

Wellington Community High School
Prepared by: Principal and School Advisory Council
Revised on September 24th, 2019

Article 1

Name of Organization

The name of this organization shall be The School Advisory Council of Wellington Community High School.

Article II

Purpose and Function

The SAC is the formal committee, which is responsible for agreeing upon and for implementing the decisions for the organization.

Section 1

The School Advisory Council is a resource for the school, its teachers and its principal through developing and overseeing the implementation of a School Improvement Plan (SIP) that will serve as a framework for the academic improvement of the school.

Section 2

The primary function of the School Advisory Council is to provide all of the school's stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources.

Specific functions include the following:

- a. To develop and oversee the implementation of the School Improvement Plan.
- b. To enlist, promote and support greater interaction between school and community.
- c. To provide input 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 School Improvement Plan.

- d. To consult with the Instructional Innovation team when making decisions concerning educational practices within the school to make decisions based on available data.
- e. To consult with persons and departments impacted by the School Improvement Plan.
- f. To determine whether adequate progress is made by the school in the areas addressed in the School Improvement Plan.

Article III

Representation and Membership

This is in accordance with Florida Statute 1001.452.

Section 1

The membership shall be representative of the composition of the student body served by the school. The SAC shall have appropriately balanced numbers of administrators, teachers, parents, and support employees, students, business, and community members.

Section 2

The majority (50% +1) of the members of SAC shall not be employees of the school district. District Employees would be the number and percentage of members who are employees of the district. The percentage of the district employees should be less than 50 percent of the total SAC membership.

Section 3

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

Article IV

Membership Selection

Section 1

All representative groups served by Wellington Community High School, shall be notified of Council elections.

Information about SAC identified vacancies are sent to all parents, school-based employees, and business and community members. The school will ensure a wide notice of vacancies via school newsletter, email, and school website. These notices will begin prior to the start of the next school year.

Section 2

The SAC membership shall be selected as follows:

- a. Parents, teachers, students, support employees and alternates will be selected by their respective groups no later than the end of the second meeting of the SAC for the current academic school year. There should be at least one representative member for each group. Depending on your school center, you may need a limit to members and candidates.
- b. Selection of parent voting members and alternates shall occur at the second regular meeting of the school year. This shall take place during the election in the second meeting. Voting can occur at meetings, using written ballots or a show of hands.
- c. Ballots are returned to the school office. The SAC chair, principal, and other SAC members shall open and count ballots at an advertised place and time. Ballots are 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 by secret ballot is not permitted. For further information, see Section 1001.452(1)(a), F.S. (All schools should have very clear, written policies and procedures delineating all aspects of electing school advisory council members.)
- d. 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 _____ percent of the SAC members before business can be transacted or motions be passed. For voting, the majority rule applies (more than half).
- e. Business, community members and alternates will be selected by existing SAC membership.
- f. Election of officers for the new academic school year shall occur after the selection of the parent voting membership.

Section 3

The SAC Membership shall be comprised at a minimum of 15 voting members as follows:

a. Principal	1
Teachers	2+1 alternate
Support Personnel	1+1 alternate
Parents	7+3 alternates
Community Business Partners	2+1 alternate
Students	2+1 alternate
<u>Even Years Added:</u>	<u>Odd Years Added:</u>
1 Teacher	1 Teacher
4 Parents	3 Parents
1 Community	1 Community
1 Staff	1 Staff
1 Support Personnel	0 Support Personnel

Alternates 1 year
Selected each year as outlined in By-Laws *Article IV, Sections 3, a, b, c*

Additional Members 1 year
Selected each year as outlined in By-Laws *Article IV, Sections 3 and 4*

Replacements Up to 2 years
Selected each year as outlined in the By-Laws to complete the term of the member replaced
Article IV, Section 5

- b. The number of alternates will be on an as needed basis, and not required.
- c. If, after the initial membership is selected, all membership guidelines have not been met, membership balance will be achieved by:
 - 1. A review of the alternate pool for the appropriate candidates, beginning with the parent alternates. If there are more qualified parent alternates than openings, the position will go to the alternate obtaining the highest vote total in the election.
 - 2. If a review of the parent alternates fails to result in a balanced membership, candidates will be selected from alternates of the other groups in the following order: teachers, community/business partners, support personnel, and students.
 - 3. If a review of all alternates fails to result in a balanced membership, candidates will be selected by the principal, with the advice and consent of the existing voting SAC membership.

Section 4

Once the voting membership has been established, the SAC voting membership may be increased by adding additional members, provided:

- a. Appropriate balance is maintained.
- b. It is the consensus opinion of the voting members that sufficient interest warrants additional members.
- c. The need for and number of new voting members, along with the manner, in which they will be selected, shall be determined under New Business. Any vote shall be at the next meeting following: this determination.
- d. Additional members shall be for the school year only.

Section 5

Replacement of members, ensuring appropriate balance is maintained will be conducted as follows:

- a. A review of the alternate pool for the representative group for the member to be replaced. If there are more qualified alternates than openings, the position will go to the alternate obtaining the highest vote total in the election.
- b. If a review of the alternates fails to result in a balanced membership, candidates will be selected by their respective group through a special election.
- c. If the representative group fails to provide an appropriate candidate, candidates will be selected by the principal, with the advice and consent of the existing voting SAC membership.
- d. Selection will be done prior to, or at, the next scheduled SAC meeting after the opening is announced, unless it occurs between the last meeting of the year and the first meeting of the next academic year. In that case, selection will be by the second meeting

Article V

Tenure

Section 1

There is no limit to the number of terms of service for membership on the Council.

Section 2

Two unexcused consecutive absences (as determined by SAC chair) will cause revocation of voting membership on the SAC. A written notification is sent to the member explaining pending dismissal after 1 unexcused absence. The SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV.

Section 3

Length of term shall be 1 or 2 staggered years; (12 consecutive months starting in September).

Meetings

Section 1

There shall be a SAC meeting scheduled monthly from August through May. Additional meetings may be called by the principal or the SAC chair.

Section 2

Meetings will be held the third Wednesday of the month at 7 pm in the principal's conference room. Any changes of venue, date or time will be made publicly available.

Section 3

Three business day advance notice will be provided to the SAC membership for any voting matters.

Section 4

Subcommittees will meet as needed.

Section 5

The School Advisory Council will require a quorum for any formal action to be taken by the SAC. A quorum is 50% +1 of the membership.

Officers

Section 1

The officers of SAC shall be a chairperson, a vice-chairperson, and a secretary. In the event of a vacancy in a SAC office during an existing term, the vacancy will be filled by election by the SAC membership. Tenure for a replacement officer will be for the remainder of the term.

Section 2

The SAC shall elect its own officers by the end of the second meeting of each school year. The term of service for each officer is September to August. Officers may serve a maximum of two consecutive terms in the same position.

SAC Governance

Establishing procedures for making proposals, collecting, counting, and narrowing suggestions; and for the resolution of disputes and/or deadlocks.

1. Individuals will email the principal, SAC Chair or Vice Chair with proposals.
2. All proposals should be emailed to one of the above-mentioned individuals two weeks before the next scheduled SAC meeting. SAC can set aside time for new ideas or they can determine a specific time during any given SAC meeting when individuals could present their ideas and proposals.
3. 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.
4. All ideas should be heard and considered prior to making any decisions.
5. Any idea should have purpose and outcome affecting school improvement and aligned to the Strategic Plan.
 - a. Historian or secretary will be in charge of recording minutes.
6. Idea can be addressed before closure of meeting or postponed until next meeting. (Have a specific time frame)
7. When an idea is addressed SAC by majority vote will decide the outcome of adopting or rejecting the idea.
8. 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.
9. A summary of minutes will be kept at school site.

Article VI

Duties of Officers

Section 1 Chairperson

The chairperson shall preside at all meetings of the SAC and be a de facto member of all committees. The chairperson shall act impartially, serve as conscientious arbiter of discussion and debate, and insist on fairness in the actions and debates of the membership.

Specific duties of the chairperson include:

- a. Call meetings to order, maintain order, and properly adjourn.
- b. Establish agenda and work closely with the principal to plan each meeting.
- c. Instruct secretary and other officers of their duties.
- d. Present *previous meeting's minutes for review* and acceptance.
- e. Insure that business is ordered, considered, and resolved.
- f. Insures that subcommittees function as directed and reports are submitted,
- g. Reply to all parliamentary questions and rules **on** points of order.
- h. Efficiently follow through on unfinished business.
- i. Ad hoc committees may be appointed by the chairperson of the SAC. Committees are formed to research and make recommendations regarding specific areas that affect the organization.

Section 2 Vice-Chairperson

The vice-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 vice-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 3 Secretary

The secretary shall keep minutes of the meetings and shall be responsible for such correspondence as is delegated by the chairperson. The secretary shall also document activities, decisions, and attendance of the SAC and its committees, for accountability. Minutes of each monthly meeting shall be circulated to the membership with the notice of the subsequent monthly meeting.

Duties of Members

Section 4 Principal

The principal serves as a resource providing information regarding the School Improvement Plan. Through positive actions, the role of the principal includes the development 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 SAC

Section 5 School Faculty and Staff Representatives

School faculty and staff members shall represent the views and interests of the entire school faculty and staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas and available resources. They serve as a link between their peers and the SAC.

Section 6 Parents and Community Representatives

The parent and community members of the SAC shall represent the views of parents, citizens, and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community related issues which affect the school and its students.

Section 7 Student Representatives

High schools must have a student representative and Middle Schools may have a student representative. The student representatives of the SAC shall serve as voting representatives of the student body, relaying suggestions and recommendations from members of the student body and the Student Government Associations to the SAC for consideration. The student representatives shall assist in securing the support of students for programs planned to deal with issues affecting students, and serve as a link between the SAC and the student body.

Article VII

Rules of Order

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

Section 2: The SAC need NOT operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making must be specified.

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 an 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.

Additional Financial Controls

Section 1: After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed (decide the time limit of at least a few months) 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. Procedures for Collecting ideas and determining the use of School Improvement Funds Florida Statute 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. The principal may not override the recommendations of the SAC on use of these funds.

1. During the SAC meeting individuals could present their ideas/questions/comments/concerns regarding use of school improvement funds.
2. All ideas should have a purpose and an outcome supporting the school improvement process and aligned to the Strategic Plan.
3. Ideas can be addressed before closure of meeting or tabled until next meeting.
4. The use of school improvement funds requires a vote, the voting process set forth within the bylaws should take precedence.
5. Once voting has been approved, a summary of the minutes will be kept at school site.

Establishing a Procedure for use of A+ Funds

1. Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise.
2. 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).
3. The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and school advisory council. They must be used for nonrecurring bonuses to faculty and staff, non- recurring expenditures for educational equipment, materials and/or for temporary personnel.
4. The Ad Hoc Committee is formed to make recommendations for the ballot to be approved by the SAC. Once approved the ballot is shared with the school staff to be voted on anonymously as stated within the SAC Bylaws and within a given time frame. Once the voting has been finalized, the results of the vote must be shared with SAC. If any deadlocks occur during voting the ballot goes back to the Ad Hoc Committee and the process begins again.

Schools need to be aware of the statutory deadline for schools to develop and approve a school recognition spending plan.

Example of a three option ballot with percentages and distribution details. The sample ballot below lists all the options in percentage form.

Option 1: Instructional staff receives 70% and non-instructional staff receives 30% of school recognition funds.

Option 2: Instructional staff receives 50% and non-instructional staff receives 50% of school recognition funds.

Option 3: Instructional staff receives 50%, non-instructional staff receives 30% and all classrooms receive libraries totaling 20% of school recognition funds.

The minutes and voting results are recorded, a copy is kept at the school and shared with the school treasurer.

Article VIII

Amendments

By-laws may be amended at any regular meeting of the SAC committee by a two-thirds majority of the members present and voting with three business day written notice.

WELLINGTON COMMUNITY HIGH SCHOOL

VISION STATEMENT:

The Wellington Community High School faculty and staff collaborate with parents and the community to develop motivated learners who embrace academic achievement as being essential to life-long success.

MISSION STATEMENT:

Wellington Community High School is dedicated to providing a safe environment that is conducive to promoting life-long learners and productive citizens who contribute to the community as a whole.

