership composition of the GBHS Advisory Council. Should the school board determine that the membership elected by the school is not representative of the ethnic, racial and economic community served by the school, the board shall appoint additional members to achieve proper representation. The Superintendent of Education shall determine if the school has maximized its efforts to include on the advisory council minority persons and person of lower socioeconomic status.

IV. Voting

- A. A quorum must be present before a vote may be taken by the school advisory council.
- B. A majority of the membership of the council constitutes a quorum.
- C. The vote of a majority of the voting members present, or by proxy, shall be necessary to pass any item.
- D. Voting will be open. In the event a ballot vote is desired, ballots must be signed and returned by the recording secretary as outlined in Government in Sunshine Public Records and Meetings Constitutional Amendment Article I, Section 24, Florida Constitution.
- E. Voting members may designate a member of the GBHS Advisory Council as proxy in the event of absence. A proxy may be used only if provided to a voting member of the council and submitted on the school form to the chair prior to the beginning of the meeting. The form can be obtained from the school or council secretary.
- F. 3 days advance notice, in writing, shall be given to all members of the council, advising them of any matter that is scheduled to come before the council for a vote. Florida Statutes 1001.452(1)(d).

V. Officers

- A. Officers shall consist of a Chairperson, Vice-Chairperson, Recording Secretary, Treasurer, Budget and Grants Co-Chair.
- B. Officers shall be elected by the voting members of the council at the last meeting of the prior school year. The chairperson must be elected from those council members serving at least their second year. Other officers may be selected from new or previously serving members. Nominations shall be taken from the floor and voted upon at the meeting.

- C. The term of each office shall be for a one-year period. Officers may be reelected for a second one-year term.
- D. Duties and Responsibilities
 - 1. The chairperson shall preside over all meetings and shall plan the agenda in coordination with the principal and inputs from the council.
 - 2. The Vice-Chairperson shall preside over meetings in the absence of the Chairperson and assist the Chairperson and principal when needed.
 - 3. The Recording Secretary shall take minutes at each meeting per School Board policy, Chapter 2.00, which states that the school advisory council is required to maintain records pursuant to Article 1, Section 24, Article XII, Section 20 of the Florida Constitution.
 - 4. The Treasurer shall chair the budget committee, make recommendations on all requests for school improvement and in-service funds, and maintain all council financial records.

VI. Meetings

- A. All meetings of the council shall be open, public and subject to Chapter 286, Florida Statutes. Meeting dates and times will be voted upon and set for each year by the council, meetings shall be scheduled when parents, students, teachers, business persons and members of the community can attend. A minimum of seven meetings shall be scheduled throughout the school year.
- B. The chairperson will be responsible for establishing an agenda for each meeting based on input from the principal and council members. Any council member may add an item to the agenda by submitting the item in writing, at least 4 days prior to the scheduled meeting, to the chairperson or council secretary.
- C. A written (printed, email or website) agenda, including any items scheduled to come before the council for a vote, shall be provided to members of the advisory council at least 3 days in advance of the scheduled meeting. Florida Statutes 1001.452(1)(d).
- D. All council meetings shall be conducted in accordance with Robert's Rules of Order.
- E. Minutes of meetings shall be recorded, and the district school board shall maintain a record of minutes of council meetings.

VII. Attendance

- A. Members are expected to attend scheduled meetings. Any member, who has two unexcused, consecutive absences for a school advisory council meeting, shall be replaced in accordance with these operation bylaws. Florida Statutes 1001.452(1)(d).
- B. Those at risk of removal shall be notified by the chairperson, in writing after the second absence and prior to any action. Any member in danger of removal may appeal to the council, through the chairperson.

- C. Any member removed may appeal to the council to be reinstated by submitting a written appeal to the council chairperson within two weeks of removal. The Chair will then present the appeal to the full council. A unanimous vote of the voting members present shall be required for reinstatement.

VIII. Committees

- A. There shall be three standing committees: School Improvement Program, Budget, and Bylaws. The Chairperson will establish ad hoc committees as required to address specific issues.
- B. **School Improvement Program Committee** duties: Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as, the goals of the school, indicators of the school and student progress, and strategies and evaluation procedures to measure student performance. Additionally, define adequate process 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 and request assistance from the school board when the school fails to make adequate progress in any single goal area.
- C. **Budget Committee** duties: Report and account for SAC funds. Review requests for SAC funding, and make recommendations to the board. Provide input on the school's annual budget. Co-Chair duties: assist Treasurer in recommending grant requests and promoting SAC grant opportunities to the faculty and staff.
- D. **Bylaws and Elections Committee** duties: ensure that the bylaws are in compliance with all pertinent, state and other applicable laws, and ensure that the bylaws are effective tools, that enable the council to fulfill its mission efficiently, intelligently, and fairly. Propose the election procedure; monitor and validate the election of parent members.
- E. All council members shall serve on at least one committee during their term on the council.

IX. School Recognition Funds (A+ Funds)

- A. Responsibility: funds must be used for purposes as determined jointly by the school's staff and the SAC. Florida Statutes 1008.36.
- B. Process:
 - 1. Meetings: Upon verification by the state that School Recognition Funds are to be distributed to the school, a series of at least two SAC meetings (routine of called meetings) shall be scheduled for developing one or more proposals for distribution of funds within state guidelines (4, below). These meetings and any related

committee or constituent meetings shall be held openly, at reasonable times, with reasonable notification to all SAC members and their constituents.

2. Voting: A final vote shall be taken at the last of the two (or more) SAC meetings scheduled to approve distribution of these funds.
3. Deadline: If agreement for distribution of funds cannot be reached by any deadline established by the Legislature of the State of Florida, the awards must be distributed according to the State of Florida guidelines. Florida Statutes 1008.36.
4. State Guidelines: 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. Florida Statutes 1008.36.

X. Review and Approval of Bylaws

- A. GBHS Sac Bylaws shall be in compliance with all state and other applicable laws.
- B. Bylaws will be reviewed on an annual basis before the close of the school year.
- C. No amendment to the bylaws shall be voted upon unless the amendment has been proposed at the prior meeting or the membership has been given two weeks' notice (written, email or website) of any proposed amendments.
- D. Any amendment of the bylaws shall be approved by a two-thirds majority of the council members present at the meeting. The district school board shall review and approve all proposed bylaws of the school advisory council.

Respectfully submitted on this day, _____.

SAC Chairperson_____

Principal_____

Bylaws Committee Chair_____