

**MATANZAS HIGH SCHOOL
BYLAWS OF SCHOOL ADVISORY COUNCIL**

Article I: Name

The name of this organization is the Matanzas High School Advisory Council. Hereinafter, the organization shall be referred to as SAC.

Article II: Purpose

1. The primary purpose of a SAC is to assist in the preparation of the school improvement plan to improve student performance. The plan shall be based on an analysis of student achievement and other school performance data. The SAC shall be responsible for the final decision making at the school relating to the school improvement process and plan.
2. The SAC shall perform such functions as are prescribed by regulation of the School Board and state law.

Article III: Members

1. The SAC shall be composed of teachers, students, parents and other citizens who are representative of the ethnic, racial and economic community served by the school.
2. The SAC shall consist of the principal, parents, teachers, education support personnel, other business and community citizens, and students, as appropriate. At least fifty-one percent (51%) of the SAC shall be parents, students and community representatives not employed by the school district.
3. Elected members (parents, teachers, education support personnel, and students) shall serve on the SAC for a period of two (2) years. Appointed members (principal, SAC Chairperson or Co-Chairperson and community members) shall serve on the SAC for a period of one (1) year. The SAC will approve the appointments through majority vote providing a quorum is present.
4. Only SAC members of each group (parent, teacher, education support personnel, and students) may elect members for that group.
5. The SAC shall replace any member who has two unexcused, consecutive absences from SAC meetings that are noticed according to the procedures set out in these bylaws.
6. All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.
7. SAC membership is public record, pursuant to Flagler County School Board Policy 203.

Article IV: Duties

1. The SAC shall assist in the preparation and evaluation of the school improvement

- plan and the annual school budget.
2. The SAC shall have total authority to determine how the school improvement funds are disbursed. A portion of funds provided in the annual General Appropriations Act for use by the SAC must be used for implementing the school improvement plan.
 3. SAC Members will:
 1. Attend and actively participate in SAC meetings.
 2. Address issues and items that relate to school improvement initiatives.
 3. Address questions directed to SAC members.
 4. Promote SAC membership and awareness in the community.

Article V: Officers

1. Officers for SAC will be the Chairperson (and Co-Chairperson if requested) and a secretary.
2. The principal will appoint the SAC Chairperson(s). The SAC will approve the appointment through majority vote providing a quorum is present.
3. The SAC members will select a secretary through majority vote providing a quorum is present.
4. The SAC Chairperson, or Co-Chairperson, will work with the principal and SAC members to prepare an agenda for SAC meetings. The Chairperson, or Co-Chairperson, will conduct the SAC meeting. The SAC Chairperson, or Co-Chairperson will serve as the primary liaison between SAC, school principal and the school community as a whole.
5. The SAC Secretary will record the minutes of each meeting, which will be distributed with the agenda at the next meeting. The secretary will be responsible for providing at least 3 days advance notice to all SAC members of any matter that is scheduled to come before the council for a vote.
6. Upon completion of the voting, the new officers will assume their duties immediately.

Article VI: Meetings

1. Meetings will be scheduled at times when parents, students, teachers, educational support personnel, business partners and members of the community can attend.
2. There will be at least 3 days advance written notice of any matter that is scheduled for a SAC vote.
3. The Matanzas High School SAC will attempt to hold eight (8) meetings during the school year, with a minimum of five (5) voting meetings during the school year.
4. A public comment segment will be included in every SAC meeting. Only agenda items can be discussed during this time.
5. A quorum must be present before a vote may be taken by the SAC. This quorum can be in person or virtual. A majority of the membership of the council constitutes a quorum. If a quorum is not present for a vote, then an emergency meeting for voting members would need to be called for the vote.
6. All School Advisory Meetings are open to the public.

7. Minutes will be recorded at each SAC meeting, approved at the subsequent meeting and copies shall be forwarded to the Superintendent/designee.

Article VII: Funding

Funds allocated by the state legislature, if available, will be used for developing and implementing the School Improvement Plan.

Article VIII: Procedures for School Recognition Program

The following procedures must be taken in sequence to ensure that both a legal process is achieved, and the opportunity for participation is afforded to all stakeholders. Stakeholders (for School Recognition Funds) are defined as instructional and non-instructional personnel.

1. As soon as SAC is notified that the school is eligible for School Recognition Funds (SRF), a SAC meeting must be scheduled within 5 school days and notification to all appropriate stakeholders must be undertaken within the following time frame and manner:
 - a. Within 1 school week, stakeholders must receive no fewer than 2 emails announcing the meeting, with one on the day the meeting is announced and one the day of the meeting; at least one public address announcement should be made on the campus by the Principal or his/her designee; and the scheduled SAC meeting should also be posted immediately on the school's website.
 - b. At the meeting, a School Recognition Funds Review Committee consisting of a balanced number of voting SAC representatives from each eligible group, including the SAC Chairperson or his/her designee, must be formed and the following procedures for the collection of proposals must be put into action within 1 week;
 - i. The SAC Chairperson must send the Principal a formal request asking for proposals to be submitted by all eligible stakeholders concerning the distribution of the S.R.F. This request will also explain the acceptable legal uses of S.R.F. (A blank copy of this form will be kept in the Chairperson's official SAC Notebook for future use.)
 - ii. The Principal or his/her designee must promptly send the request form on to eligible stakeholders via emails, notices, announcements and/or personal contacts to best ensure that all have a reasonable opportunity to participate in the process.
 - iii. Stakeholders must return their proposals to the SAC Chairperson via email, or to the Principal or his/her designee in a sealed envelope which will be picked up by the Chairperson. All proposals must be submitted within 5 school days of the original request from the Chairperson.

2. Following the submission of stakeholders' proposals, the School Recognition Funds Committee must meet preferably by the middle of the next week to go through and verify the legality of each proposal as identified by Section 1008.36 in the state's K-20 Governance pages. From the proposals in compliance with this section, this committee shall select 3 which they will recommend to the SAC committee be placed on the voting ballot along with a 4th option of NONE OF THE ABOVE.
 - a. Within 3 days of that meeting, the SAC committee must meet to approve or reject these proposals. If the 3 are approved by the voting SAC members, the proposals must be published and made available to all eligible stakeholders via the same methods listed above in section 1.b.ii, for not less than 3 full school days.
 - b. Voting procedures must be set up as follows:
 - i. Electronic voting or
 - ii. A large and closed ballot box will be available in the Faculty Lounge for one full school day for at least one hour prior to the start of the school day continuously through until 1 ½ hours following the end of the school day in order to cover all faculty and staff work hours. The SAC Chairperson and/or one or more of his/her designees must supervise the ballot box during the voting hours.
 - iii. Eligible stakeholders must be physically present to vote and must personally sign the roster when submitting their official ballot.
 - iv. Any stakeholder who will knowingly be absent on the day of voting, must notify the SAC Chairperson in writing, email is acceptable, prior to that day in order to submit an absentee vote in advance. All Absentee Ballots will be matched against the sign-in rosters on voting day.
 - v. Due to the extensive time already committed to this process and the follow up necessary by the SAC and School Recognition Funds Committee, and in fairness to stakeholders, no other exceptions to the voting process will be made.
 - c. The Chairperson and up to 2 other SAC members from the community group will count all of the ballots and bring the results before the SAC committee for determination of SAC approval of the majority vote. In the event that such a joint decision, between the eligible stakeholders and the SAC committee cannot be reached, the process will begin anew within 3 school days, and continue until such time as it is removed from local control by the state's official deadline.

Article IX: Committees

If the need arises, the chairperson(s) may appoint a sub-committee to research an issue and report back to SAC. These committees will have no standing beyond the purpose designated by the SAC chair.

Article X: Parliamentary Authority

Roberts Rules of Order shall govern the SAC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the SAC providing a quorum is present.

Article XI: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the SAC by a majority vote of the SAC members providing a quorum is present.

11/16/22

Date Adopted



Chairperson Signature



Secretary Signature