

FLAGLER PALM COAST HIGH SCHOOL BYLAWS OF SCHOOL ADVISORY COUNCIL

Article I: Name

The name of the organization is the Flagler Palm Coast High School Advisory Council. Hereinafter, the organization shall be referred to as SAC.

Article II: Articles of Organization

The Florida legislature passed the Education Improvement and Accountability Law or Blueprint 2000 in the spring of 1991. The legislation requires every public school in the state to develop a school improvement plan ready for implementation.

Article III: Purposes

1. Each school must have a school advisory council that ethnically, racially and economically is representative of its community.
2. A needs assessment is conducted based upon state goals, performance standards and local and state data.
3. The SAC addresses goals and sets priorities for goals and standards, to be included in the yearly school improvement plan.
4. The SAC assists in preparing the proposed yearly school improvement plan including activities, assessment methods and measures of progress.
5. The SAC releases the school improvement plan to the entire school community (stakeholders) for reaction and input.

Article IV: Duties of the Officers

Duties of the School Advisory Council Chairperson shall be:

1. To call and preside at all meetings of the SAC.
2. To supervise the activities of the SAC.
3. To publicize and communicate the activities of the SAC to all stakeholders.
4. To serve as primary liaison between SAC, school principal, and also to the school community as a whole.

Duties of the School Advisory Council Vice-Chairperson shall be:

1. To assume the responsibilities of the chairperson in their absence.
2. To assist the chairperson as needed in maintaining records, following procedures and serving as a secondary liaison.

Duties of the School Advisory Council Secretary shall be:

1. Maintain an accurate record of all meetings of the SAC.
2. Ensure that minutes are distributed to the appropriate persons.

Article V: Duties of the School Advisory Council Membership

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.

Article VI: Membership

SAC membership shall be ethnically, racially, and economically representative of our community.

1. The Council may be composed of the following, elected at first organizational SAC meeting or thereafter:
Administrators, Instructional Personnel, Non-Instructional Personnel, Parents, Students, and Community Members.
2. The SAC may add new voting members as long as a majority of the Council is made up of people who are not employed by the School Board. New members may only be added in the event that the representation is no longer balanced. Parents, Students and Community Members must make up at least half plus one of the total voting membership of the Council.
3. A voting member with two unexcused absences during the school year will be disqualified as a voting member.

Article VII: Appointment Process

1. Officers of the SAC will be SAC Chairperson, Vice-Chairperson, and Secretary.
2. The officers will be nominated and elected at the last SAC general member meeting of the school year.
3. All officers shall assume their duties immediately at the close of the school year in which they are elected.

Article VIII: Meetings

1. The SAC shall hold a minimum of five meetings during the year.
2. At the end of each SAC meeting a five minute time period will be allocated for public input.
3. A quorum must be present before a vote may be taken by the SAC. A majority of the membership of the council constitutes a quorum.

Article IX: Funding

School improvement funds allocated by the state legislature will be available for developing and implementing the School Improvement Plan.

Article X: Procedures for School Recognition Program

The following procedures for the School Recognition Funds (SRF) must be taken in sequence to insure legal procedures and to maintain accountability and fairness. External factors such as deadlines from the District Office, etc., must not be a determining influence on the process. Note that stakeholders should anticipate a 5-7 week process.

1. Eligible stakeholders (hereafter referred to as "stakeholders") will be defined as follows:
 - a. Stakeholders are defined as instructional and non-instructional personnel.
 - b. Stakeholders must have been employed at least five months or more during the previous year at Flagler Palm Coast High School to receive the full bonus. If employed less than five months stakeholders receive one half the bonus.
 - c. Stakeholders leaving the Flagler County School District must leave a forwarding address.
 - d. Only current stakeholders employed at Flagler Palm Coast High School will be eligible in the procedures for the School Recognition Funds.

2. At the beginning of each school year the school secretary, bookkeeper, SAC President, and the principal (or their designees) form the School Recognition Funds Team (SRF Team). SRF Team will meet and establish a baseline list of eligible employees. This team embarks on creating a comprehensive list of FPCHS faculty and staff eligible for the recognition funds. Utilizing the position control form and site assigned form provided by the Flagler Schools Finance Department, they establish a baseline list. Furthermore, the SRF Team collaborates with various departments and their directors including technology, custodial, transportation, food services, ESE, MIS, Student Services/Mental Health, and others to ensure an accurate compilation of Flagler Schools personnel associated with FPCHS. If an employee has a question on eligibility they can ask the school secretary to verify if they are listed as eligible. After the FPCHS faculty and staff have cast their votes on the allocation of school recognition funds and the SAC committee has endorsed their decision, a collaborative effort ensues. The SRF Team will meet and finalize the list of eligible employees. Once the SRF Team finalizes the list, notifications are promptly sent via email to the eligible faculty and staff. Individuals omitted from the list but believe they qualify have a 24-hour window to communicate with the SRF Team for review. Upon completion of this process, the verified list is submitted to the Flagler Schools Finance Department.

3. 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 on 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 and social media outlets.

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 stakeholders via emails, notices, announcements and/or personal contacts to best insure 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.

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 stakeholders via the same methods listed above in section 1.b.ii, for not less than 3 full school days.

Voting procedures must be set up as follows:

- a. Primary voting procedure will be conducted electronically using a method that allows one response per voting member.
- b. Secondary voting procedure will be a large and closed ballot box that 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 until 1½ hours following the end of the school day in order to cover all faculty and staff work hours. The ballot box must be supervised by the SAC Chairperson and/or one or more of his/her designees during the voting hours.
 - a. Stakeholders must be physically present to vote and must personally sign the roster when submitting their official ballot.
 1. 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.
 2. 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 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 XI: Ratification/Amendments

These by-laws shall be adopted when passed by two-thirds (2/3) vote of those present at a duly called and held meeting of the SAC. Amendments to these bylaws may be made when passed by two-thirds (2/3) vote of those present.

4/24/24

Date Amended


Chairperson's Signature