

**Palmetto High School  
School Advisory Council  
BY-LAWS**

**PREAMBLE**

A School Advisory Council, hereafter referred to as (SAC), is a link between the schools and the local community. It serves as a mechanism for participatory management through which the various shareholders in the school community may assist the school. Shared decision among all constituents of the school community, both internal and external, can benefit the school and produce better student outcomes. A SAC is a resource to the school and school principal. The term advisory is intended to mean: assist, suggest, recommend, inform and consult.

**Article I**

**Name of Organization**

The name of the organization shall be *Palmetto High School* Advisory Council.

**Article II**

**Purpose and Functions**

**Section 1: Purpose**

The primary goal of the *Palmetto High School Advisory Council (SAC)* is to improve education. The SAC is a resource for the school, its teachers, parents, and principal. Its function is to advance quality educational opportunities for all students, to foster school/community partnerships, and to assist the school principal in the development and supervision of the School Improvement Plan (SIP) that will serve as a framework for school improvement.

**Section 2: Function**

The primary function of the SAC is to provide all stakeholders the opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources available to the school.

The SAC shall perform such functions as are prescribed by regulations of the school board; however, no Advisory Council shall have any of the powers and duties now reserved by law to the school board.

1. Assist in the review of the Florida School Report.
2. Assist in the development of the School Improvement Plan (SIP) pursuant to Fla. Statue §1001.42(18)(a).
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan (SIP).
4. Assist in the preparation of the school's annual budget and plan as required by Fla. Statue §1008.385(1)
5. Facilitate/promote communication between school, home and community.
6. Consider any other matters which may be brought to it by the principal.

**Article III**

**Representation And Membership**

In accordance with Florida Statue §1001.452 which outlines the establishment of SACs:

**Section 1: Representation**

The SAC shall be comprised of interested parents, students, teachers and others from the community-at-large. The SAC membership should be appropriately balanced referring to the racial, ethnic and economic community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business and community members.

**Section 2: Membership**

1. The number of SAC members shall not be fewer than 7.
2. The majority (50%+ 1) of the members of the SAC should be non-school district employees.
3. There shall include at least 3 parent members.
4. The principal shall be a member by Florida Statute.
5. There shall be at least one (1) member who does not have children in the school.
6. There shall be at least one (1) teacher on the council, not to exceed five (5).
7. There shall be at least one (1) representative on the council, from the Student Government Association (SGA).

**Article IV**

**Membership Selection**

**Section 1:**

The School Advisory Council shall be selected each school year by the principal and parents of the school based on Manatee County School Board Policies and Procedures. SAC members representing the school shall be appointed by the principal. SAC members representing parents, business, and the community shall be elected by parents.

When vacancies arise, the principal or SAC shall endeavor to select a replacement within thirty (30) days after said vacancy has been recognized by the Council. The School Advisory Council (SAC) may assist in the selection process by submitting a list of potential SAC members for consideration.

If these procedures are ineffective in attaining an appropriately balanced SAC, the principal may appoint replacement members as necessary.

**Section 2:**

Membership shall be established in September of each year.

**Article V**

**Tenure**

**Section 1:**

The term of office shall be 1 school calendar year.

**Section 2:**

SAC members, other than those designated to complete unexpired terms, shall be elected to 1 year terms.

**Section 3:**

Council members shall serve no more than 4 consecutive terms in the same elected position.

**Section 4:**

If a councilperson fails to attend any two (2) regularly scheduled meetings or three (3) annually, unless excused, the council shall declare the membership vacant. The Principal will fill the vacancy as soon as practical from a list of prospective members prepared by the SAC.

**Meetings**

The first meeting of each school year shall be held prior to October 31. Regular meetings shall be scheduled as needed by the SAC. No less than four (4) meetings shall be held during each school year. Meetings should be scheduled when all stakeholders can attend.

Special or emergency meetings may be called by the principal or the chairperson upon reasonable notice to all members. Pursuit to the Florida Sunshine Law the SAC shall provide reasonable public notice to all meetings.

**Officers**

**Section 1:**

The officers of this Council shall be a Chairperson, or Co-Chairperson, a Vice-Chairperson, and a Recording/Corresponding Secretary, and such other officers, as the SAC may deem desirable. In the event of a vacancy in a SAC office during an existing term, the vacancy will be filled by SAC member election. As a minimum, the SAC shall have a non-staff chairperson.

**Section 2:**

The Council shall elect its own officers at the last regularly scheduled meeting of the school year; however, any unfilled positions will be elected at the first regularly scheduled meeting of the following school year.

**Section 4:**

If a councilperson fails to attend any two (2) regularly scheduled meetings or three (3) annually, unless excused, the council shall declare the membership vacant. The Principal will fill the vacancy as soon as practical from a list of prospective members prepared by the SAC.

**Section 5:**

Any school Advisory Council member may resign by filing a written resignation with the SAC Chairperson.

**Article VI**

**Duties of Officers**

**Section 1:**

Chairperson- The chairperson (and co-chairperson) shall preside at all meetings of the Council and shall be ex-officio member of all committees.

**Section 2:**

Vice-Chairperson - The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice chairperson shall become the chairperson for the remainder of the unexpired term.

**Section 3:**

Secretary- The secretary shall keep minutes (available to the public per Fla. Stat §286.11 of the meetings and shall be responsible for such correspondence as is delegated to him/her by the

chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability and send a copy to the School Improvement and Accountability Office at the district, which will maintain a record of minutes of all SAC meetings, as required by Fla. Stat §1001.452(1)(d)5.

### **Duties of Members**

#### **Section 1:**

Principal- The principal shall provide information regarding the school education plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

#### **Section 2:**

Faculty and School Staff Representatives- The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

#### **Section 3:**

Parents, Business, and Community Representatives - The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

#### **Section 4:**

Student Representatives -The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration. (See Fla. Statue §1001.452(1)(a).

## **Article VII**

### **Voting Body**

Decisions of the SAC require a quorum if any formal action is to be taken, as required by Fla. Statue §1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. Members unable to attend a meeting may vote electronically via e-mail for formal votes

### **Committees**

Committees are formed to explore and make recommendations regarding specific areas that effect the organization. Committees may be constituted in any configuration deemed appropriate by the SAC.

**Article VIII**

**Rules of Order**

**Section 1:**

SAC decisions shall be reached by a majority vote (50% + 1) unless otherwise directed. All decisions of the SAC shall require an affirmative vote of a majority of the Eligible Voting Members present at a regular or special meeting.

**Additional Financial Control**

After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed four months unless otherwise specified to use those funds and seek payments from the SAC. If the SAC or school bookkeeper has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

**Article IX**

**Amendments**

**Section 1:**

The bylaws may be amended at any regular meeting of the SAC committee with a vote of the simple majority of all School Advisory Council Members. No action may be taken to amend any By-Law unless written notice of the proposed amendment (s) shall have been given to all SAC members at least three (3) days prior to any meeting at which such amendment (s) are to be voted upon. A quorum is required at any meeting for action to be taken. All SAC meetings shall be held in accordance with Fla. Statue §286.11- "Public meetings and records, public inspection".


**Section 2:**

The School Advisory Council shall evaluate itself annually in a written report as prescribed in Manatee County School Board Policies and Procedures.

*Adopted - 9/9/19*

*Revised - 5/3/19*

In witness whereof, the Principal of Palmetto High School has caused these Bylaws to be executed following revisions approved on May 13, 2019

  
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Carl  
Principal

  
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SAC Chairperson

*9-9-19*  
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Date

*9-9-19*  
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Date