

Bylaws of The School Advisory Council
William T. Dwyer High School
Palm Beach Gardens, FL 33418
Revised September 24th, 2019

ARTICLE I

Name of Organization

The name of this organization shall be *The School Advisory Council of William T. Dwyer 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 that will serve as a framework for school improvement and to assist in the school's annual budget and plan.

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.

Special functions include the following:

1. Approves and oversee 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 Administration and faculty when making decisions concerning educational practices with the school.
5. Make decisions based on available data.
6. Assist in the preparation of the School's annual budget and plan.
7. Advertises the final draft of the School Improvement Plan and conduct a public meeting for community suggestions.
8. SAC and school staff jointly decides on the distribution of the State's A+ recognition money.

Section 3: The School Advisory Council is not a grievance committee. It must deal with issues rather than particular person or school personnel problems, except as they affect the overall quality of education and efficient delivery of school services to students. In such exceptions, sensitivity and discretion is key. Such issues are usually handled privately with the principal or his/her immediate superior.

ARTICLE III

Representation and Membership

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

Section 1: The membership shall be representative of the student body and community served by the school. The SAC shall have appropriately balanced numbers of teachers, parents, support employees, students, businesses, and community members.

Section 2: The majority (50% + 1) of the members of the SAC shall be non-school district employees. District Employees would be the number and percentage of members who are employees of the district. The percentage of district employees should be less than 50 percent of the total SAC membership.

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 socio-economic community served by the school.

Section 4: Membership types: principal; assistant principal; teachers (including chairperson of the Employee Building Council); community members, parents of students, students (rotating position).

ARTICLE IV

Membership Selection

Section 1: The SAC membership shall be constituted as follows:

1. Parents, teachers, students and support employees will be elected by their respective groups through an election in which all groups have an opportunity to participate. There should be at least one representative member for each group. Depending on your school center, you may need a limit of members and candidates.
 - i. Teachers shall be elected by teachers;
 - ii. Education support employees shall be elected by education support employees;
 - iii. Students, when appropriate, 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.

There will be wide notice of SAC vacancies and elections through methods to include schools marquee, school newsletter, parent meetings, Open House, etc.

2. Business and community members will be selected by the principal following advice and consent of SAC. Any SAC member may recommend appointment of business and community members.
3. Appropriate constituencies shall elect replacement members.
4. The principal is automatically a member by legal mandate.
5. A majority of the members shall be non-school board employees.
6. If the election process does not produce representative membership, the principal may appoint representative members or members will be added from the School Board pool.

Section 2: Elections

1. Shall be held in September of each year and the installation of new members shall follow immediately. Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.
2. Voting can occur at meetings, using written ballots or a show of hands.
3. 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.
4. Resolution of disputes and/or deadlocks as to the membership if done at 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 specific 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 Statues 1008.452 requires a quorum to conduct meetings and vote. The quorum is a majority of the membership. Schools may determine a minimum quorum by at least more than half (for example, seven of 10 members is a quorum) of the SAC members before business is transacted or motions be passed. For voting, the majority rule applies (more than half of the quorum).
5. There will be a wide notice of SAC vacancies and elections through methods to include school marquee, school newsletter, PTA/PTO meetings, announcements at Open Houses, etc.
6. 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 will be utilized, and input will be sought on possible members from local business, chamber 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.

Section 3: Each parent of William T. Dwyer High School will be notified of SAC elections in accordance with Fla. Stat 286.011, "Public meetings and records; public inspection."

ARTICLE V

Tenure

Section 1: The term of office 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 two-year terms.

Section 3: Council members shall serve no more than two consecutive terms in the same elected position.

Section 4: No member may have more than 2 unexcused consecutive absences or miss more than 50% of the scheduled SAC meetings in a school year. In the event of excessive absences, the SAC chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, and Section 1. Such individuals will fill the remainder of the term which they were elected. Excused absences include illness, emergencies, or prior notice to the chairperson of unavailability.

ARTICLE VI

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 (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. Sta. 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

Section 1: There shall be at least eight council meetings during the school year.

Section 2: Meetings may be held at a time of day decided upon by council.

Section 3: The SAC chairperson may, on occasion, call a special meeting.

Section 4: Subcommittees will meet as needed (see Article XI).

SAC Governance

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

1. SAC meetings shall be held on the 3rd Tuesday of each month, unless otherwise agreed upon by the SAC with reasonable notice, from 6:00 pm to 7:30 pm. SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.
2. 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 prior to making any decisions.
4. 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 recoding minutes.
5. Idea can be addressed before closure of meeting or postponed until next meeting. (Have a specific time frame).
6. When an idea is addressed, SAC 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 treasure, with a copy going to SAC historian.
8. A summary of minutes will be kept at school site.

Voting Procedures at SAC Meetings

1. The agenda should include items scheduled to come before the SAC for a vote. The agenda should be posted no less than three days prior to the scheduled SAC meeting.
2. Votes may only be taken if a quorum is present. A quorum requires at least 51 percent of the total SAC membership.
3. There shall be no voting by proxy
4. There shall be no secret ballots
5. All voting shall take place at an open ended meeting (not by phone, email, or any other non-public way) in compliance with section 286.011 of the Florida Statutes (2019)

ARTICLE VII

Duties of Officers

Section 1: *Chairperson.* The chairperson shall preside at all meetings of the School Advisory Council and be a de facto member of all committees. The SAC chairperson shall appoint the chairperson of all standing committees.

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 the chairperson, the co-chairperson shall be responsible for reviewing and revising SAC By-Laws annually.

Section 3: *Secretary.* The secretary shall keep minutes of the meetings and shall be responsible for any correspondence received by the SAC. The secretary shall also document activities, decisions, and attendance of the council and its subcommittees for accountability. The secretary shall act as the resource that documents the past, present, and future progress of the SAC and its committees. The secretary shall maintain the minutes of previous years and any anecdotal records of the SAC and its committees.

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, and anecdotal records, and the SAC archives.

Duties of Members

Section 5: *Principal.* The principal shall provide information regarding the school educational plan. The role of the principal includes the development, through positive actions, of trust and collegiality 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 represent the views and interests of the total school staff. They will act as a resource 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 parents, business, and community members of the SAC shall represent the view of parents, citizens, and business and community organizations to the school community. They shall act as a resource person for the SAC in the areas of community related problems, which affect the school and its pupils. They shall serve as a communication link between the SAC and business, community, and parent groups.

Section 8: *Student Representatives.* The student representatives of the SAC shall serve as voting representatives of all students, relaying suggestions and recommendations from members of the student body and the student government to the SAC for consideration. The student members shall be represented at all levels on appropriate committees and shall assist in securing the support of students for programs planned to deal with problems affecting students, and serve as a link between the SAC and the student body.

ARTICLE VIII

Rules of Order

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

Section 2: The SAC will operate under Parliamentary Procedures such as Robert's Rules of Order.

Consensus

Section 1: Consensus of the quorum will be the primary decision-making method to be used by the School Advisory Council. Consensus is reached when (a) all members understand the decision, (b) will support it, and (c) 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 (length of time will vary based on funding request) 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 suggests 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 the 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 received 70% and non-instructional staff received 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 recoded, a copy is kept at the school and shared with the school treasurer.

ARTICLE IX

Amendments

Section 1: The by-laws may be amended at any regular meetings of the SAC by a two-thirds majority (recommended by Robert's Rules of Order) of members present and voting. Written notice to the members for the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken. All SAC meetings shall be held in accordance with Fla. Stat. 286.011- "Public meetings and records; public inspection."

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

ARTICLE X

Committees

Committees are formed to research and make recommendations regarding specific areas that affect the organization.

Section 1: *Voting Body.* The SAC is the formal council, which 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 by the SAC. A quorum is a majority (50% + 1) of the SAC membership.

Section 2: *Standing Committees.* Standing committees are created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

Section 3: *Ad Hoc Committee (Task Force).* These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. Examples of an Ad Hoc Committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

ARTICLE XI

Voting

Section 1: A quorum is required to be presented before the SAC may take a vote. A majority of the membership of the council constitutes a quorum.

Section 2: For any matter to be voted on, at least 3 days' notice in writing is required to all membership of the SAC.

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