

Approved at September 2021 meeting

Bylaws

Of

Manatee High School Advisory Council

Article I. General

The provisions of this document constitute the Bylaws of MANATEE HIGH SCHOOL ADVISORY COUNCIL, hereinafter referred to as the "SAC", which Bylaws shall be utilized to govern the management and operation of the SAC. The provisions of Florida Law and regulations promulgated by the Manatee County School Board, now existing or hereinafter adopted, governing SACs, are incorporated herein by reference. To the extent a inconsistency now exists or may exist in the future between these Bylaws and any rule or regulation promulgated by the Manatee County School Board or any Florida Law concerning school advisory councils, such rules, regulations or law shall control.

Article II. Name of Organization

The name of this organization is the Manatee High School Advisory Council.

Article III. Purpose.

The purpose of the SAC is to enhance school site decision making, assist in the preparation and evaluation of the school improvement plan, provide input on the budget and use of school improvement funds pursuant to Florida statutes and to perform other duties as may be required from time to time by Florida law and any other rule or regulation promulgated by the Manatee County School Board.

Article IV. Membership Responsibilities

The SAC 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 recommendations 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 SAC 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 the progress of the students and the school in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation of procedures which are selected to measure student performance.
6. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational progress in accomplishing the school goals.
7. Make recommendations on the accumulation and reporting of data that is beneficial to parents.

8. Serve as a resource for the Principal and advise the Principal in matters pertaining to the school program.
9. Assist the Principal as required by Florida statute in preparing the school's annual budget and plan.
10. Determine 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. Consider any other matters that may be properly brought before it.

#### Article V. Membership

The SAC membership shall include the school Principal and an appropriately balanced number of teachers, education support employees, student, parents/adult family in a parental role, and business and community representatives. Employees of Manatee High School shall only qualify as the Principal, teachers or educational support representatives. The composition shall be as follows Membership shall be representative of the ethnic, racial and economic community served by the school, including student members in the count. A majority of members, excluding student members, shall be persons not employed at Manatee High School. Teachers shall be defined as any person on the instructional salary scale Educational 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. The SAC membership shall be as follows:

##### School Staff

- School Principal
- No more than six (6) teachers
- No more than two (2) education support employees

##### Student Body

- No more than four (4) members of the student body

##### Community

- No more than two (2) community and/or business representatives

##### Parents

- At least ten (10) and no more than sixteen (16) parent representatives.

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

##### A. Selection of Members

1. The SAC will request nominations/accept volunteer candidates for SAC membership and the elections will be conducted by the SAC Chairperson or a designee of the SAC prior to its second meeting of the school year.
2. The membership committee shall maintain a "waiting list" of persons interested in serving on the SAC.

3. SAC members representing teachers, education support employees, students, parent/family members shall be elected by the representative constituency groups in a fair and equitable manner as follows:
  - a. Teachers shall be elected by teachers. Each teacher shall be eligible to nominate him or herself as a candidate for election to the SAC. A ballot containing the names of all nominated teachers shall be placed in each teacher's mailbox. Ballots shall be returned to the voting box to be counted by a representative of the Membership Committee.
  - b. Education support employees shall be elected by education support employees. Each education support employee shall be eligible to nominate him or herself as a candidate for election to the SAC. A ballot containing the names of all nominated education support employees shall be placed in each education support employee's mailbox. Ballots shall be returned to the voting box to be counted by a representative of the Membership Committee.
  - c. Students shall be elected by students. Each class shall elect a SAC representative when class elections are held. A class officer may simultaneously serve as a SAC representative.
  - d. Parents/family shall be elected by parents/family. During a published meeting of the SAC, parent/adult family nominations shall be presented to all to parents/adult family members attending the SAC meeting and each parent shall have the opportunity to cast their vote for as many parent/family members as allowed by the SAC bylaws.
  - e. Members of the SAC shall elect business and community leaders. The SAC shall seek candidates for the business and community representatives using letters, newsletters, newspaper and other media releases. Nominations will be accepted until the second SAC meeting of the school year at which time the SAC shall elect business and community leaders from the list of nominees.
  - f. If the number of nominees/volunteers is equal for the peer group, no election is necessary. Results of the elections will be published in the school newsletter.
4. In addition to the SAC Membership as defined in Article V, each constituency group is allotted two (2) alternate members. The alternate members shall be defined as the two nominees with the highest votes after the quota for the constituency group has been filled. Alternate members do not have voting privileges. Alternate members may be called upon to fill vacancies throughout the year so long as they remain in good standing by adhering to the attendance requirements set forth in Article VI, Section D (Attendance).
5. The Principal shall be a member of the SAC.

B. Vacancies.

The SAC shall fill vacancies using one of the following two methods:

1. If the constituency group has one or more alternate members in good standing, then the vacancy may be filled by the next qualified alternate member.

2. If the constituency group does not have an alternate member in good standing, then the vacancy shall be filled using the process described in Article VI, Section A (Selection of Members).

C. Term of Membership.

1. Members of the SAC serve a one-year term. The membership year shall commence on the first SAC meeting of the school year.
2. There are no term limits for the SAC members.
3. When a SAC member's term expires, they must be re-elected by the SAC to a new term based on the accepted voting practices outlined in the SAC bylaws.

D. Attendance.

1. The Recording Secretary shall record and publish the attendance at the beginning of each member. The Recording Secretary shall report the attendance to the Membership Committee.
2. The Membership Committee is responsible for providing up-to-date attendance reports at every SAC meeting.
3. An excused absence is defined as any absence that has been approved by the SAC Chairperson, SAC Vice-Chairperson, Membership Secretary or the School Principal.
4. If a SAC member has two (2) consecutive unexcused absences or a total of four (4) absences, they shall forfeit their SAC membership. Vacancies shall be filled in the manner described in Article VI. B.

### Article VII Officers

A. Officers

The SAC Officers shall consist of a Chairperson, Vice-Chairperson, Treasurer, and a recording secretary and Membership Secretary. They shall be elected from and by the SAC membership. Nominations for officers shall be accepted in April of each year. Elections shall be held at the last SAC meeting of the regular school year. The officers so elected shall be a member of the SAC for their term of office

B. Duties

1. The Chairperson shall preside at all SAC meetings, schedule meetings, prepare proposed agendas and include any items in the meeting agenda requested by any SC member at least 7 days before a SAC meeting, advertise the agenda to the school community at least three days in advance of each scheduled meeting and disseminate 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 SAC. The Vice-Chairperson shall, on the vacancy of the Chairperson, assume all the duties of the Chairperson until such time as the SAC elects a Chairperson. The Vice-Chairperson shall assume all duties related to the weekly SAC on line newsletter, compilation of information and distribution included.
3. The Treasurer shall preside over all meetings of the Budget Committee. The Treasurer shall work with the school administration to oversee expenditures that are attributed to the

annual SAC Budget The Treasurer shall prepare and present a financial report at the monthly SAC meeting.

4. The Recording Secretary shall keep a proper record of all meetings of the SAC, including a record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of the Bylaws, previous minutes, and other pertinent papers. The Recording Secretary shall notify all members of SAC meetings and provide the approved minutes to the school administration in a timely manner.

C. Term of Office

Each officer shall serve a term of one year or until such time as a successor has been elected with no officer serving in the same position consecutively for more than 10 years. An officer shall be a member of the SAC for their term of office.

Article VIII. Decisions of the School Advisory Council

1. A majority of SAC members shall constitute a quorum for transaction of SAC business.
2. For purposes of transacting business at the first scheduled meeting of the school year, members shall be those individuals who were SAC members during the prior school year.
3. Each elected SAC member shall have one vote. A member must cast his or her vote in person. No vote by proxy or alternates is permitted; however, an absent member may send a non-participating representative to observe a meeting for the purpose of delivering a report to the absent member's constituency group. Decisions of the SAC shall be by a majority vote of the members present.

Article IX. Meetings.

The SAC will adhere to the following guidelines for meetings:

- 1 Meeting 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. Notices of all SAC meetings shall be given to the media and all SAC members. Notices shall be by email or as otherwise requested by a member. Notice shall also be given to all others who request such notice. Regular SAC meetings shall be posted on the school marquee sign. In addition, meeting agendas shall be circulated to SAC members. The above shall occur at least three school days prior to such meeting date. A copy of the notice and the agenda will be maintained with the records of the meeting.
4. When a matter is scheduled, other than approval of minutes, to come before the SAC for a vote, a written notice shall be given to each SAC member at least three days prior to the meeting. A copy of the notice will be maintained with the records of the meeting.
5. All meetings will be open and public. Each meeting shall require the presence of a quorum. A quorum shall consist of the majority of the membership. There shall be a minimum of nine (9) meetings, regardless of a quorum present, within a school year. The first meeting shall be held prior to September 30<sup>th</sup>.

Sharon Scarbrough  
Sharon Scarbrough, Principal

9/13/21  
Date

Paul Admin  
SAC President

9-13 2021  
Date