# BYLAWS OF SCHOOL ADVISORY COUNCIL
# **Atlantic Community High School**

Prepared by: Principal and School Advisory Council
Adopted by the School Advisory Council on
September 15, 2026
In Accordance with Florida State Statute § 1001.452 and School Board Policy 2.09

**Article I**

**Name of Organization**

The name of this organization shall be *The School Advisory Council of Atlantic Community High School.*

**Article II**

**Purpose and Function**

**Section 1:** The primary function of the SAC is to provide the stakeholders (i.e., its principal, teachers, staff, parents, students, businesses and the community at large) an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data and assist in the preparation of the school's annual budget and plan as required by Florida State Statutes §§ 1001.452(2) and 1008.345(1). The SAC shall be a link between the School and the local community and will serve as a means of participatory management through which the various stakeholders in the school community may assist the School and the School may assist the community.

Specific functions include, but may not be limited to, the following:

- Develop and review the implementation of the School Improvement Plan.
- Enlist, promote, and support greater interaction between school and community.
- 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.
- Consult with peripheral constituency groups when making decisions concerning educational practices within the school.
- Consult with people or departments needed to support the School Improvement Plan.

The SAC must ensure the school includes within their SIP reference to:

- Alignment to the District's Strategic Plan
- Single school culture and appreciation of Multicultural diversity (applicable to all grade levels).
- Content as required by Florida State Statute § 1003.42, (see the matrix within the Student Progression Plan which is incorporated in School Board Policy 8.01) as applicable to appropriate grade levels, including but not limited to:

    - History of the Holocaust
    - History of Africans and African Americans
    - Contributions of Hispanics to US History
    - Contributions of Women to US History
    - Sacrifices of Veterans and the value of Medal of Honor recipients

**Section 3:** Per Florida State Statute § 1001.452, the SAC shall not have any of the powers and duties now reserved by law to the School Board.

**Article III**

**Representation and Membership**

In accordance with Florida Statute § 1001.452, which outlines the establishment of SAC:

**Section 1:** The membership shall be representative of the student body and community served by Atlantic Community High School.

**Section 2:** The majority (50% + 1) of the members of the SAC shall NOT be school district employees.

**Section 3:** The SAC membership shall be appropriately balanced. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Per School Board Policy 2.09, if the election process does not produce representative membership of the ethnic, racial, and economic community served by the school, the principal will appoint additional business and community citizen members to achieve that balance. After the School Board reviews the composition, if it determines that the membership elected by the school is not representative, the School Board or the Superintendent/designee shall appoint additional members to achieve proper representation.

**Section 4:** All stakeholders may attend SAC meetings and comment on agenda and non-agenda items but may not vote.

## Article IV

**Membership Selection**

**Section 1: Membership**

The SAC membership shall be constituted as follows:

The principal is an automatic appointed voting SAC member. Parents, teachers, students, and education support employees will be elected by their respective groups through an election. Community/Business partners are appointed by the principal. There should be **at least one** representative member for each group.

i. Teachers **must** be elected by teachers;
ii. Education support employees **must** be elected by education support employees;
iii.Students **must** be elected by students; and
iv. Parents **must** elect parents in general, with all parents having an opportunity to participate in voting for any parent who wants to be a SAC member.

For purposes of School Advisory Council membership, a "parent" is a parent or legal guardian of a currently enrolled student at Atlantic Community High School. The term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. §1001.452(1)(a). The term "education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to §1012.01 and whose duties require 20 or more hours in each normal working week.

Information about SAC and identified vacancies are sent to all parents and school-based employees. The school will ensure a wide notice of vacancies via email, school marquis, robocall, and/or the school website. This notice will begin prior to the end of the school year and as necessary throughout the year.

For business and community members, wide notice of vacancies shall be sent to Partners in Education i.e., business and community members. The school will take input on possible members from local businesses, chambers of commerce, community and civic organizations and groups, and the public at large.

Business and community members will be **selected** by the principal or as otherwise stated in School Board Policy 2.09.

Replacement members shall be elected by appropriate constituencies.

**Section 2: Elections**

This SAC must have a minimum of 7 voting members and shall have a maximum of 15 voting members.

At the last regular SAC meeting of the school year, the Chair shall poll the voting members to determine anticipated openings for members and officers for the next school year. Notice of those openings will be widespread.

Elections, except for election of parent members, shall be held in August of each year (on or before the fourth Tuesday of August), absent exigent circumstances, and those **elected by their representative groups become members immediately.**

Voting for SAC members from each representative group may occur using a show of hands unless a group's voting procedure states otherwise.

Voting for members is not a SAC function and not subject to sunshine law**.** Each representative must be voted upon by their corresponding group**.**

Procedures for Teacher Elections: The principal shall establish the process, fair and equitable, for teachers to elect their representative(s). The number of representatives may need to be limited in number. This election process should include procedures to collect and count nominees for membership, a process for voting on these nominees, and the counting of the votes and by whom. SAC will not dictate this process to the principal but will expect to have fairly elected representatives in place for its first meeting.

Procedures for Support Staff Elections: The principal shall establish the process, fair and equitable, for support staff to elect their representative(s). The number of representatives may need to be limited in number. This election process should include procedures to collect and count nominees for membership, a process for voting on these nominees, and the counting of the votes and by whom. SAC will not dictate this process to the principal but will expect to have fairly elected representatives in place for its first meeting.

Procedures for Student Elections: Student representatives shall be selected by the Student Government Association (SGA). Any student may nominate themselves, or another student, to become a SAC member by notifying SGA. The elected members of SGA shall vote on the nominees.

Procedures for Parent Elections: Each parent of an Atlantic Community High School student shall be notified of elections of parents for SAC membership, and current openings. Elections shall take place at the second SAC meeting of the school year. Parents who want to serve as a voting member shall register online as a school volunteer and shall complete PBSD Form 1710 and submit it to the SAC Chair following the first meeting of the school year. Parents will then be nominated (or self-nominate) to fill available slots, and all parents in attendance shall vote on the nominees. The final election result must comply with requirements for proper representation; if not, SAC must immediately address how to correct this as described in Article III above.

Resolution of disputes and/or deadlocks as to the membership, if done at a SAC meeting, must be in compliance with the Sunshine law. No resolution, rule, or formal action of a SAC shall be considered binding unless taken or made by voting members at meetings that have been made open to the public.

If any SAC attendee fills out Form 1710 but is not elected as a voting member, the Form 1710 shall be retained and referred to should unexpected vacancies occur or if it is necessary to maintain representation compliance within the voting membership. Submitting Form 1710 to the SAC Chair indicates an interest in serving as a voting member.

## Article V

**Tenure**

**Section 1:** The term of office for SAC members who are elected or appointed shall be staggered to provide continuity from year-to-year.

**Section 2:** SAC members, other than those designated to complete unexpired terms, shall be elected to 2-year terms. Appointed SAC members (community members), other than those designated to complete unexpired terms, shall be appointed to two-year terms.

**Section 3:** Council members may run for re-election at the completion of each 2-year term.

**Section 4:** No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's membership shall cease. The SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, Section 2 or, if a community or business member, ask the principal to appoint another person. Such individuals will fill the remainder of the elected or appointed term of the person they replaced.

**Section 5:** A member who contacts the SAC Chair or Secretary in advance via phone or email will be recorded as having an excused absence.

**Section 6:** The removal of any member or officer, except for the Principal, for cause other than unexcused absences may occur at any regularly scheduled or special meeting of the SAC. The removal of the member or officer must appear on the posted Agenda and must be affirmed by a majority vote of the SAC. Removal may be based on a finding of just cause supported by factual evidence and shall include, but is not limited to, violations of provisions in these bylaws, or as needed to maintain the representation compliance required by Florida State Statute § 1001.452 and School Board Policy 2.09. Replacement of a removed member or officer will be as described in Articles IV and VI.

**Meetings**

**Section 1:** All SAC meetings shall be held in accordance with Florida Statutes § 286.011 --"Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice; openness of SAC meetings to the general public, in a location accessible to the public, absent emergency situations when allowed by law; and taking minutes of the meeting, which must be made available for public inspection following the meeting.

This public notice is in addition to the minimum three (3) days advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

**Section 2:** The SAC shall designate a specified period of time for public comment during each meeting before the SAC votes on an item, which shall be three (3) minutes per speaker, per voting item, as per Florida State Statutes §§ 286.011(1) and 286.0114 and Informal Opinion, February 17, 1995, Attorney General's Office. The SAC shall also accept public comments, limited to three (3) minutes per speaker, as part of a meeting's Closing Remarks.

**Section 3:** Florida State Statute § 1008.452 requires a **quorum** for the SAC to conduct meetings and vote. The quorum is a majority of the SAC voting membership **(50%+1)** before business is transacted or motions can be voted upon. In the absence of an initial quorum, a meeting cannot be called to order.

**Section 4:** There shall be at least seven council meetings during each school year, unless prevented due to unanticipated exceptional circumstances

**Section 5:** SAC meetings shall be held on the **fourth Tuesday of each month**, in the Atlantic Community High School **Media Center**, starting at 6:00 p.m., absent emergency situations. As required by Fla. Stat. § 1001.452(1)(d)3, this SAC has determined that this meeting schedule is at a time when parents, students, teachers, businesspersons, and family members of the community can attend.

**Section 6:** The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice and the three days' notice required for members.

**Section 7:** Subcommittees will meet as needed (see Article VII).

**Participation in Meetings Interactive Video or Telephonically**

**Section 1:** SAC members, parents, community, and the public may attend and participate in meetings through the use of an interactive video and/or telephone system, as long as a quorum of voting SAC members are physically present at all times during the meeting in the same location. The Department of School Improvement is available to assist principals with resources regarding the decision to offer a hybrid option for SAC meetings.

**Section 2:** Voting SAC members may participate and vote through the use of an interactive video and/or telephone system to allow a SAC member who is not physically present to attend the. meeting, in those instances where the SAC member is confined to home or hospital due to illness or accident, or in situations where the committee member's absence is due to a death or serious illness of an immediate family member. Any other situations which cause a voting member to be absent from a meeting will require a vote by a majority of the committee members physically present, based only on extraordinary circumstances as required by law in the SAC's best judgment, to allow the voting member to participate and vote by the above-referenced technology. This voting procedure needs to take place for all future meetings to determine if any extraordinary circumstance exists.

**SAC Governance**

**Section 1:** Persons suggesting agenda topics or ideas should present them in writing to the Principal or SAC Chair no later than 10 days prior to the next scheduled SAC meeting.

**Section 2:** Any idea should have a purpose and outcome affecting school improvement and be aligned to the Strategic Plan.

**Section 3:** When a proposal has been added to the schedule, a representative for the proposal must be present at any SAC meeting where their idea is being presented or considered in order to address questions or comments.

**Section 4:** All ideas should be heard and considered by SAC prior to making any decisions. The idea can be addressed before closure of meeting but any vote must be postponed until the next meeting if not included in the 3 days' advance notice of the meeting. When an idea is addressed, SAC will follow the consensus and resolution of deadlock voting procedure stated below, and by majority vote will decide the outcome of adopting or rejecting the idea.

## Article VI

**Election of Officers**

**Section 1:** The officers of this Council shall be a chairperson and vice-chairperson (or co-chairpersons), a secretary, and a treasurer. The officers of this Council may also include a historian and a parliamentarian. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election; however, the SAC Chair or presiding officer shall appoint an interim officer until such time as a SAC member is elected to that office.

**Section 2:** The Council shall elect its own officers at the second regular meeting of each school year. Officers shall serve a maximum of two terms. Openings for officer positions shall be announced at the first SAC meeting of the year, and nominations (including self-

nomination) for a position must be submitted to a board member no later than 2 weeks prior to the next SAC meeting. Proper notice of officer elections and nominees shall be provided. SAC voting members shall elect officers from the slate of nominees by a show of hands.

**Duties of Officers**

**Section 1:** *Chairperson*-- The chairperson [and co-chairperson, if one is elected] shall preside at all meetings of the Council and shall be a de facto member of all committees. The Chair is responsible for notifying members of upcoming meetings and votes. The chair, or designee, will facilitate the SAC meetings and inform the SAC of relevant issues related to school improvement activities. The chair, or designee, also ensures that a quorum is present before an action item on the agenda comes to a vote and works in collaboration with the SAC secretary to ensure minutes are recorded and filed promptly.

**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. However, the SAC may elect a co-chairperson in lieu of a vice-person, in which case the co-chairpersons shall share the duties of chairperson and vice-chairperson.

**Section 3:** *Secretary*-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to them by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

**Section 4:** *Treasurer*-- The treasurer shall liaison with the school to research budget and financial information necessary to support the SAC's financial decisions. The treasurer shall provide a budget report at each Council meeting.

**Section 5:** *Historian*-- The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

**Section 6:** *Parliamentarian*—The parliamentarian shall assist the person presiding over the meeting with the rules of procedure.

**Duties of Members**

**(a)** SAC members are expected to: i. attend regularly scheduled SAC meetings; ii. keep fully informed of school activities and operations; iii. make sure that communication is open, honest, and respectful among SAC members and between the SAC and the school staff and community; iv. conduct SAC business as members of the school team rather than simply representing the interests of the constituency they represent; and v. make decisions that reflect continuous improvement of the school.

**(b)** Certain additional duties are expected of the principal and other SAC constituent group representatives, as follows**:**

**Section 1:** *Principal*-- The principal ensures the council is comprised of properly elected representatives. The principal shall provide information regarding the school educational plan, provides leadership in the development, revision, and implementation of the school wide improvement plan. 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 and/or information 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*—High schools must have a student representative. 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 Government Association to the SAC for consideration. [See Fla. Stat. § 1001.452(1)(a) and Policy 2.09(2)(a)(i), (ii)].

## Article VII

**Committees**

Committees may be formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations. Committees are also subject to Sunshine law requirements.

**Standing Committees**: Standing committees are created for long-term, on-going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development, or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

**Ad Hoc Committee (Task Force)**: These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. Examples of ad hoc committees could be a uniform committee, or a committee formed to deal with a bus problem, etc. If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent. The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve, while limiting the actual voting membership of the SAC to a manageable number (such as 12 or less). Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents A voting SAC member may be a part of the Ad Hoc committee.

## Article VIII

**Rules of Order**

**Section 1:** SAC decisions shall be reached by consensus or vote whenever possible. If the SAC is deadlocked, decisions will be made according to the deadlock process.

**Section 2:** The SAC shall operate under Robert's Rules of Order. Agendas will include: Call to Order; Determination of Quorum; Approval of Minutes and Adoption of Agenda; Leadership Reports (Principal/PTSA/SGA/Budget/Department Heads); Funding Requests; New Business; Old Business; Closing Remarks; Adjournment.

**Consensus**

**Section 1:** Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.

**Section 2:** The deadlock resolution procedure will be used when the membership has voted, and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is an agreement to refer the issue to a committee for further study. If not referred, follow this deadlock process:

1. Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or

2. Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting and specify the official position.

**Additional Financial Controls**

**Section 1:** 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 3 months to use those funds and seek payment from the SAC.

**Section 2:** 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.

**Procedures for Collecting Ideas/Determining the Use of School Improvement Funds**

Florida State Statute § 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida State Statute § 24.121(5)(c) for programs or projects selected by the SAC. The principal may not override the recommendations of the SAC on use of these funds. (The SAC bylaws should include procedures for collecting ideas and determining the use of these funds.)

**Section 1:** During the SAC meeting individuals may present their ideas/questions/ comments/concerns regarding use of school improvement funds.

**Section 2:** To submit a specific request for SAC funding, individuals or groups must complete a SAC Request for School Improvement Funds and submit it to the principal for signature. To be added to the SAC agenda, request must be received by principal a minimum of 10 days prior to the next SAC meeting.

**Section 3:** When a proposal has been added to the agenda, a representative for the proposal must be present at any SAC meeting where their idea is being presented or considered in order to address questions or comments.

**Section 4:** All ideas and requests should have a purpose and an outcome supporting the school improvement process and be aligned to the Strategic Plan.

**Section 5: T**he use of school improvement funds requires a vote, and the voting process set forth within the bylaws should take precedence. Ideas can be addressed before closure of meeting but any vote must be postponed until the next meeting if the proposal was not included in the 3 days' advance notice of the meeting to members.

**Section 6:** If voted and approved by the SAC, chairperson must sign as approved and give a copy to school administration and school's treasurer, with a copy going to SAC historian or designated SAC Board Member. The minutes will be retained at school site.

**Establishing a Procedure for Use of A+ Funds**

As per Florida State Statute § 1008.36, the final recommendation comes from school staff and the SAC votes whether to approve that recommendation. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.

**Section 1:** Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise. SDPBC's Budget Department suggests setting up separate accounts for each A+ type of distribution with year and type of allocation (for specifically marked project or program).

The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and school advisory council. They must be used for nonrecurring bonuses to faculty and staff, nonrecurring expenditures for educational equipment, materials and/or for temporary personnel.

**Section 2:** At the first SAC meeting of the school year, the principal shall inform SAC whether Atlantic Community High's school grade qualifies for School Recognition (A+) Funds.

**Section 3:** If the school does qualify, the A+ Committee, which has a member from each bargaining unit, shall create a staff ballot which specifies options for the distribution of the A+ Funds. No later than the October SAC meeting, a committee representative shall present these options to the SAC. After reviewing the options, SAC will vote on whether to add a SAC option to the staff ballot. If yes, the SAC will draft and approve the option to be added.

**Section 4:** Prior to February 1st, the A+ Committee shall email the ballot to the staff for review. The email will include the date of the vote and location of the ballots.

The following sample ballot is for reference only, as the staff, not the SAC, retains the right to determine the actual ballot options for each cycle:

Option 1: Instructional staff will receive 100%
Option 2: Split money equally among all employees
Option 3: Non-instructional staff shall receive fifty percent of the amount awarded to instructional staff members
Option 4: Write-in _____

If SAC voted to add an option to the ballot, that option will be included as Option 5.

**Section 5:** Staff will review the emailed ballot. On the designated voting day, they will submit a completed ballot between the hours of 6:30 am – 5 pm. The A+ Committee will oversee the voting and counting of the ballots, and the option receiving a majority of the votes will be the option recommended to the SAC for approval. A representative from the A+ Committee will share the result of the vote with the staff, and also with SAC at the next scheduled SAC meeting. SAC will vote whether to approve the staff's recommended option, and the vote will be recorded in the SAC minutes.

## Article IX

**Amendments**

**Section 1:** The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by Robert's Rules of Order) of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon.

**Section 2:** The SAC and its committee, if any, shall review annually, and when appropriate, recommend revisions of the SAC Bylaws, particularly if there is a change in the law or Board policy. The adoption of revised bylaws shall follow the procedure for amendments.

HISTORY: 09/20/2020; 09/21/2021; 11/19/2024; 01/28/2025