

**I. Policy**

- A.** Per Florida (FL) Statutes 1001.452 and Santa Rosa County School Board Policy Chapter 2.00, Gulf Breeze High School (GBHS) hereby establishes a School Advisory Council (SAC). The council shall serve in an advisory capacity to the principal, assist in the development of educational programming, and participate in the School Improvement Plan (SIP) process, required pursuant to FL Statute 1001.42(18)(a).
- B.** The SAC shall not assume any of the powers or duties reserved by Florida Statutes for the Santa Rosa County School Board or its administrative or instructional staff and shall perform such duties as 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 SIP. Is the decision-making body for implementation of the SIP, per FL Statute 1001.452. Provide recommendations on specific components of the SIP, such as school goals, indicators of school and student progress, and strategies to measure student performance.
- C. Define progress:** Assist as needed to obtain public input when defining adequate progress for school goals, to negotiate the definition of adequate progress with the school board, and to notify and/or request assistance from the school board should the school fail to make adequate progress in any single goal area.
- D. Monitor progress:** Assist in monitoring student and the school progress in attaining goals. Assist in evaluating the appropriateness of the indicators of student progress and strategies that are selected to measure student performance.
- E. Inform public:** Assist in preparing and distributing information to the public, which can include reporting the status of the SIP, 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 and the community.
- G. Resource:** Serve as a resource to the principal; advise the principal on school matters.
- H. Fiscal:** Provide input on the school's annual budget. Determine the use of School Improvement Funds and Florida School Recognition Funds ("A+" funds). Per Florida Statutes 24.121(5)(c)--"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." Funds cannot be used for capital improvement or programs with a duration longer than one (1) year, but the SAC may decide to continue funding in a subsequent year. Per FL Statute 24.121(5)(c).

- I. **Innovation:** Promote innovation in implementing the SIP. 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 the State:** Assist in the preparation of the feedback report to the FL Commission on Education Reform and Accountability as required by and pursuant to FL Statutes, (per School Board Policy Chapter 2.0 Section 2.30).
- M. **Additional Responsibilities:** Identify other duties and responsibilities that may be needed and deemed necessary by the principal and/or the SAC; added only upon the approval of two-thirds majority vote of the council.

### III. Membership

- A. **Membership:** The SAC shall be composed of no less than 20 voting members and other non-voting members as deemed necessary. A majority of voting members (51% or greater) must be persons who are not employed by the school district.
- B. **Composition:**
  - 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
  - 3-5 Community/Business Partners, at the direction of the principal, who represent the ethnic, racial, and economic community served by the school.

**C. Terms:**

1. Members shall serve a term of two (2) years except students, Community/Business partners 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. Members may seek re-election for another term in a position for which they are eligible.

**D. Elections:**

1. Time: SAC elections shall occur during the beginning of the academic school year.
2. Method: Elections shall be held in a fair and equitable manner that is adequately publicized. Election procedures are subject to the approval of the SAC.
  - a) Nominations shall be solicited prior to elections, such as by using letters, newsletters, media releases, and/or personal contacts.
  - b) Elections shall be by ballot. Ballots shall be counted with a minimum of three (3) SAC 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, facilitated by the Bylaws & Elections Committee. Parents of GBHS students (up to two (2) parents per student) are eligible to vote.
  - g) Community/Business partners shall be selected by the principal and submitted to the SAC for approval.
3. School Board Approval: The principal shall submit the results of elections to the Superintendent for review. The Superintendent shall determine if the school has maximized its efforts to include on the SAC minority persons and persons of lower socioeconomic status. The Superintendent shall then submit the lists for school board approval/confirmation, as per Santa Rosa County School Board Policy Chapter 2.0, Section 2.30 (II). The Board shall appoint additional members to achieve proper representation as they determine necessary.

**IV. Voting**

- A. All members of the SAC are full voting members. A quorum must be present before a vote may be taken by the SAC. A majority of the membership of the SAC constitutes a quorum, per FL Statute 1001.452(1)(d)(1).
- B. The vote of a majority of the voting members present, or by proxy, shall be necessary to pass any item. A proxy vote may be delivered by email or other written statement to the Secretary prior to the meeting in which the proxy is necessary. The proxy should be

specific as to the matter(s) to be voted on and how the proxy voter intends to vote on the stated matter(s).

- C. Voting will be open and in a meeting forum, not by email. In the event a ballot vote is desired, ballots must be signed and returned by the recording secretary.
- D. Three (3) days advance notice, in writing, shall be given to all SAC members, advising them of any matter that is scheduled to come before the council for a vote, per Florida Statute 1001.452(1)(d)(2).

**V. Officers**

- A. Officers shall consist of a Chairperson, Vice-Chairperson, Recording Secretary, Treasurer, and Budget & Grants Co-Chair.
- B. Officers shall be elected by the voting members of the SAC at the last meeting of the prior school year. The Chairperson must be elected from those members serving at least their second year. Other officers may be selected from new or previously serving members. Nominations may be taken from the floor and voted upon at the meeting.
- C. The term of each office shall be for a one (1) year period. Officers may be re-elected.
- D. Duties and Responsibilities
  1. The Chairperson shall preside over meetings and shall plan the agenda in coordination with the principal and inputs from SAC members.
  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 and submit them to the Superintendent and School Board (per School Board Policy Chapter 2.00 Section 2.30, which states that the school advisory council is required to maintain records pursuant to FL Constitution Article 1, Section 24 and Article XII, Section 20).
  4. The Treasurer shall chair the Budget & Grants committee, make recommendations on all requests for school improvement and in-service funds, and maintain all SAC financial records as appropriate.

**VI. Meetings**

- A. All meetings of the council shall be open, public and subject to Chapter 286, FL Statutes and FL Constitution Article I, Section 24. 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 best attend. A minimum of eight (8) meetings shall be scheduled throughout the school year, which meets the standard for the FL Department of Education "Five Star School" designation.
- B. The Chairperson is responsible for establishing an agenda for each meeting based on input from the principal and SAC members. Any member may add items to the agenda.

- C. A written (printed, email, or website) agenda, including any items scheduled to come before the council for a vote, shall be provided to SAC members at least three (3) days in advance of the meeting, per Florida Statutes 1001.452(1)(d)(2).
- D. All SAC meetings shall be conducted in accordance with Robert's Rules of Order and advertised to the school community seven (7) calendar days in advance.
- E. Minutes of meetings shall be recorded and the School Board shall maintain a record of minutes of SAC meetings. Minutes will be available to the public for inspection.

#### **VII. Attendance**

- A. SAC members are expected to attend meetings. Any member, who has two (2) unexcused, consecutive absences for a SAC meeting, shall be replaced in accordance with these bylaws, per Florida Statutes 1001.452(1)(d)(4). A member needs to contact the secretary in writing/email to be excused.

#### **VIII. Committees**

- A. There shall be three (3) standing committees: School Improvement Program, Budgets & Grants, and Bylaws & Elections. The Chairperson may establish ad hoc committees as needed to address specific issues.
  - 1. School Improvement Plan Committee duties: Assist in the development of the SIP and provide recommendations on specific components of the plan, such as school goals, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. Additionally, assist in and obtain public input in defining adequate progress for school goals, negotiating 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. (FL Statute 1008.345)
  - 2. Budget & Grants Committee duties: Report and account for SAC funds. Review requests for SAC funding and make recommendations to SAC. 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.
  - 3. Bylaws & Elections Committee duties: Ensure the bylaws comply with all pertinent state laws and district policies, and ensure that the bylaws are effective tools, that enable the SAC to fulfill its mission efficiently, intelligently, and fairly. Propose election procedures; monitor and validate the election of parent members.

- B. SAC members should serve on at least one (1) committee.

#### **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, per FL Statute 1008.36.

**B. Process:**

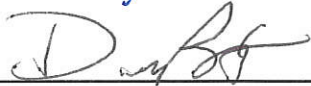
1. Meetings: Upon verification by the state that School Recognition Funds are to be distributed to the school, a series of at least two (2) SAC meetings shall be held for developing proposals for distribution of funds within state guidelines (4, below). These meetings and any related committee or constituent 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 (2) or more SAC meetings to approve distribution of these funds.
3. Deadline: If agreement for distribution of funds cannot be reached by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school, per according FL Statutes 1008.36.
4. FL Statute 1008.36 states School Recognition Funds 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.

**X. Review and Approval of Bylaws**

- A. Bylaws shall comply with all state and other applicable laws. Bylaws will be reviewed on an annual basis.
- B. 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 (2) weeks' notice (written, email or website) of any proposed amendments.
- C. Any amendment of the bylaws shall be approved by a two-thirds majority of the SAC 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, 17 APR 19.

SAC Chairperson 

GBHS Principal 

Bylaws & Elections Committee Chair 