

# **PALM BEACH CENTRAL HIGH SCHOOL**

## **By-Laws of the School Advisory Council**

### **Article I**

#### **Name of Organization**

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

### **Article II**

#### **Purpose and Function**

##### **Section 1:**

The School Advisory Council (S.A.C.) is a resource for the school, its teachers, parents, students and principal.

Its function is to develop and oversee the implementation of the School Improvement Plan (S.I.P.) that will serve for a framework for school improvement.

##### **Section 2:**

The primary function of the S.A.C. is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and the identification and use of resources based on an analysis of available school data.

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the S.I.P.
2. Enlist, promote and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of S.I.P. funds and other monies related to School Improvement, and to ensure that such expenditures are consistent with the S.I.P.
4. Consult with all peripheral constituency groups when making decisions concerning educational practices within the school.
5. Consult with people or departments needed to support the S.I.P.
6. Consult with instructional innovational team (I.I.T.) if applicable.

### **Article III**

#### **Representation and Membership**

In accordance with Florida Statute 229.58(1)(a) which outlines the establishments of S.A.C.'s:

##### **Section 1:**

The membership shall be representative of the student body and community served by the school. The S.A.C. shall have an appropriately balanced number

of teachers, parents, support employees, students and business/community members.

**Section 2:**

The majority (50%+1) of the members of S.A.C. shall be non school district employees. (Amended February 17, 2009)

**Section 3:**

The S.A.C. member shall reflect the racial, ethnic and geographic diversity of the school population in every way possible.

**Article IV**

**Membership Selection**

**Section 1:**

The S.A.C. membership shall be constituted as follows:

1. Parents, teachers, students and support employees will be elected by their respective groups. There will be wide notice of S.A.C. vacancies and elections through methods such as school marquee, school newsletter, community newspapers and/or Open House.
2. Replacement member(s) shall be selected by the S.A.C.. The replacement member must represent the same population of the student body as the exiting member.
3. The principal is automatically a member by legal mandate.
4. The principal shall select at least one (1) business/community representative.

**Section 2:**

Elections shall be held in September or at the second meeting of the school year.

**Section 3:**

Each parent of Palm Beach Central High School will be notified of S.A.C. elections in accordance with F.S. 286.011 public meetings and records; public inspection.

**Section 4:**

The S.A.C. voting membership shall not exceed ~~16~~ 24 members. (Amended: August 16, 2005.)

**Article V**

**Tenure**

**Section 1:**

There is no term limit for S.A.C. voting membership, however, members must be elected each year.

**Section 2:**

No member may miss more than two (2) consecutive S.A.C. meetings or three (3) total S.A.C. meetings. In the event of recurring absences, the S.A.C. chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, Section 1. Such individuals will fill the remainder of the term for which they were elected.

**Article VI**

**Meetings**

All S.A.C. meetings shall be held in accordance with Florida Statute 286.011 – Public meetings and records; public inspection.

**Section 1:**

There shall be a council meeting at least eight (8) times a year.

**Section 2:**

S.A.C. meetings shall be held at a time and date determined by the S.A.C.

**Section 3:**

The S.A.C. chairperson, on occasion, may call a special meeting.

**Section 4:**

Subcommittees will meet as needed.

**Section 5:**

A quorum is required for any formal action to be taken. A quorum is majority (50% + 1) of the S.A.C. membership.

**Section 6:**

Adequate public notice will be given of all SAC meetings.

**Officers**

**Section 1:**

The officers of this council shall be co-chairpersons, or a chairperson and a vice-chairperson, a secretary, and an historian. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by S.A.C. member election.

**Section 2:**

The Council shall elect its own officers at the September meeting or the 2<sup>nd</sup> meeting of the school year.

**Section 3:**

~~The chairperson, vice chairperson or the co-chairpersons shall serve no more than two (2) sequential terms in the same office. (Amended: May 17, 2005.)~~

**Article VII**

**Duties of Officers and Members**

**Section 1:**

**Chairperson**

The chairperson (or co-chairperson) shall preside at all meetings of the Council and be a defacto member of all committees. The chairperson will work with principal or designee to develop S.A.C. meeting agendas. The chairperson will conduct meetings using Parliamentary Procedure.

**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 FS 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 Council and its committees for accountability.

**Section 4:**

**Historian**

The historian shall document the past and future progress of the S.A.C. and its committees. The historian shall maintain the minutes of previous years, any anecdotal records and the S.A.C. archives. The Historian will record documentation for the Five Star School Award.

**Section 5:**

**Principal**

The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the S.A.C., the community and the staff. The principal arranges for presentations of interest to the S.A.C. and encourages leadership from within the Council.

**Section 6:**

**Faculty and School Staff Representatives**

The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the S.A.C. by making available specialized information about educational programs, innovative ideas and available resources. School staff representatives serve as a communication link between the staff and the school staff, informing other of actions and activities of the Council.

**Section 7:**

**Parents, Business and Community Representatives**

The parent, business and community members of the S.A.C. shall represent the view of the parents, citizens and community/business organizations of the school community. They shall act as resource persons for the S.A.C. in the areas of community-related issues that affect the school and its students. They shall serve as a community link between the S.A.C., business, community and parent groups.

**Section 8:**

**Student Representative**

The student representative of the S.A.C. shall serve as a voting representative of all students, relaying suggestions and recommendations from members of the student body and the Student Council to the S.A.C. for consideration. [See FS 229.58 (1) (a)].

**Article VIII**

**Committees**

Committees are formed to research and make recommendation regarding specific areas that affect the organizations. Committees may be constituted in several configurations.

- 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 S.A.C. chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body. Standing committees will be developed each year by the S.A.C. membership.
- 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. Ad Hoc Committees will be assigned as needed.

- Nominating Committee – The principal with the consent of the S.A.C. will appoint a nominating committee at the first meeting of the school year. The Nominating Committee will present a slate of S.A.C. voting members at the September or second meeting of the year.

## **Article IX**

### **Rules of Order**

#### **Section 1:**

S.A.C. decisions shall be reached by consensus whenever possible. When consensus has not been attained, a decision shall be reached by majority vote.

#### **Section 2:**

The S.A.C. will follow the rules implicit in Parliamentary Procedure.

## **Article X**

### **Amendments**

#### **Section 1:**

The by-laws may be amended at any regular meeting of the S.A.C. committee by a two-thirds majority of the members present and voting. Notice of the proposed amendment shall be 30 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 S.A.C. meetings shall be held in accordance with Florida Statute 286.011. Public meetings and records; public inspection.

#### **Section 2:**

A committee shall be appointed to review, and when appropriate, recommend revisions of the Council by-laws at least once every three years. The adoption of revised by-laws shall follow the procedure for amendments.

## **Article XI**

### **Expenditure of Funds**

#### **Section 1:**

Funds provided for the use by the School Advisory Council must be used for implementing the School Improvement Plan. These funds may not be used for capital improvements, or for any project or program that had a term of more than one year. However, the School Advisory Council may determine that a program or project formerly funded should receive funds in a following year.

#### **Section 2:**

A summary of all votes regarding School Improvement funds will be included in the school's newsletter to parents.

**Section 3:**

Anyone requesting funds from the School Advisory Council must submit their request in writing using the form adopted for this purpose.

**Section 4:**

A person requesting S.A.C. funding, or his/her designee, must attend the meeting at which his/her request is to be considered.

**STATUTORY AUTHORITY:** 230.22(2), 230.23(17),230.23005, Fla. Stat.

**LAWS IMPLEMENTED:** 229.58, Fla. Stat.

**HISTORY:** 7/21/82, 2002

**Approved 10/21/03**

**Amended 5/17/05, 8/16/05, 2/17/09**