

School Advisory Council Bylaws

Palm Beach Public School

Prepared by: The School Advisory Council

09/13/2023

Article 1

Name of Organization

The name of this organization shall be *The School Advisory Council of Palm Beach Public School*.

Article II

Purpose and Function

Section 1: The School Advisory Council is a resource for the school, its staff, 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.

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 an analysis of multiple sources of available school data.

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. Annually review bylaws to ensure alignment with statutes and school board policy.
7. Annually submit bylaws for School Board approval.

Article III

Representation and Membership

In accordance with Florida Statute § 1001.452, which outlines the establishment of School Advisory Councils:

Section 1: The membership shall be representative of the community served by the school. The School Advisory Council shall have an appropriately balanced number of instructional staff, parents, support staff, and business and community members serving as voting members who are representative of the ethnic, racial, and economic community served by the school.

Section 2: The majority (greater than 50%) of the voting members of the School Advisory Council shall be non-district employees.

Section 3: The School Advisory Council membership shall be appropriately balanced.

Article IV

Membership Selection

Section 1: Parents of Palm Beach Public School will be notified of School Advisory Council elections in accordance with Florida Statute § 286.011, "Public meetings and records; public inspection." Information about SAC and identified vacancies will be sent to all parents, school-based employees, and business and community members via the school newsletter and ParentLink prior to the end of the school year.

Section 2: Elections shall be held during the September SAC meeting and the installation of new members shall immediately follow.

Section 3: The School Advisory Council voting membership shall be constituted as follows:

1. Parents, instructional staff, and support staff will be elected by their respective groups through an election.
 - a. Instructional staff shall be elected by instructional staff.
 - b. Support staff shall be elected by support staff.
 - c. Parent members shall be elected by parents.
2. Business and community members will be appointed by the principal and voted on by the SAC.
3. Replacement voting members for mid-term vacancies shall be appointed by the principal and voted on by the SAC.
4. The principal is automatically a voting member by legal mandate.
5. Non-voting council members may be designated by vote.

6. The SAC should include at least one representative member for each group. Membership will ensure proper ethnic/racial representation based on the SAC zone by using the school calculator within the Educational Data Warehouse (EDW) report 0521.

Section 4: Voting can occur at meetings or by mail, using written ballots or a show of hands. 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.

Section 5: 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.

Article V

Tenure

Section 1: The voting member terms shall be staggered to provide continuity from year-to-year.

Section 2: Voting members, other than those designated to complete unexpired terms, shall be elected to three (3) year terms.

Section 3: Voting members shall serve no more than two (2) consecutive terms in an elected position.

Section 4: No voting member may miss two (2) unexcused, consecutive School Advisory Council meetings. As required by Florida Statute § 1001.452(1)(d)4, in the event of two (2) unexcused, consecutive absences from a properly noticed School Advisory Council meeting, the principal shall arrange for the replacement of the member as stated in Article IV, Section 1, Number 3. Such individuals will fill the remainder of the term.

Meetings

All School Advisory Council meetings shall be held in accordance with Florida Statutes § 286.011 – “Public meetings and records; public inspection.”

Section 1: SAC will meet during predetermined dates to ensure focus on student growth, school achievement, and student improvement as necessary throughout the year, and meetings will be documented and shared in all public notifications.

Section 2: SCHOOL ADVISORY COUNCIL meetings shall be held consistently on the second Wednesday of the month beginning at 3:15 pm or a pre-determined and pre-announced day and time. As required by Florida Statute § 1001.452(1)(d)3, School Advisory Council meetings must be scheduled when parents, staff, business persons, and members of the community can attend. The meeting day and time will be discussed at the September SAC meeting. A vote will be held to approve any changes at that time.

Section 3: The School Advisory Council chairperson, on occasion, may call a special meeting, with 5 days’ public notice.

Section 4: Subcommittees will meet as needed. (See Article VII)

Section 5: 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 Florida Statute § Section 286.011(1), Sunshine Manual, and Informal Opinion, February 17, 1995, Attorney General’s Office. Florida Statute § 1008.452. requires a quorum to conduct meetings and the quorum is defined as a majority of the membership.

Officers

Section 1: The officers of this School Advisory Council shall be a chairperson; or co-chairperson, a vice-chairperson, a secretary, and a historian. In the event of a vacancy in a council office during an existing term, the vacancy will be filled by School Advisory Council member election.

Section 2: The School Advisory Council shall elect officers from members at the first regular meeting. Officers shall serve a maximum of two (2) terms.

Article VI

Duties of Officers and Members

Section 1: Chairperson – The chairperson (or co-chairpersons) shall preside at all meetings of the School Advisory Council and shall be a de facto member of all committees.

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 [available to the public per Florida Statute § 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 School Advisory Council and its committees for accountability. The school will permanently maintain a record of all School Advisory Council meetings, as required by Florida Statute § 1001.452(1)(d)5.
- Section 4:** Historian – The historian shall document the past, present, and future progress of the School Advisory Council and its committees. The historian shall maintain the minutes of the previous year, any anecdotal records, and the School Advisory Council archives:
- Section 5:** Principal – The principal shall provide information regarding the school educational plan, including school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the School Advisory Council, the community, and the staff. The principal arranges for presentations of interest for the School Advisory Council and encourages leadership from within the School Advisory Council.
- Section 6:** Instructional and Support Staff Representatives – The members of the school staff represent the views and interests of the total school staff. They will act as resources for the School Advisory Council by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the School Advisory Council and the school staff, informing others of actions and activities of the School Advisory Council.
- Section 7:** Parents, Business, and Community Representatives – The parent, business, and community members of the School Advisory Council 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 School Advisory Council in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the School Advisory Council, business, community, and parent groups.

Article VII

Voting Body

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

Committees

Committees are formed to research and make recommendations regarding specific areas that affect the organization matters as deemed by the School Advisory Council. Committees may be constituted in several configurations.

Section 1: Standing Committees – Standing committees are created for long-term, on-going 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 School Advisory Council chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

Section 2: 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: The School Advisory Council need not operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making are specified in section 3.

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

Section 3: SAC Governance

1. 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.
2. All ideas should be heard and considered prior to making any decisions.
3. Any idea should have purpose and outcome affecting school improvement and be aligned to the Strategic Plan.

4. Secretary will be in charge of recording minutes.
5. Ideas can be addressed before closure of meeting or postponed until next meeting.
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, and school's treasurer, with a copy going to SAC Historian.

Section 4: School Improvement Funds Procedure

1. 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 SAC. The principal may not override the recommendations of the SAC on use of these funds.
2. During SAC meetings, individuals can present their ideas, questions, comments, or concerns regarding the use of school improvement funds.
3. All ideas should have a purpose and an outcome supporting the school improvement process and should be aligned to the Strategic Plan.
4. Ideas can be addressed before closure of meeting or tabled until the next meeting.
5. The use of school improvement funds requires a vote. The voting process set forth within the bylaws should take precedence.
6. Once voting has been approved, a summary of the minutes will be kept at the school.

Section 5: A+ Funds Procedure

1. School recognition funds “must be used for purposes listed in Florida Statute § 1008.36(5) as determined jointly by the school’s staff and school advisory council.” For the purposes of this subsection, “school staff” means all employees assigned to Palm Beach Public at the time of the decision. If school staff and the SAC cannot reach agreement by **February 1**, the awards must be equally distributed to all classroom teachers, defined as persons who are the teacher of record for at least one course for either the October or February FTE survey submitted to FDOE during the current year.
2. Funds must be used for non recurring bonuses to the faculty and staff, non recurring expenditures for educational equipment or materials to assist in maintaining and improving student performance, and/or for temporary personnel for the school to assist in maintaining and improving student performance.

3. An Ad Hoc Committee made up of representatives from each grade level team, office staff, afterschool staff, cafeteria staff, custodial staff, and support staff shall be formed to create a ballot consisting of ideas from school staff. The ballot should include a “None of the Above” option. The ballot will be shared with the school staff to be voted on anonymously within a given time frame. Once the voting has been finalized, the results of the vote must be approved by the SAC. If any deadlocks occur during voting or the vote is not approved by the SAC, the ballot goes back to the Ad Hoc Committee and the process begins again.
4. The voting results are recorded in the minutes and a copy is kept at the school.

Consensus

Section 1: Consensus will be the primary decision-making method to be used by the School Advisory Council. 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 voting membership has been polled and consensus is not reached. When time deadlines permit further deliberations, the School Advisory Council should be polled to determine if there is an agreement to refer the issue to a standing committee for further study.

If not referred, the deadlock process shall be as follows:

1. Every member of the School Advisory Council shall be given notice that a vote will be held at the next meeting on the issue.
2. If a majority of the total School Advisory Council voting body votes to adopt a position on the issue at the meeting, that position shall be the official position of the School Advisory Council.

Article IX

Amendments

Section 1: The bylaws may be amended at any regular meeting of the School Advisory Council Committee by a two-thirds majority of the members present and voting. Written notice to the members of the proposed amendment shall be at least 3 business days prior to the meeting for action to be taken. All School Advisory Council meetings shall be held in accordance with Florida Statute § 286.011 – “Public meetings and records; public inspections.”

Section 2: A committee shall be appointed to review, and when appropriate, recommend revisions of the School Advisory Council Bylaws at least once annually. The adoption of revised bylaws shall follow the procedure for amendments.