

**BYLAWS FOR
MILTON HIGH SCHOOL ADVISORY COUNCIL**

- I. Milton High School shall establish a school advisory council to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Section 1001.42(16)(A), Florida Statutes. The School Advisory Council shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its administrative or instructional staff.
- II. The Milton High School Advisory Council shall assume the following responsibilities and duties as proposed in School Board Policy.
 - A. Review the results of any needs assessments conducted by the school administration.
 - B. 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 and evaluation procedures to measure student performance.
 - C. Define adequate 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 when the school fails to make adequate progress in any single goal area.
 - D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
 - E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
 - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
 - G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
 - H. Provide input on the school's annual budget and approve the use of school improvement funds.

- I. 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.
- J. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- K. Act as liaison between the school and community.
- L. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 1001.42(16)(A), Florida Statutes.
- M. Other duties and responsibilities that may be needed and deemed necessary by the principal shall be added upon the approval of two-thirds majority of the council.
- N. Determine the programs or projects to be funded by school improvement funds. The school principal may not override the recommendations of the school advisory council for the expenditure of school improvement funds.

III. Council Membership

- A. Milton High School advisory council shall be composed of fifteen (15) members. A majority of the members (51% or greater) must be persons who are not employed by the school board.
- B. Members shall include the principal, three teachers, one education support employee, four students, four parents and two business/community representatives. An assistant principal may be an ex-officio member of the council or can substitute for the principal at meetings if the principal is unavailable at the time.
- C. It is recommended that the council attempt to be composed of proportionate representation from each peer group to achieve an appropriate balance of numbers and shall represent the ethnic, racial, and economic community served by the school.
- D. Each peer group shall elect its members at the beginning of each school year as members vacate their positions either by completing their terms of membership, by no longer being affiliated with Milton High School as an employee, parent, student or business/community representative, or by the member's choosing to discontinue membership.

Nominations shall be accepted from each peer group. Elections shall be conducted within the school for teachers, students, and education support employees. Elections of parents shall be conducted by parents who are currently serving on the advisory council. The advisory council shall be responsible for overseeing the election process of school parents. All Milton High parents shall have the opportunity to participate in the election of advisory council parents. District staff may be official members of the school advisory council only if they are duly elected as a parent representative. District staff may also serve as ex-officio community representatives.

- E. Business and community members of the school advisory council shall be selected by the council from a list of nominees prepared by the school principal. In preparing the list of nominees for the business and community members, the principal will solicit nominations from the present members of the Advisory Council. The principal will also consider the expressed interest of business and community leaders to serve on the council. The principal will also employ personal contacts, business partners and media releases in helping to form this list of nominees.
- F. The terms of council members shall be three years except in the case of students who may rotate off the council earlier than three years because of graduation from high school. It is possible that a member could serve fewer than three years if he becomes unaffiliated with Milton High School as stated in Section III, D. The members' terms will be staggered and new members elected as vacancies occur.
- G. Council members shall be submitted to the School Board for approval by the October School Board meeting of each school fiscal year.

IV. Officers

- A. Officers shall consist of a chairperson, vice-chairperson, and recording secretary, and publicity chairperson, who shall be the Principal.
- B. The election of officers shall take place at the first council meeting of each school fiscal year. Nominations shall be taken from the floor and voted upon during the meeting.
- C. Duties and responsibilities of officers:

1. The chairperson shall preside over all meetings and shall plan the agenda with the assistance of the principal.
2. The vice-chairperson shall preside over meetings in the absence of the chairperson and shall assist the chairperson and principal with the business of the council.
3. The recording secretary shall record the minutes of each council meeting and shall assist the council in maintaining records as per School Board Policy 2.341(5)(e).
4. The publicity chairperson (Principal) shall be in charge of informing the public of the business of the council as directed by the council.
5. The term of office for each officer shall be one (1) year.

V. Meetings

- A. The council shall meet at least four times a year. Meeting times shall be designated by the principal and chairperson. Each advisory council member shall be notified at least one week in advance of each meeting. Further notification will be posted on the MHS school website and also communicated via call-out/email notification.
- B. The agenda for each meeting shall be established by the principal and the chairperson.
- C. The meetings shall be advertised to the public by placing the meeting time, place, date, and agenda on the school website for one week prior to each meeting.
- D. The meetings shall be open to the public.

VI. Revisions of Operational Bylaws

- A. Bylaws shall be revised only upon the approval of the council and shall be revised by a two-thirds majority of the membership.
- B. The revisions shall be submitted for approval by the School Board at their first meeting following the council's revision. The revisions shall not be implemented until approval of the School Board.