

West Navarre Intermediate 2013-2014
School Advisory Council Bylaws
Revised November 10, 2015

I. Policy

A. Per Section 1001.452 of the Florida Statutes and Chapter 2.00 of the Santa Rosa County School Board Policy, West Navarre Intermediate (WNIS) hereby establishes a School Advisory Council. This council shall serve in an advisory capacity to the school principal and assist in the development of the educational program and in the participation and evaluation of the School Improvement Plan required pursuant to 1001.42(18)(a).

B. The WNIS Advisory Council shall not assume any of the powers or duties reserved by Florida Statutes for the Santa Rosa School Board or its administrative or instructional staff and shall perform such responsibilities as are prescribed by regulations of the school board.

II. Responsibilities

A. *Needs Assessment*: Review the results of needs assessments conducted by school district.

B. *School Improvement Plan*: Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as, the goals of the school, indicators of school and student progress and strategies to measure student performance.

C. *Define progress*: For each school goal: obtain public input when defining adequate progress for school goals, negotiate the definition of adequate progress with the school board and notify and request assistance from the school board should the school fail to make adequate progress in any single goal area.

D. *Monitor progress*: Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies that are selected to measure student performance.

E. *Inform public*: Prepare and distribute information to the public, reporting the status of the School Improvement Plan, the performance of students and educational programs and progress in accomplishing the school's goals.

F. *Data*: Make recommendations on the accumulation and reporting of data that are beneficial to parents.

G. *Resource*: Provide resources and advice to the principal in matters pertaining to the school.

H. *Fiscal*: Provide input on the school's annual budget. Determine the use of school improvement funds and approve Florida School Recognition Funds ("A+" funds) plan presented after school staff approval.

"A portion of such net revenues, as determined annually by the Legislature, shall be distributed to each school district and shall be made available to each public

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school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to s.1001.42(18). A portion of these moneys, as determined annually in the General Appropriations Act, must be allocated to each school in an equal amount for each student enrolled. These moneys may be expended only on programs or projects selected by the school advisory council or by a parent advisory committee created pursuant to this paragraph.” Florida Statutes § 24.121(5)(c).

I. *Innovation*: Promote innovation in implementing the School Improvement Plan. When needed, make recommendations on the waiver of Florida Statutes or State Board of Education rules, which allow school personnel to establish innovative educational practices and methods. (<http://www.myflorida.com/myflorida/education/learn/aplusplan/fact%20sheets/dereg.html>)

J. *Problem solving*: Inquire about school matters, identify problems, and propose solutions.

K. *Community Liaison*: Act as a liaison between the school and the community.

L. *Feedback to State*: Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 230.23(18)(g), Florida Statutes.

M. *Additional Responsibilities*: Identify other duties and responsibilities that may be needed and deemed necessary by the principal or WNIS Advisory Council, and added only upon the approval of two-thirds vote of the council.

III. Membership

A. *Membership*: The WNIS Advisory Council shall be composed of no less than 17 voting members and other non-voting members as deemed necessary by the council. A majority of voting members (51% or greater) must be persons who are not employed by the school board.

B. *Composition*: Membership shall be composed of the following:

5 Teachers (the term “teacher” shall mean classroom teachers, certified student services personnel and media specialist).

5 Parents (the term “parent” shall include legal guardians of WNIS students)

1 Educational Support Employee (the term “educational support employee” shall mean any person employed by the school who is not defined as instructional personnel, and whose duties require 20 or more hours in each normal working week.)

1 Principal

5 Community or Business Partners who are representative of the ethnic, racial and economic community served by the school

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C. Terms:

1. All members shall serve a minimum term of one (1) year. No member may serve more than two (2) consecutive years in the same position. The principal shall serve for the duration of his/her tenure as principal.
2. Terms for all members shall be from the beginning of the school year to the end of the school year. Those serving an additional year will continue into the following year.
3. If a member is unable to complete his/her term, the principal shall nominate a replacement from the appropriate membership group, who shall be submitted to the SAC for approval. The new member shall serve the remainder of the uncompleted term.
4. If a member completes their term, they may seek reelection for another term serving in a position for which they are eligible.

D. Elections:

1. Time: Elections to the council shall occur prior to the last council meeting of the school year.
2. Method: Elections shall be held in a fair and equitable manner that is adequately publicized and understood by the community. Election procedures are subject to the approval of the council:
 - a) Teachers shall choose teachers through grade level elections. A teacher may be nominated by grade level peers. A voice vote will be conducted to elect each grade level representative. This election shall be conducted at the last grade level meeting of the school year.
 - b) Educational Support Employees shall elect an educational support employee through educational support elections. An educational support employee may be nominated by educational support employee peers. A voice vote will be conducted to elect the educational support representative. This election shall be conducted at the last educational support employee meeting of the school year.
 - c) Parents shall elect parents. All parents of WNIS students (up to two parents per student) shall be eligible to vote.
 - i) Nominations shall be solicited prior to elections, by using letters, newsletters, and media releases.
 - ii) Elections shall be by electronic ballot. Ballots shall be counted with a minimum of three (3) council members present, to validate accuracy. Results shall be held in the school office for a period of three (3) years.

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d) Community/Business members shall be selected by the principal and submitted to the council for approval.

3. School Board Approval: The results of elections shall be reported promptly to the school board for approval, as specified by school board directive. The Santa Rosa County School Board will review the membership composition of the WNIS Advisory Council. Should the school board determine that the membership elected by the school is not representative of the ethnic, racial and economic community served by the school, the board shall appoint additional members to achieve proper representation. The Superintendent of Education shall determine if the school has maximized its efforts to include on the advisory council minority persons and person of lower socioeconomic status.

IV. Voting

A. A quorum (e.g.council; compromised of 17 total members; 9 will constitute a quorum) must be present before a vote may be taken by the school advisory council.

B. A majority of the membership of the council constitutes a quorum.

C. The vote of a majority of the voting members present, or by proxy, shall be necessary to pass any item. Vote by proxy shall be submitted via email to both school principal and school advisory chairperson no later than 24 hours prior to the start of the meeting.

D. Voting will be open. In the event a ballot vote is desired, ballots must be signed and returned by the recording secretary as outlined in Government in Sunshine Public Records and Meetings Constitutional Amendment Article I, Section 24, Florida Constitution.

(<http://legall.firn.edu/sun.nsf/1a9972cc30ebe40d852563cb004e9d73/ab22c5dd97920270852566f30071d09>)

E. 3-days advance notice, in writing, shall be given to all members of the council, advising them of any matter that is scheduled to come before the council for a vote. Florida Statutes § 1001.452(1)(d).

V. Officers

A. Officers shall consist of a chairperson, vice-chairperson, recording secretary, treasurer.

B. Officers shall be elected by the voting members of the new council at the last meeting of the prior school year. The chairperson must be elected from those council members serving at least their second year. Other officers may be selected from new or previously serving members. Nominations shall be taken from the floor and voted upon at the meeting.

C. The terms of each office shall be for a one-year period. Officers may be reelected for a second one-year term.

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D. Duties and Responsibilities

1. The chairperson shall preside over all meetings and shall plan the agenda in coordination with the principal and inputs from the council.
2. The Vice-Chairperson shall preside over meetings in the absence of the Chairperson and assist the Chairperson and principal as needed.
3. The Recording Secretary shall take minutes at each meeting per School Board policy, Chapter 2.00, which states that the school advisory council is required to maintain records pursuant to Article 1, Section 24, Article XII, Section 20 of the Florida Constitution.
4. The Treasurer shall chair the budget committee, make recommendations on all requests for school improvement and in-service funds, and maintain all council financial records.

VI. Meetings

A. All meeting of the council shall be open, public and subject to Chapter 286, Florida Statutes. Meeting dates and times will be voted upon and set for each year by the council; meetings shall be scheduled when parents, students, teachers, business persons and members of the community can attend. A minimum of four (4) meetings shall be scheduled throughout the school year.

B. The chairperson will be responsible for establishing an agenda for each meeting based on input from the principal and council members. Any council member may add an item to the agenda by submitting the item in writing, at least 4 days prior to the scheduled meeting, to the chairperson or council secretary.

C. A written (printed, email or website) agenda, including any items scheduled to come before the council for a vote, shall be provided to members of the advisory council at least 3 days in advance of the scheduled meeting. Florida Statutes § 1001.452(1)(d).

D. All council meetings shall be conducted in accordance with Robert's rules of Order.

E. Minutes of meetings shall be recorded, and the school will maintain a record of minutes of council meetings.

VII. Attendance

A. Members are expected to attend scheduled meetings. Any member, who has two unexcused, consecutive absences from a school advisory council meeting, shall be replaced in accordance with these operation bylaws. Florida Statutes § 1001.452(1)(d).

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B. Those at risk of removal shall be notified by the chairperson, in writing after the second absence and prior to any action. Any member in danger of removal may appeal to the council, through the chairperson.

C. Any member removed may appeal to the council to be reinstated by submitting a written appeal to the council chairperson within two weeks of removal. The Chair will then present the appeal to the full council. A unanimous vote of the voting members present shall be required for reinstatement.

VIII. Committees

A. The chairperson will establish ad hoc committees as needed to address specific issues.

IX. School Recognition Funds (A+ Funds)

A. *Responsibility:* funds must be used for purposes as determined jointly by the school's staff and the SAC. Florida Statutes § 1008.36.

B. *Process:*

1. *Meetings:* During the month of September a series of at least two school based school recognition fund committee meetings shall be scheduled for developing one or more proposals for distribution of funds within state guidelines (4, below). The committee shall be comprised of peer chosen representatives from each grade level, at least one educational support employee chosen by peers, at least one SRPE representative, and at least two West Navarre Intermediate SAC members. All SAC members and their constituents will be given reasonable notice of the opportunity to serve on the West Navarre Intermediate School Recognition Fund Committee. The proposal(s) will be then presented to the current staff of West Navarre Intermediate who were employed at the school during the preceding year.

2. *Voting:* A simple majority vote from the current staff of West Navarre Intermediate who were employed at the school during the preceding year is necessary for the proposal to be submitted to the West Navarre Intermediate SAC for final approval. A final vote shall be taken at the next occurring naturally SAC meeting to approve distribution of these funds. A simple majority vote is required for approval.

3. *Deadline:* If agreement for distribution of funds cannot be reached by any deadline established by the Legislature of the State of Florida, the awards must be distributed according to the State of Florida guidelines. Florida Statutes § 1008.36.

4. *State Guidelines:* School recognition awards must be used for the following:

- a) Nonrecurring bonuses to the faculty and staff
- b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
- c) Temporary personnel for the school to assist in maintaining and improving student performance. Florida Statutes § 1008.36.

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X. Review and Approval of Bylaws

- A.** WNIS SAC Bylaws shall be in compliance with all state and other applicable laws.
- B.** Bylaws will be reviewed on an annual basis before the close of the school year.
- C.** No amendment to the bylaws shall be voted upon unless the amendment has been proposed at the prior meeting or the membership has been given two weeks' notice (written, email or website) of any proposed amendments.
- D.** Any amendment of the bylaws shall be approved by a two-thirds majority of the council members present at the meeting. The district school board shall review and approve all proposed bylaws of the school advisory council.

SAC Chairperson_____

Principal_____