

School Advisory Council of Santaluces Community High School

Bylaws

Prepared and reviewed by the Principal and the School Advisory Council (SAC) of Santaluces Community High School. Approved unanimously on October 19, 2016.

Article I

Name of Organization

The name of the organization will be:

The School Advisory Council (SAC) of Santaluces Community High School.

Article II

Purpose and Function

Section 1. The School Advisory Council is a resource for the school community. 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 School Advisory Council 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 analysis of multiple sources of available school data.

Specific functions include the following:

- 1) To develop and oversee the implementation of the School Improvement Plan.
- 2) To enlist, promote, and support greater interaction between school and community.
- 3) To provide ideas in matters concerning the disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the SIP.
- 4) To consult with the Literacy Leadership Team and School Based Team when deciding educational practices within the school.
- 5) To make decisions based on available data and resources.
- 6) To consult with persons or departments affected by the SIP.

Article III

Representation and Membership

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

- Section 1. The School Advisory Council of Santaluces Community High School will be composed of the Principal and an appropriately balanced number of teachers, parents, support employees, business and community members, and students not to exceed 20 voting members (see Section 4 below), who are representatives of the student attendance area(s).
- Section 2. The majority (50%+1) of the members of the SAC shall be non-school district employees.
- Section 3. The SAC must be appropriately balanced and representative of the ethnic, racial, and economic community served by the school.
- Section 4. The voting membership seats available on SAC are as follows:

Voting Members	Category
Seat 1	Principal
Seats 2-5	Teachers
Seat 6	Education Support Employee
Seats 7-11	Parents
Seats 12-16	Students
Seats 17-20	Community or Business Partners

Note. A minimum of one seat in each category must be filled and the total membership must comply with Section 2 in Article III above. Also, Community or Business Partners are appointed, not elected, to the council.

Article IV

Membership Selection

- Section 1. Each parent of Santaluces Community High School will receive notification of SAC membership opportunities and meetings. Elections will be held annually, with parents having an opportunity to vote for parents.
- Section 2. The SAC membership will be elected as follows:
 - 1) Their respective groups will elect parents, teachers, and education support employees.

- 2) The existing SAC membership will appoint business and community members.
- 3) Respective groups will elect replacement members.
- 4) The principal is automatically a member by legal mandate.

Section 3. Elections will be held between May and September of each year and the installation of new members will follow immediately.

Article V

Tenure

Section 1. The term of Council members should be staggered to provide continuity from year to year.

Section 2. Council members, other than those designated to complete unexpired terms, will be elected to a maximum of three consecutive 1-year terms.

Section 3. No member may miss more than two SAC meetings. In case of recurring absences, the SAC chairperson will arrange for the replacement of the member by election as specified in the Membership Selection Section 2.3. Such individuals will fill the remainder of the term to which they were elected.

Meetings

All SAC meetings shall be held in accordance with Florida Statutes 286.011-“Public meetings and records; public inspection.” At a minimum, the Sunshine Law requires reasonable public notice (7 days, if possible); openness of SAC meetings to the public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following a meeting. This public notice is in addition to the minimum three days’ advance written notice required by Florida Statute 1001.452 (1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1. There will be a minimum of eight Council meetings per school year.

Section 2. Meetings will be publicized through the District Website, the School’s Edline page, the School’s Marquee, and various other communication vehicles (i.e., Newsletters, Twitter).

Section 3. Meetings will be scheduled when members of the community can attend.

Section 3. Subcommittees will meet as needed.

Officers

- Section 1. The officers of this Council will be a chairperson, a vice-chairperson, and a secretary. In case of vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.
- Section 2. The Council will elect its own officers at the first regular meeting of each school year. Officers may serve a maximum of three consecutive 1-year terms. Officers who serve three consecutive 1-years terms have the option to reapply for the officer position after a 1-year break from service.

Article VI

Duties of Officers

- Section 1. Chairperson / Co-Chairpersons
The chairperson will preside at all meetings of the Council and be a de facto member of all committees.
- Section 2. Vice-Chairperson
The vice-chairperson will act as an aid to the chairperson and preside in the absence of the chairperson. In a vacancy in the office of chairperson, the vice-chairperson will become the chairperson for the remainder of the unexpired term.
- Section 3. Secretary
The secretary will keep and distribute minutes of the meetings to Council members and will be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary will also document activities, decisions, and attendance of the Council and its committees for accountability. The Secretary will maintain the minutes of previous years in a school-based file.

Duties of Members

- Section 5. Principal
The principal serves as a resource providing information regarding the school educational plan. The role of the Principal includes the development, through positive actions 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 will 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, Students, and Community Representatives

The parent, student, and community members of the SAC will represent the view of parents, citizens, and community organizations of the school community. They will act as resource persons for the SAC in community related issues that affect the school and its pupils. They will serve as a communications link between the SAC and the school community and parent groups.

Article VII

Voting Body

The SAC is the formal committee, which is responsible for voting upon and for implementing the decisions of the organization. The SAC will be comprised of an elected membership and will require a quorum if any formal action is to be taken by the SAC. A quorum is 50% + 1 of SAC membership. All SAC members will receive at least 3 days' notice in writing of any matter that is scheduled to come before the SAC for vote.

Committees

Committees can be formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several forms, but all committees will be chaired by a SAC member.

Standing Committees

Standing committees can be created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as curriculum, professional development or student needs. The SAC membership elect the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

Ad Hoc Committee

These committees can be 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 issue, etc.

The use of various subcommittees serves several functions. It will allow greater

participation of those who wish to serve, while limiting the actual voting memberships of the SAC to a manageable number. Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents.

Article VIII

Rules of Order

- Section 1. SAC decisions will be reached by simple majority vote.
- Section 2. The SAC need not operate under Parliamentary Procedures such as Roberts Rules of Order. However, rules used to govern decision-making must be specified.
- Section 3. If a majority of the total SAC voting body votes to adopt a position on the issue at a meeting, that position shall be the official position of the SAC.
- Section 4. Decisions made about School Improvement Plan fund expenditures will be decided upon by the voting members of SAC. The parents and staff will have the opportunity to present suggestions for such expenditures.

Article IX

Amendments

- Section 1. These bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the voting members. Regular attendees may provide input but do not count toward the majority vote. Notice of proposed amendments or revisions must be given a minimum of 7 days prior to the vote.
- Section 2. The SAC and/or committee shall review annually, and when appropriate, recommend revisions of the SAC bylaws annually. The adoption of revised bylaws will follow the procedure for amendments.