

**West Navarre Intermediate  
School Advisory Council  
Bylaws**

**I. Statement of 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 to 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 Section 230.23 (18), Florida Statutes.

B. The WNIS School 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. The School Advisory Council must be referred to as the "School Advisory Council" and not by any other name. The council must follow and adhere to Florida Sunshine Law. It is recommended that meetings be conducted to follow Robert's Rules of Order. Council members will be provided access to online training related to state rules and guidelines for School Advisory Councils.

**II. Responsibilities, Duties and Functions**

The School Advisory Council's functions shall include but not be limited to:

A. *School Improvement Plan*: Assist in the development, implementation, and approval 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.

B. *Fiscal*: Determine the programs/projects to be funded by the school improvement funds and approve the school improvement funds expenditures. The school principal may not override the recommendations of the School Advisory Council for the expenditure of school improvement funds. Approve the school-based budget. Approve Florida School Recognition Funds ("A+" funds) Plan presented after school staff approval.

C. *Community Liaison*: Facilitate communication between the school and the community.

**III. Council Membership**

A. *Membership*: The WNIS School 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:

**West Navarre Intermediate  
School Advisory Council  
Bylaws**

5 Teachers (the term "teacher" shall mean classroom teachers, certified student services personnel and media specialist, and other instructional personnel.) Must include 1 ESE/Special Area

8 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

2-3 Community or Business Partners who are representative of the ethnic, racial and economic community served by the school

***C. Terms:***

1. 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.
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 School Advisory Council for approval. The new member shall serve the remainder of the uncompleted term.

***D. Elections:***

1. Time: Elections to the council for teachers and educational support staff 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.
  - a) Teachers shall choose teachers through grade level elections. Each grade level will be represented. Grade level peers may nominate a teacher. 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. Teachers shall serve a two year term with a minimum two year gap before he/she may serve again on the School Advisory Council.
  - 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. Educational Support

**West Navarre Intermediate  
School Advisory Council  
Bylaws**

Employees shall serve a two year term with a minimum two year gap before he/she may serve again on the School Advisory Council.

c) Parents shall elect parents. All parents/guardians of WNIS students (up to two parents/guardians per student) shall be eligible to vote. Parents shall serve a two year term.

i) Nomination requests will be included in the information packet parents receive at the beginning of the school year. The requests will be returned to the principal and a ballot will be developed listing the nominees. The number of parents needed will be based on the number of parents returning from the previous year, but returning and newly elected must equal eight parents on the council.

ii) Elections shall be by ballot. Ballots shall be counted with a minimum of three (3) council members present, to validate accuracy. Parents receiving the most votes will fill the vacant positions on the council

d) Community/Business nominations will occur through solicitation by letter, newsletters, or other media releases. Nominees can be made by the principal and/or any School Advisory Council member and shall serve a two year term.

**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.

D. All Council Member votes shall be cast in an open meeting forum and not by email.

E. Three (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

**V. Officers**

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

B. Officers shall be elected by the voting members of the new council at the first meeting of the school year. The Principal should not serve as the chairperson of the council. Nominations shall be taken from the floor and voted upon at the meeting.

**West Navarre Intermediate  
School Advisory Council  
Bylaws**

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

***D. Duties and Responsibilities***

1. The chairperson shall preside over all meetings and shall plan the agenda in coordination with the principal and input 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 maintain records of all meetings as per School Board Policy 2.341 (5) (e).

**VI. Meetings**

**A.** All meetings of the council shall be open, public-and subject to Florida Statutes and the Florida Sunshine Law. 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. The date and time of all meetings, with an accompanying agenda shall be advertised to the school community at least seven (7) calendar days in advance of the scheduled meeting. If no agenda is available, a statement of the general subject matter of the upcoming meeting shall be included. A minimum eight (8) 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.

**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.

**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. Approved meeting minutes must be submitted to the grade level director biannually in January and June of the current school year. Parents are to be notified of the availability of school advisory council records a minima of two times per school year. Records of elections should be maintained permanently.

**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.

**West Navarre Intermediate  
School Advisory Council  
Bylaws**

**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.

**VII. School Recognition Funds (A+ Funds)**

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

**B. Process:**

1. **Meetings:** By October 30<sup>th</sup> 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/area (Pre-K, 3<sup>rd</sup> Grade, 4<sup>th</sup> Grade, 5<sup>th</sup> Grade, ESE, & Special Area), one educational support employee chosen by peers, and two West Navarre Intermediate School Advisory Council members who serve in the capacity of a parent or community member. All representatives shall serve one term on the committee with a minimum two year gap before he/she may serve again on the committee. One SRPE representative shall be in attendance at each meeting to record meeting minutes. All School Advisory Council 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 School Advisory Council for final approval. A final vote shall be taken at the next occurring naturally School Advisory Council 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.

**West Navarre Intermediate  
School Advisory Council  
Bylaws**

**X. Review and Approval of Bylaws**

A. WNIS School Advisory Council 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. Bylaws may be revised when such revisions are agreed upon by members of the School Advisory Council. Revisions shall be submitted to the School Board for approval prior to implementation.

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 Christa Venafly  
Principal Shana W. Daisey

*Revised & Approved by WNIS School Advisory Council on December 19, 2017*