

ARTICLE 1

Composition of School Advisory Council (SAC)

Section 1. Council members shall include an appropriately balanced number of teachers, education support employees, parents, and business and community representatives. The total number of members shall not exceed thirty-five (35) but be greater than seventeen (17), with the principal serving as the odd-number member. A majority of the members of each School Advisory Council shall not be employed by the school board according to new legislation (CSSB1992) affecting School Advisory Councils. A majority will be defined as 51 percent of the membership or one half the number of members plus one.

- A. Teachers: This term shall include classroom teachers, certified student services personnel, and media specialists.
- B. Education Support Employee: This term shall refer to any person who is employed by a school for twenty (20) or more hours during a normal work week and who does not meet the definition of instructional or administrative personnel pursuant to Section 228.041, Florida Statutes.
- C. Parent: The term parent shall be defined as a person who does not receive a regular paycheck as a School board employee. Parents and community members must make up at least half plus one of the total membership of the Council.
- D. Community / Business member: The term community or business member shall refer to a person residing in Okaloosa County who does not receive a regular paycheck from the school system.

Section 2. The ethical/ racial distribution of the SAC membership shall be within 15% of the ethnic/racial distribution of the total student body as tabulated within six (6) months of the council election date. If, after making a serious effort to give everyone an opportunity to be nominated, and after actively seeking candidates who are representative of the racial/ethnic groups, it is not possible to attain a proportionate number of Council members, documentation will substantiate that an unsuccessful effort was made.

ARTICLE 2

Selection of School Advisory Council Members

Section 1. Teachers, education support employees, and parents must be elected by their representative peer group. Advertisements will begin in March soliciting new School Advisory Council members. Elections will be held during the month of May.

Section 2. Selection for nomination process:

- A. Teachers: The school principal shall announce to all members of the faculty and staff that anyone interested in making a commitment to participate on the School Advisory Council shall request in writing that their names be placed on the election ballot. If adequate representation, as stated in ARTICLE 1. Section 1.A. is not achieved within two (2) weeks subsequent to this announcement, letters, newsletters, telephone, or other media releases shall be used by the school principal to seek candidates.
- B. Education Support Employees, Parent, and Community / Business members: A notice will be included in the school-wide newsletter and in the local media to provide an opportunity for interested persons to be placed on the election ballot. If adequate representation, as stated in ARTICLE 1. Section 1.A. is not achieved within two (2) weeks subsequent to this announcement, letters, newsletters, telephone, or other media releases shall be used by the school principal to seek candidates.

Section 3. Initial Election Process:

- A. Teachers: The school principal shall prepare a list of all teachers seeking nomination to the School Advisory Council and will present this list to the total faculty for election during an open faculty meeting.
- B. Education Support Employees: The school principal shall prepare a list of all education support employees seeking nomination to the School Advisory Council and will present this list to the total faculty for election during an open meeting of all support employees.
- C. Parents: All parents will be given the opportunity to submit their names to be placed on a ballot. Ballots will be sent home for school wide voting.
- D. Community / Business members: The principal will prepare a list of all community/ business individuals seeking to be a member of the SAC and present this list to the SAC for selection of members.
- E. Two persons will be elected from each parent group to serve as alternatives in the event a parent council member requests his/her membership be terminated before the conclusion of the school year.

ARTICLE 3

Balanced Representation after Election

Section 1. If the membership does not reflect a balance in representation of racial groups, the principal will appoint up to twenty (20 percent of the members to preserve the balance. Additional

members shall be appointed by the School Board when it is required to achieve the proper representation of the School Advisory Council.

Section 2. If it should become necessary to exceed the maximum Council membership, as stated in ARTICLE 1 Section 1, in order to achieve a balanced representation, the principal shall be authorized to appoint additional members.

Section 3. The principal shall submit the list of Council members to the School Improvement Office for review by July 1 of each school year. The membership list shall contain the name of each Council member and the peer group being represented by each member. This list will also contain addresses and telephone numbers. Every effort will be made to preserve the integrity of a true representation to the school population, as stated in ARTICLE 1. Section 2.

Section 4. Final approval of the members of the School Advisory Council will be contingent upon School Board determination that criteria have been met.

ARTICLE 4

Responsibilities of Council Members

Section 1. Council members shall assist in the preparation and evaluation of the School Performance Plan. They shall also review the results of any needs assessments conducted by the school administration. This may be accomplished during the designated Council meeting or ad hoc committee meetings.

Section 2. Council members shall assist in designing the on-site plan to implement state education goals, indicators of student progress, strategies, and evaluation procedures. This may be accomplished during ad hoc committee meetings. Final determination of adequate progress for school goals will be attained during a designated School Advisory Council Meeting.

Section 3. Council members shall perform functions as prescribed by the regulations of the School Board.

Section 4. Council members will provide such assistance as the principal may request in preparing the school's annual budget and plan.

Section 5. Newly elected Council members will receive appropriate training for the duties of the School Advisory Council on an "as needed" basis.

Section 6. Council members will be provided access to review appropriate documents. These documents include but are not limited to the following:

- A. Local School Board Policy/ Procedure which have been adopted and which pertain to School Improvement and Accountability Process.

- B. Publications of the State's Education Reform and Accountability Commission, e.g.:
 - 1. The School Improvement and Accountability Legislation
 - 2. State Education Goal
- C. Department of Education Documents

ARTICLE 5

Operation of School Advisory Council

Section 1. Council members will assist in the procedures for electing and selecting members to serve on the Council as outlined in ARTICLE 2.

Section 2. All council members shall abide by the rules of the Florida "Sunshine Law." A quorum (50% plus one) of members must be present in order to vote or make a binding decision.

Section 3. The principal shall be a member of the School Advisory Council but will not serve as the chairperson of the Council.

Section 4. Any district staff member who serves as a resource / contact person shall be a nonvoting exofficio member of the School Advisory Council.

Section 5. The School Advisory Council will meet a minimum of four (4) times throughout the school year or a sufficient number of times to accomplish the development and implementation of the School Performance Plan. Meetings will be scheduled when all stakeholders can attend.

Section 6: Order of business:

- A. Call meeting to order / Introductions
- B. Verify attendance and sign-in sheet
- C. Minutes of previous meeting
- D. School update from principal
- E. Old business
- F. New business
- G. Members concerns
- H. Adjournment

Section 7. An agenda subcommittee will be nominated during the initial meeting of each school year. All Council members will then vote to approve those persons nominated. The names of those members serving on the agenda subcommittee will be posted in the front office. The agenda for each School Advisory Council meeting will be posted at least seven (7) days before each meeting and shall include the date, time, and signature of the person posting it. A copy of this agenda will also be sent to the School Improvement Office and maintained in the official School Advisory Council records.

Section 8. All stakeholders may submit items for the agenda for the next meeting. These requests will be submitted to the agenda committee who will then screen requests and determine the route of each request. Appropriate items for the School Advisory Council must be related to the improvement of student performance.

Section 9. School Advisory Council subcommittees will complete any needed work prior to the Council meeting. School Advisory Council meetings will be the time to discuss and make decisions about School Improvement requests and ideas. A quorum must be present at any Council meeting in order to vote or make a binding decision, as stated in Section 2.

Section 10. Names of the School Advisory Council members will be included in a school newsletter at the beginning of each school year. This list will also be posted on the bulletin board in the front office.

ARTICLE 6

Terms of Service

Section 1. Length of term: Each School Advisory Council member shall serve for a minimum of one (1) year.

Section 2. Rotation system: Any member who no longer has an interest in serving on the Council during the next school year must notify the principal. Unless such notification is received by the last day in April of the current school year, each member will continue to serve until the conclusion of his/her third consecutive year.

Section 3. Disruption of term: Should a Council member request his/her membership be terminated before the conclusion of the school year, that request shall be honored. His/her vacancy will be filled by the alternate, as stated in ARTICLE 2, Section 3 E.

Section 4. If any Council member acquires two (2) consecutive unexcused absences from Council meetings that member will be notified of and removed from the Council. His/ her vacancy will be filled by the alternate, as stated in ARTICLE 2, Section 3 E.

Section 5. No individual will have the opportunity to serve on the SAC once the list of members has been submitted for School Board approval.

ARTICLE 7

Officers

Section 1. The officers of the School Advisory Council shall consist of a Chairperson, Co-Chairperson, and Secretary. They shall hold office for a term not less than one year.

Section 2: Elections:

- A. The school principal shall conduct the election of the School Advisory Council officers during the first meeting of the school year. Persons running for the office of Chairperson, Co-Chairperson, or Secretary may be nominated and self-nomination is allowed. Each nominee's consent must be obtained before the elections are conducted. The nominee receiving the majority of votes for each elective officer shall be declared elected and notified by the school principal.
- B. The newly elected officers of the School Advisory Council shall assume their duties within thirty (30) days of the election date.
- C. If the nominee for each office is unopposed, the election process shall not be required.

Section 3. Duties and Responsibilities

- A. Chairperson: The Chairperson of the School Advisory Council shall preside over all Council meetings. He/she shall be a member ex officio of all regular and special committees, and shall perform all such other duties as usually pertain to this office.
- B. Co-Chairperson: The Co-Chairperson shall perform the duties of the Chairperson in his/her absence or upon request.
- C. Secretary: The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all required reports. He/she shall notify members of all Council meetings, be responsible for public notification of each meeting, and post relevant notices on the bulletin in the school office. He/she shall keep a true record of all Council meetings and have custody of books and records of the School Advisory Council.

ARTICLE 8 Amendments

Section 1. Only an approved member of the School Advisory Council may propose an amendment to the Council By-Laws. The proposed amendment must then be submitted to the Council for approval. No proposed amendment shall become part of the By-laws except upon three-fourths (3/4) vote of a quorum of members.

Section 2. Proposed amendments to these By-laws shall be submitted to the agenda subcommittee for consideration at least twenty-one (21) days prior to the next scheduled Council meeting. If approved by the agenda subcommittee, a copy of the proposed amendment shall be posted on the bulletin board in the school office and distributed to all Council members along with the next meeting's agenda. A copy will also be sent to the School Improvement Office.

Section 3. At least a three day written, advanced notice must be given to all council members when a matter is coming before the council that requires a vote.

Section 4. ARTICLE 1, Section 2 shall read "The school advisory council membership shall be reflective of the school's population." If, after making a serious effort to give everyone an opportunity to be nominated, and after actively seeking candidates who are representative of the racial/ethnic groups, it is not possible to attain a proportionate number of Council members, documentation will be substantiate that an unsuccessful effort was made. The School Board will determine whether the representation is sufficient.