

**Bylaws of the School Advisory Council
of
Boca Raton Community High School**

Prepared by: Principal and School Advisory Council Bylaws Committee and adopted by the School Advisory Council on 4/11/2022.

Article I

Name of Organization

The name of this organization shall be: The School Advisory Council of Boca Raton Community High School.

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for the school, its teachers, parents and Principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

Section 2: The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data and assist in the preparation of the school's annual budget and plan as required by Florida State Statutes §§ 1001.452 (2) and 1008.385 (1). The SAC shall be the link between the school and the local community and will serve as a means of participatory management through which the various stakeholders in the school community may assist the school and the school may assist the community.

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with peripheral constituency groups when making decisions concerning educational practices within the school.
5. Consult with people or departments needed to support the School Improvement Plan.
6. The SAC must ensure the school includes within their SIP reference to:
 - i. Alignment to the District's Strategic Plan
 - ii. Single school culture and appreciation of Multicultural diversity (applicable to all grade levels).
 - iii. Content as required by Florida State Statute § 1003.42, as applicable to appropriate grade levels, including but not limited to:
 - a. History of the Holocaust

- b. History of Africans and African Americans
- c. Contributions of Hispanics to US History
- d. Contributions of Women to US History
- e. Sacrifices of Veterans and the value of Medal of Honor recipients

7. Assist in the process of allocating school recognition funds pursuant to School Board policy.

Section 3: Florida State Statute § 1001.452, the SAC shall not have any of the powers and duties now reserved by law to the School Board.

Article III

Representation and Membership

In accordance with Florida Statute § 1001.452, which outlines the establishment of SACs:

Section 1: The School Advisory Council membership shall be representative of the student body and community served by the school.

Section 2: The majority (50% + 1) of the members of SAC shall NOT be school district employees.

Section 3: The SAC membership shall be appropriately balanced. Each advisory council shall be composed of the Principal and an appropriately balanced number of teachers/ education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school and be representative of the ethnic, racial, and socio-economic community served by the school.

Per School Board Policy 2.09, if the election process does not produce representative membership of the ethnic, racial, and economic community served by the school, the Principal will appoint additional business and community citizen to achieve that balance.

Per Florida State Statute § 1001.452 and School Board Policy 2.09, after the School Board reviews the composition, if it determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the School Board or the Superintendent/designee shall appoint additional members to achieve proper representation.

Section 4: All stakeholders may attend SAC meetings and comment on the agenda and non-agenda items, but may not vote.

Section 5: Each school year and prior to or at the beginning of the first SAC meeting, each SAC member shall register as a SAC member for the school using the method prescribed by the School District. Additionally, each parent and community member will register as a volunteer using the system for volunteers in public schools prescribed by the School District.

Article IV

Membership Selection

Section 1: The SAC membership shall include community/business representative(s), our Principal, as well as an equal number of parents, students, and teachers/education support personnel, and shall be constituted as follows:

1. Parents, teachers, students and education support employees will be elected by their respective groups through an election.
 - i. Teachers shall be elected by teachers;
 - ii. Education support employees shall be elected by education support employees;
 - iii. Students shall be elected by students; and
 - iv. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.
2. Notice of SAC vacancies and elections are provided at SAC meetings.
3. Any SAC member may recommend the appointment of business and community member(s) to serve on the SAC. To ensure wide notice of vacancies, forums such as school website, school marquee, school newsletter, and instructional television will be utilized, and input will be sought on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. Business and community members will be appointed by the Principal following the advice and consent of the SAC.
4. Replacement members shall be elected by appropriate constituencies.
5. The Principal is automatically a member by legal mandate.

Section 2:

Elections

1. Elections shall be held on the first meeting of the school year and the installation of new members shall follow immediately.
2. Voting can occur at meetings, using written ballots or a show of hands.
3. When voting using ballots, the ballots are returned to the school office. The SAC chair, Principal, or other persons designated by the Principal shall open and count ballots at an advertised place and time. Ballots must be counted, recorded, and retained. Ballots and voting records will be kept by a SAC officer, and the results will be reflected in the official SAC minutes. Voting for members is not a SAC function and not subject to Sunshine law. Each representative must be voted upon by their corresponding peer group.
4. The Principal shall establish the process that is fair and equitable for teachers and education support employees to have the elections of their representatives. The number of representatives may need to be limited in number. This election process should include procedures for the teachers and education

support employees: collecting nominees for membership, counting these nominees, a process for voting on these nominees, and the counting of the votes and by whom.

5. All parents, teachers, students and education support employees of Boca Raton Community High School will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection."
6. If the election process does not produce representative membership as provided within Fla. Stat. § 1001.452(1)(a), the SAC will discuss additional methods to be employed to increase membership in any ethnic, racial, or economic community considered to be underrepresented on the SAC. Final membership will be submitted to the School Board for consideration of compliance with Florida Statutes.
7. Resolution of disputes and/or deadlocks as to the membership if done at a SAC meeting, must be in compliance with the Sunshine laws: No resolution, rule, or formal action of a SAC shall be considered binding unless taken or made by voting members at meetings that have been made open to the public. The SAC will provide reasonable notice of all such meetings and designate a specified period of time for public comment during each meeting as per Section 286.011(1), F.S., Sunshine Manual, and Informal Opinion, February 17, 1995, Attorney General's Office. State Statutes § 1008.452 requires a quorum to conduct meetings and vote and the quorum is defined as a majority of the membership. Schools may determine a minimum quorum must be attended by at least more than half (for example, seven of 10 members) of the SAC members before business can be transacted or motions be passed. For voting, the majority rule applies (more than half of the quorum).

Article V

Tenure

Section 1: The term of office for SAC members who are elected or appointed shall be staggered to provide continuity from year-to-year.

Section 2: SAC members, other than those designated to complete unexpired terms, shall be elected to 2 year terms. Appointed SAC members (community members), other than those designated to complete unexpired terms, shall be appointed to 2 year terms. It is recommended that a SAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

Section 3: Council voting members shall serve no more than 2 consecutive, 2-year terms in an elected position.

Section 4: No member may miss two (2) unexcused consecutive SAC meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, Section 1. Such individuals will fill the remainder of the term to which they were elected. Any SAC member who will miss a properly noticed meeting is requested to contact (by telephone or email) the SAC chairperson or co-chairperson in advance of the meeting.

Meetings

All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - the Sunshine Statute "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven days' notice is generally recommended); openness of SAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting.

This public notice is in addition to the minimum three (3) days' advance written notice required by Fla. Stat. § 1001.452(1)(d) 2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

The SAC shall designate a specified period of time for public comment during each meeting before the SAC votes on an item as per Florida State Statutes §§ 286.011(1) and 286.0114 and Informal Opinion, February 17, 1995, Attorney General's Office.

Florida State Statute § 1008.452 requires a quorum for the SAC to conduct meetings and vote. The quorum is a majority of the SAC membership before business is transacted or motions can be voted upon.

Section 1: There shall be a council meeting at least once a month during the school year, absent emergency situations.

Section 2: SAC meetings shall be held on or about the second Monday or Tuesday of each month, unless otherwise agreed upon by the SAC with reasonable notice, from 6:30 pm-8:00 pm, absent emergency situations. As required by Fla. Stat, § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

Section 3: The SAC chairperson, by his/her decision or by request of any three members in writing to the Chairperson, on occasion, may call a special meeting, with reasonable public notice.

Section 4: Subcommittees will meet as needed, and may include other stakeholders not belonging to the SAC (see **Article VII**).

SAC Governance

SAC may decide to have specific days/dates set aside for new ideas or they can determine a specific time during any given SAC meeting when individuals could present their ideas.

1. Ideally the SAC member(s) should present their idea(s) or suggestion(s) in writing to the Principal or SAC Chair no later than "10" days prior to the scheduled SAC meeting. If this is not done, then any suggestions or ideas can only be brought up during the "Open Discussion" portion of the meeting, and no motions to vote will be allowed until the following SAC during the "Unfinished and Ongoing Business" portion of the meeting
2. When proposal has been added to the schedule the person(s) suggesting idea(s) should be present at SAC meeting(s) where their idea is being presented or considered for questions/comments or concerns.
3. All ideas should be heard and considered by SAC prior to making any decisions.
4. Any idea should have purpose and outcome affecting school improvement and aligned to the Strategic Plan.

5. The idea can be addressed before closure of meeting but voting must be postponed until the next meeting if not included in the 10 days' advance notice of the meeting.
6. When an idea is addressed, SAC will follow the consensus and resolution of deadlock voting procedure stated below, and by majority vote will decide the outcome of adopting or rejecting the idea.
7. If voted and approved the SAC, chairperson must sign as approved, give copy to school administration, school's treasurer, with a copy going to SAC historian.
8. The minutes will be kept at school site

Article VI

Duties of Officers

The officers of this Council shall be a chairperson, a co-chairperson, a secretary, and historian. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election. The Council shall elect its own officers at the first regular meeting. Officers shall serve a maximum of two consecutive one-year terms in any one elected officer position.

Section 1: Chairperson - The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all Committees. The chair is responsible for notifying members of upcoming meetings and votes. The chair, or designee, will facilitate the SAC meetings and inform the SAC of relevant issues related to school improvement activities. The chair or designee also ensures that a quorum is present before an action item on the agenda comes to a vote and works in collaboration with the SAC secretary to ensure minutes are recorded and filed promptly.

Section 2: Co-Chairperson - The Co-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the co-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 3: Secretary - The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Section 4: Historian - The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

Duties of Members

Section 5: Principal - The Principal ensures the council is comprised of properly elected representatives. The Principal shall provide information regarding the school educational plan, including the school budget. The role of the Principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The Principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

Section 6: Faculty and School Staff Representatives - The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

Section 7: Parents, Business and Community Representatives - The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

Section 8: Student Representatives - The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration. (See Florida State Statute § 1001.452(1)(a) and Policy 2.09(2)(a)(i), (ii)).

Article VII

Voting Body

The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1. A quorum is a majority (50%+ 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d) 2, all SAC members will receive at least three (3) days' notice in writing of any matter that is scheduled to come before the SAC for a vote.

Committees

Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations. Committees are also subject to Sunshine law requirements.

Standing Committees - These committees are created for long-term, on-going functions and are expected to schedule regular meetings. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body. The following standing committees are defined:

1. **Bylaws Committee** – Annually reviews SAC bylaws to ensure alignment with current Statutes and School Board Policy. Based on this review the Committee recommends changes to the Bylaws and presents them to the SAC for approval. The SAC shall submit the updated SAC Bylaws when submitting the School Improvement Plan for School Board approval.
2. **Budget Committee** – Tracks and reports on available School Improvement funds. The committee develops guidelines and procedures for application for school improvement funds as outlined in Article IX in the “Procedures for Collecting Ideas and Determining the Use of School Improvement Funds” section. The committee shall review applications for School

Improvement funds for compliance with guidelines and present recommendations to the SAC membership.

3. **Public Relations Committee** – The purpose of the SAC Public Relations (PR) Committee is to increase parent and community engagement. Responsibilities may include:
 - Communicating with Boca Raton High School PTSA regarding SAC meeting dates and upcoming discussion items.
 - Working with the Boca High Administration to update SAC website.
 - Holding regular meetings of the PR Committee to discuss additional means of advertising the SAC organization and related activities.

Ad Hoc Committees - (Task Force) - These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. An example of an ad hoc committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

Article VIII

Rules of Order

Section 1: SAC decisions shall be reached by consensus or vote whenever possible (see **Consensus, Section 1**). If the SAC is deadlocked, decisions will be made according to the deadlock process (see **Consensus, Section 2**).

Section 2: Rules that will be used to govern decision making must be specified. SAC will adhere to Robert's Rules of Order unless otherwise agreed by a majority vote.

Section 3: If voted and approved the SAC chairperson must sign as approved, give copy to school administration, school's treasurer, with a copy going to SAC historian.

Consensus

Section 1: Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it and are willing to implement the decision.

Section 2: The deadlock resolution procedure will be used when the membership has voted and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is agreement to refer the issue to a committee for further study.

If not referred, follow this deadlock process:

1 - Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or

2 - Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting, and specify the official position.

Article IX

Utilization of School Improvement Funds

- A. A portion of the Education Enhancement Trust Fund (lottery money) is distributed to the school (through the District) for the SAC to use for programs and projects to enhance school performance through the implementation of the SIP.

- B. Per the General Appropriations Act, FL Statute § 24.121 and SB Policy 2.09, Accountability Funds:
 - i. Must be tied to programs or activities in the SIP.
 - ii. Must be used to enhance school performance.
 - iii. Principals or school district staff may NOT override the recommendations of the SAC.
 - iv. May NOT be used for capital improvements.
 - v. May NOT be used for any project(s) or program(s) with more than a one school year period.
 - vi. May be expended only on programs or projects selected by the SAC

- C. School-based decisions concerning the distribution of School Recognition Funds will be the responsibility of the SAC in accordance with the procedures established by the District.

- D. Procedures for Collecting Ideas and Determining the Use of School Improvement Funds:**
 - i. The requestor will fill out and submit to the Budget Committee the “Request for SAC School Improvement Funds” form (Addendum 1 of Bylaws) that:
 - a. Highlights goals of School Improvement plan (SIP)
 - b. Asks for total uncommitted dollars available at time of request
 - c. Asks for list of other possible funding sources
 - d. Asks for dollar amount requested
 - e. Asks to identify relevant section of SIP and how request relates to SIP goals
 - f. Asks who and how many will benefit
 - ii. The request must be submitted 2-weeks prior to the SAC Meeting for discussion and reviewed by the Budget Committee. The Budget Committee will guide requesters to complete the form prior any requests being presented to SAC for approval. The committee will suggest edits (if applicable) and the request will need to be re-submitted to the Budget Committee 1-week before the meeting.
 - iii. The Budget committee reviews the submitted form prior to the request being presented to the SAC body based on Section B in this article and the following SIP funds usage guidelines:
 - a. The request must in some way have purpose and outcome affecting school improvement and be aligned to the School Improvement Plan.
 - b. A dollar amount must always be specified on the budget request form.
 - c. Each request must not exceed \$200 per student.
 - d. The maximum funds for a particular project in a school calendar year may not exceed 12.5% of the SAC SIP funds determined at the beginning of the school year.
 - e. Groups requesting SIP funds are encouraged to raise funds for a portion of the total cost. Requests exceeding \$4,000 require the requesting group to raise at least 50% of the total cost of the project.
 - f. SAC will not provide funds for promotional clothing for sports teams or clubs.
 - iv. The Budget Committee determines a specific SAC meeting for requestors to present their request. At the selected SAC meeting the Budget committee provides a recommendation to approve, deny or modify the request to the SAC body. Person(s) suggesting idea(s) should appear in person or virtually at the SAC meeting(s) where their idea is being presented or considered for questions/comments or concerns.

v. Regardless of the Budget committee recommendation, the request is presented to the SAC body for a vote to approve or deny. All ideas should be heard and considered prior to making any decisions.

vi. A follow-up may be requested by the SAC to monitor the integrity of funded projects. Requirement of follow-up will be voted on after each request is approved by SAC.

- E. **Additional Financial Controls:** After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has until June 30 to use those funds and seek payment from the SAC. If the SAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

Procedure for use of A+ Funds:

As per Florida State Statute § 1008.36, the final recommendation comes from school staff and the SAC votes whether to approve that recommendation.

1. Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise. SDPBC's Budget Department suggest setting up separate accounts for each A+ type of distribution with year and type of allocation (for specifically marked project or program).
2. The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and SAC. They must be used for nonrecurring bonuses to faculty and staff, non- recurring expenditures for educational equipment, materials and/or for temporary personnel.
3. A Standard A+ Bonus Proposal, summarized below, is distributed by the Principal to staff via email 2 weeks prior to the scheduled vote. The email also requests that any alternative proposals to be submitted. The standard proposal and any alternative proposals are voted on by the staff anonymously at a faculty meeting. If any deadlocks occur during voting, alternative proposals will be requested, and the process begins again. If there is no agreement of SAC and staff before the deadline of February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. Once the voting has been finalized, the results of the vote must be shared with SAC for approval.
4. The minutes and voting results will be transcribed and a copy will be kept at the school and shared with the school treasurer following SAC approval.

Standard A+ Bonus Proposal

The Standard A+ Bonus Proposal provides for 100% of the A+ funds go toward school staff bonuses as follows:

- a. Staff members for the school year A+ funds were earned, identified by category below, who worked at BRCHS for more than three nine-week periods, would receive a full bonus equaling a set percent (typically 1.7%) of the average base salary for their group, not to exceed the amount received by teachers. Those who worked more than one nine-week session, but less than three complete nine-week sessions would receive ½ bonus. Staff members who worked at BRCHS for the school year A+ funds were earned and left must submit mailing information to the Principal's Confidential Assistant in order to receive a bonus.
- b. Staff member categories include Classroom Teachers, College/Career Specialist, Guidance Counselor, ESE Coordinator, ESOL Coordinator, Media Specialist, Teachers on Special Assignment, the Technology Coordinator, Administrators, Language Facilitators, Paraprofessionals, Office and Clerical Staff (including Community School Secretary), Cafeteria Staff, Custodial Staff, School-based Police Officer, and Technical Support Technicians.
- c. Note that a percentage of the bonuses will be taken out to cover taxes and benefit expenses. Staff who would like to designate a portion of the bonus to pay for a tax-free item (i.e. items that will be used to educate students and will become school property) may make arrangements through the Principal's Confidential Assistant to set up an account for this expense to be covered with pre-tax dollars.

Article XI

Amendments

Section 1: The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by Robert's Rules of Order) of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon.

Section 2: The SAC and/or its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws annually. The adoption of revised bylaws shall follow the procedure for amendments.

Addendum I

Sample Request for SAC School Improvement Funds form

**** REQUEST FOR SAC SCHOOL IMPROVEMENT FUNDS ****
Departments and Staff Members

PLEASE SUBMIT REQUEST TO SAC MAILBOX

THE SCHOOL IMPROVEMENT PLAN (SIP) FOR SY2022 EMPHASIZES THE FOLLOWING:

Improve FSA Algebra and Geometry Scores and Strengthen School Culture and Inclusivity.

Please fill in the following as completely as possible as this information will be used to judge the merits of your request. Funds are limited and requests will be reviewed in the order received. See reverse for more details.

DATE: _____ NAME: _____ DEPT. _____

REQUEST: *(attach brochure, flyer, or other information if applicable)*

-

Total uncommitted Department dollars available at the time of this request
(e.g., supply allocations/student fees/AP funds...) \$ _____

List other possible sources of funding for this request (e.g., student fees, grants, etc.) _____

A. DOLLAR AMOUNT REQUESTED (please itemize; do not include membership dues):

B. PURPOSE:

C. IDENTIFY RELEVANT SECTION OF SIP AND HOW REQUEST RELATES TO SCHOOL IMPROVEMENT (SIP) GOALS/TARGETS (use attachment if necessary):

D. WHO AND HOW MANY WILL BENEFIT: _____

SAC Budget Committee Notations:

Date Approved by SAC _____ Amount Approved: \$ _____ Follow Up Required? _____

Follow up from recipient on (date) _____ comments: _____

Accounting Department Notations: Date Approved Spending Request Processed: _____

Amount Spent: \$ _____ Contact Name: _____

Accounting – Please return this form to SAC Budget Committee to confirm spending

****GUIDELINES FOR REVIEW OF SAC BUDGET REQUESTS****

PROCESS:

1. Fill out the "Request for SAC School Improvements Funds" form. **Requests must be aligned with the School Improvement Plan.**
2. Submit the form to either the SAC Budget Committee Chair (Alfredo Martinez) or SAC Chairman (Charles Jones) at least two weeks prior to the SAC meeting.
3. The SAC Budget Committee will meet and review the request and suggest edits if necessary. You will need to attend the SAC Budget Committee meeting to answer any questions that may arise.
4. A final version of the request with any required edits must be submitted to the Chair of the Budget Committee at least one week prior to the SAC meeting when you would like to present your request.
5. Present your request to the convened SAC at the time assigned in the SAC meeting agenda.
6. SAC reserves the right to deny or partially fund your request.
7. If/when your request is approved, you may be required to provide a follow-up report at a future SAC meeting.
8. Approved funding will be distributed only after the minutes from the meeting when you presented your request have been reviewed and approved by the SAC in the following SAC meeting. Therefore, **access to approved funds will take at least 30 days.**
9. After the approval of the minutes is complete, you may contact Shelia Townsend at shelia.townsend@palmbeachschools.org to request disbursement of the approved funds.

RESTRICTIONS:

- All requests for SAC funds must be aligned with the School Improvement Plan
- The current SIP is available at the SAC Website:
https://brhs.palmbeachschools.org/school_info/school_advisory_council_sac
- Requests for \$4,000 or more will be eligible for up to and including 50% of the total cost of the item(s) funded with a maximum amount of 12.5% of the total yearly budget of the SAC which is \$5,211 for 2021-2022 school year.
- SAC will not provide funds for promotional clothing for sports teams or clubs.
- A dollar amount must always be specified on the budget request form.
- Each request must not exceed \$200 per student.

HISTORY 5/14/2019, 1/11/2021, 4/11/2022