

Manatee County School District
Haile Middle School
School Advisory Council By-Laws
2019-2020

Article I. General

- A. The provisions of Florida law and rules of the Manatee County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by reference.

- B. To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the Manatee County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

Article II. Name

The official name of this body shall be Haile Middle School Advisory Council.

Article III. Purpose

The purpose of the School Advisory Council is to enhance school site decision-making, to serve in an advisory capacity to the principal regarding school improvement, to assist in preparation and evaluation of the school improvement plan, and to provide input on the budget and use of school improvement funds pursuant to Florida Statute 229.58.

Article IV. Membership Responsibilities

The School Advisory Council shall:

1. Review the results of any needs assessments conducted at the school.

2. Assist in the development of the school improvement plan and provide recommendation on specific components of the plan, such as the goals of the school, indicators of school and student progress, strategies, and evaluation procedures to measure student performance. The School Advisory Council shall be the final decision-making body at the school relating to school improvement.

3. Assist in defining adequate progress for each school goal and for the overall school improvement plan.

4. Report progress in meeting the goals of the school improvement plan. A mid-year review and end-of-year report shall affirm the satisfactory implementation of the plan.

5. Monitor students' and 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 the student performance.
6. Prepare and distribute information to the public to report the statutes of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals
7. Make recommendations on the accumulation and reporting of data that is beneficial to the parents.
8. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
 - Must deal with issues related to current school rather than particular person; whether they are administration, teacher, student, citizen, or parent.
9. Assist the principal as requested in preparing the school's annual budgeted funds.
10. Provide input on the use of school improvement funds (lottery dollars).
11. Make recommendations on the waiver of School Board Policy/ Rules, Florida Statutes or State Board of Education Rules, which will allow school personnel to establish innovative educational practices and methods.
12. Act as a liaison between the school and the community.
13. Identify other duties and functions of the School Advisory Council.

Article V. Composition

The School Advisory Council shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representative. The composition shall be as follows:

1. Membership shall be representative of the ethnic, racial and economic community served by the school, excluding students in the count.
2. A majority of members shall be persons that are not employed by the school district, excluding students in the count.
3. Teachers shall be defined as any person on the instructional salary scale.

4. Education support employee shall refer to any person on the classified salary schedule employed by the school for twenty or more hours during a normal working week.
5. For purpose of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.
6. The SAC shall consist of no less than (9) and no more than (25) members.
7. The membership shall be compromised, at minimum, of the following: teachers (1); employees (1); parents (5); PTO parent (1); business/community members (1).
8. The School Advisory Council shall encourage one student representative from Student Government and National Junior Honor Society to participate in SAC.
9. Membership shall be limited to one member per family.

Article VI. Selection of Members, School Board Approval, Vacancies, Membership Term and Attendance

A. Selection of Members:

1. Teachers, education support employees, students, and parents shall be elected by their representative peer groups in a fair and equitable manner as set forth in these guidelines:
 - a. Teachers shall be elected by teachers from a ballot of nominated teachers with a school wide election.
 - b. Education support employees shall be elected by the education support employees from a ballot of nominated education support employees.
 - c. Students shall be invited from a member of Student Council, National Junior Honor Society or Student Government.
 - d. Parents shall be elected using a sign up process that follows ethnic, racial and economic guidelines as outlined in SAC Composition Compliance rules.
2. Business and community members shall be elected by the School Advisory Council after reviewing a list of nominees prepared by the school principal using the following guidelines:
 - a. When needed the principal shall:

- i. Seek candidates from businesses and the community through letters, newsletters, or other media releases.
- ii. Prepare a list of individuals seeking nomination and present the list to the School Advisory Council for selection.

b. The School Advisory Council shall:

- i. Select/ elect the business/ community member(s) from the list presented by the principal.
- ii. Business/ community member(s) shall be elected from a list of nominated School Advisory Council members.

3. The school principal is a required member by law.

B. School Board Approval:

1. The principal shall submit the list of School Advisory Council members to the Superintendent or designee for review and submission to the School Board for approval each school fiscal year. The membership list shall include:
 - a. The name of each council member.
 - b. The peer group represented.
 - c. A description of how membership reflects the ethnic, racial, and economic community served by the council.
 - d. The number and percent of school-based and non-school-based members.
 - e. A description of how members were selected for each peer group.

C. Vacancies

The principal shall:

1. Fill School Advisory Council vacancies as they occur throughout the year using the process described above.
2. Submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it on the list. Revisions in other data that result from the members change will also be noted.

D. Membership Term:

1. Members will serve a minimum of one year. New members will begin their term in September and existing members will serve until June 30.
2. A member may serve a maximum of five (5) years consecutive terms. For each of these terms the member must be selected following the procedure for member selection.
3. Terms will be staggered to ensure a mix of new and experienced members each year.

E. Attendance:

1. Attendance records will be maintained as part of the meeting records.
2. Absences are excused by notifying the SAC chair or principal prior to the meeting.
3. A member may be removed from the School Advisory Council prior to the expiration of his/her term after two (2) consecutive unexcused absences and consensus vote of the membership.

Article VII. Officers

A. Officers:

There shall be a Chairperson, Vice-Chairperson and a recording Secretary nominated and selected at the first School Advisory Council meeting of the regular school year.

B. Duties:

1. The Chairperson shall preside at all School Advisory Council meetings, calls meeting to and maintains order, schedule meetings, prepare agendas in collaboration with the principal, advertise the agenda to the school community at least 48 hours in advance of each scheduled meeting, and notify council members three (3) days in advance of each scheduled meeting if there is to be a vote, and disseminate any other pertinent information to members.
2. The Vice-Chairperson shall preside at all meetings in the absence of the Chairperson and perform such other duties as requested by the Chairperson or by the School Advisory Council.
3. The Recording Secretary shall keep a proper record of all meetings of the School Advisory Council, including a record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of the

Operational Guidelines, previous minutes, and other pertinent papers. The secretary shall also keep accurate lists of names, addresses, and telephone numbers of all member, indicating the status of such members (i.e. teacher, parent, etc.) and the expiration date of each member's current term. The Recording Secretary shall notify all members of School Advisory Council meetings.

C. Term of Office

1. Each officer shall serve a term of one (1) year with no officer serving in the same position consecutively for more than three (3) years.
2. Vacancies occurring during a term shall be filled at the first meeting after the vacancy occurs using the voting procedure described in these guidelines.

Article VIII. Membership Voting

Each School Advisory Council voting member shall have one vote. The voting members will be an equal representation of the student population. Voting members will take into consideration the entire SAC memberships opinions and ideas prior to voting. A member must cast his or her vote in person, unless time constraints require a vote prior to the next meeting. This shall include voting by email if a member is unable to attend. No vote by proxy or by alternates is permitted. A majority vote of the membership is required for approval.

(Example: Decisions of the SAC shall be by consensus when a quorum- a majority of voting members are present. If consensus cannot be achieved, decisions shall be determined by a majority vote of the members present.)

Article IX. Meetings

The School Advisory Council will adhere to the following guidelines for meetings:

1. Meetings dates, times and locations will be mutually agreed upon by members.
2. Meetings will be scheduled at times to support maximum attendance by members of the school community.
3. SAC will meet as many times as necessary to perform duties, but no less than 4 times per year.
4. Meeting notices and agendas will be available 24 hours prior to the scheduled meeting.
5. When a matter is scheduled to come before the School Advisory Council for a vote, a written notice shall be given to each SAC member at least 3 days prior to

the meeting. A copy of the notice will be maintained with the records of the meeting.

6. All meetings will be open and public. A quorum, which consists of a majority of the membership, is needed for voting.
7. Minutes from all regularly- scheduled meetings will be recorded and maintained in the principal's office. The past and current records of all meetings of the School Advisory Council will be available to the public at all times. The record for each meetings will be submitted to the School Board office in care of the Office of School Improvement.
8. The School Advisory Council shall be in compliance with Florida's Government in-the-Sunshine Law and Public Records Law.

Article X. Committees

Committees will be formed and guided by the Operational Guidelines of the School Advisory Council. All committees will function as advisory committees unless decision-making is delegated to them by the School Advisory Council and principal.

1. Standing Committee(s)

Operational Guidelines Committee: This committee shall be responsible for drafting revisions to the Operational Guidelines when necessary and for presenting the revisions to the School Advisory Council for approval.

2. Special Committee

The School Advisory Council may create other committees to address specific needs. The existence of such committee shall terminate upon completion of the specific task.

Article XI. Amendments

The Operational Guidelines shall be reviewed annually and revised as deemed necessary. Changes must be approved by the School Advisory Council.

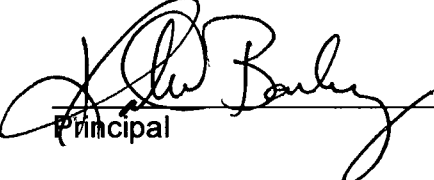
Approved by the Haile Middle School Advisory Council this 23 Day of April
2019.

Signed by



Chairperson School Advisory Council

4-26-19
Date



Principal

4-26-15
Date