

**ATLANTIC COMMUNITY HIGH SCHOOL**  
**SCHOOL ADVISORY COUNCIL**

Minutes for Tuesday, December 17, 2024  
Special Meeting for Bylaws Revisions  
ATL Media Center

**1. Meeting Call to Order/Determination of a Quorum:**

Meeting called to order at 6:05 pm by Co-Chair Anitra Grant-Straghn.

**2. Attendance (Voter/Non-Voter):** Quorum is not present for this meeting, but its purpose is to work on revisions to the Bylaws so a quorum is not needed as no votes will be taken.

**3. Old Business:**

**A.** Review suggested SAC bylaw revisions (updated revisions posted on school website).  
Recommended revisions are as follows:

- i. Article I: add Florida statute (*Secretary's Note: this is not required (and doesn't make sense) to be here, so I added it to the heading instead*)
- ii. Article II: Delete Section 1 (because function described in next section)
- iii. Article IV Section 1(1): it was brought up that there should be 5 categories listed (there are only items i-iv) and category 5 should be community/business members. (*Secretary's Note: items i-iv refer to who elects each category. Community/business members are not elected, so they should not be included in the list because they were discussed earlier in section 1(1).*)
- iv. Article IV (Membership) Section 2(6) was discussed in the previous meeting and it was decided not to specify voting procedures for teacher and support staff SAC members, because that is the principal's responsibility, not the SAC's. Under review, this seemed confusing. Procedures are specified for student members. Recommendation is to add a section for voting procedures for teacher SAC members, and a section for voting procedures for support staff SAC members. Recommend to request these procedures from Principal Edwards. For Section 2(7), recommend to request voting procedures from SGA. For Section 2(8) & (9), it was stated that parent elections cannot be held at a SAC meeting. Recommendation is to get PTSA involved with elections. PTSA would hold a parent election to elect parent SAC members. Procedure has to be written for that. (*Secretary's Note: There is no statute or policy that prohibits parents from electing parent SAC representatives at a scheduled SAC meeting.*)
- v. Article IV (Elections) Section 2(4): Clarify that voting by show of hands is allowed at each group's election meeting.
- vi. Article IV (Elections) Section 2(9): Discussion of identifying voting members (Article IV Section 2 (9)). Some previous SAC members were removed for compliance, and changes were made based on district/nondistrict and racial representation requirements. Agree that Form 1710 should be filled out by all prospective members as a prerequisite so we have backup nominees if there is an opening. Question if Form 1710 is mandated by policy. Recommend that Form 1710 info should be inserted as Section 2(11) and 11 renumbered to 12. (*Secretary's Note: PBS Policy 2.09 4(f) states "Each school year and prior to or at the beginning of the first SAC meeting, each SAC member shall register as: a) a volunteer using the Volunteer Tracking Systems, subject to the provisions within School Board Policy 2.53—*

Volunteers in Public Schools; and b) a SAC member fro that school by submitting online a completed PBSB e-form 1710 (School Advisory Council (SAC) Membership Report)....” It is not mandatory to include this information in the Bylaws. However, it has been included as part of the description of the parents’ election process. It can be included as part of the election process for teachers, students, and staff as well. Important: only elected members should submit Form 1710 online, but we should maintain a file of completed forms in order to assist with filling vacancies.)

- vii. Article IV Elections Section 2(10): delete this section (should be included as part of each group’s voting procedures)
- viii. Article V Tenure Section 2: question re meaning of “historical perspective.” Discussion of term limits. Recommend deleting Article 5 Section 2.
- ix. Article V Tenure Section 4: Question and discussion re excused versus unexcused absences (Secretary’s Note: I reviewed this section and expanded it.)
- x. Article V Meetings Section 3: change to SAC **voting** membership
- xi. Article V Governance Section 3: change “should be present” to “must be present”
- xii. Article V Governance Section 5: Discussion re need for SAC historian. Add that a copy of an approved SAC request will be given to the historian or designated board member.
- xiii. Article VII: Discussed and recommended creating a Bylaws Committee and a subcommittee to review statutory SIP requirements.
- xiv. Article VIII: Discussed and recommended following Roberts Rules of Orders instead of having an appendix with similar rules.
- xv. Article VIII Additional Financial Controls Section 1: Discussion of timeline for use of approved funding from SAC. Why 3 months? Recommend providing more detail about spending timeline. (Secretary’s Note: I wrote 3 months as a place holder.)
- xvi. Article VIII Procedures for Collecting Ideas/Determining the Use of School Improvement Funds: Discussion on A+ Funding section. It was stated that the ballot must include an option “none of the above.” Recommend adding additional information about groups and representatives and ballot distribution, to flesh out the voting procedure.

**4. Future Meeting Dates:** Next meeting January 28, 2025.

**5. Adjournment** Meeting adjourned at 6:57 pm

**Attendees**

**Staff:** Michelle Berlanga; Stephen Berlanga; Anitra Grant-Straghn (Co-Chair)

**Students:** Caliyah Young (Parliamentarian)