

**BARRON COLLIER HIGH SCHOOL
SCHOOL ADVISORY COUNCIL
BY-LAWS
Adopted by the School Advisory Council on February 3, 2009**

Revised: October 16, 2024

**Article I
Membership**

Section A: Composition

- 1) School Advisory Council (SAC) membership shall include the school principal and an approximately balanced number of teachers, education support employees, parents, and business or community representatives. School Advisory Council shall also request student representation and input at monthly meetings.
 - a) The term “appropriately balanced,” as used herein, shall mean appropriate number of council members, considering each peer group being represented. Additionally, there shall be an imbalance between the, number of teachers and parents that serve on the council, with school employees being in the minority.
 - b) The term “teacher,” as used herein shall include classroom teachers, certified student services personnel, and media specialists.
 - c) The term “education support employees,” as used herein, shall refer to any person who is employed in this school for twenty (20) or more hours during a normal week and who does not meet the definition of instructional or administrative personnel pursuant to Section 228.041, Florida Statutes.
- 2) Membership shall be representative of the ethnic, racial, and socio-economic community served by this school.
- 3) A majority of the Council must be people who are not employed at Collier County Public Schools.
- 4) The total number of members may be modified to achieve the ethnic, racial and socio-economic balance of the school community.
- 5) Parent positions and business/community positions on this SAC may not be filled by persons who are School Board employees at this school.

Section B: Selection

New council members shall be elected by their representative peer group, except for business and community representative(s) and the school principal. By September 15th annually, the principal will analyze the School Advisory Council Membership to determine vacancies. If vacancies exist, the school will initiate the election/selection process as detailed below:

A. Nomination

- 1) Upon determination of vacancy, the respective peer group(s) will be notified of the vacancy.
- 2) A vacancy notification shall be posted in a prominent location as well as announcing the vacancy in at least two general notifications to the peer group(s).
- 3) A deadline for submittal of nominations shall be set.
- 4) A school's nomination process shall allow only the candidate's name, address, contact information, and peer group affiliation be submitted. Parents shall submit grade levels of their students and a list of applicable school and/or community groups to which the parents belong.
- 5) Upon completion of the nomination process, the SAC shall establish a ballot of nominees in each peer group in alphabetical order.
- 6) The school will provide an orientation opportunity for all prospective candidates.

B. Election

- 1) The following council members shall be elected in a fair and equitable manner as determined by their respective peer group:
 - a) Teacher shall be selected by teachers;
 - b) Education support employee(s) shall be selected by education support employees;
 - c) Parents shall be elected by parents through an election process hosted by one of the following options:
 - i. Ballots, mailings, or electronic voting
 - d) Student representatives shall be selected by the Student Council.

The principal shall submit a list of individuals seeking nomination as a business or community representative(s), if any, to the SAC. The council will select a member(s) from the submitted names, consistent with and maintaining the ethnic, racial, and socio-economic community ratios required.

- e) Prior to the election of School Advisory Council members each year, the school will advertise the notice of vacancies and delineate specific procedures for ensuring input

regarding possible members from local businesses, chamber of commerce, community and civic organizations and the public at large.

- f) In the event of a resignation or two (2) consecutive non-excused absences as determined by the SAC, the SAC may appoint a community member to fill the vacancy for the balance of that school year.
- 2) By October 1 of each year, the principal shall submit a complete list of council members to the Department of School Improvement for submission to the School Board for appointment. The membership list shall contain the name of each council member, ethnic, racial, and socio-economic community served. Should the School Board determine that the membership elected by the school is not representative of the ethnic, racial, and socio-economic community served by the school, the School Board shall appoint additional members to achieve proper representation.

Section C: Confirmation

By November 30 of each year, the Superintendent shall submit to the School Board for review and approval the membership list for each School Advisory Council in the District. Each SAC shall be considered duly constituted and shall serve until a new School Advisory Council is approved by the School Board. The Office of Accountability & Staff and School Renewal shall randomly review the SAC compositions.

Section D: Term of Office

- 1) Term of office shall be from the date the member was selected and/or inaugurated to cover a three (3) year term of office.
- 2) Each selected council member shall serve for a three (3) year term, except that student members shall serve a one (1) year term.
- 3) With the exception of a community representative, a member who resigns before the term expires shall be replaced by a member from the represented peer group. The appointment shall be for the remainder of the school year.
- 4) A member who misses two (2) consecutive meetings without a valid reason may be replaced.

Article II Duties

Each member is expected to be an active participant in council meetings and other related activities. Although elected from a peer group, members are expected to strive for the common good of the school rather than narrow representation of the peer group.

The SAC serves in an advisory capacity and shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board, the principal, or other administrative or instructional staff. In the event

a conflict emerges between the SAC and the principal, the SAC shall defer to the principal, according to the prevailing rules. The duties of the School Advisory Council shall be as follows:

- 1) Serve as a resource for the principal and provide assistance in preparation of the school budget, if the principal so requests (F.S. § 229.555[1]);
- 2) Act as a liaison between the school and the community;
- 3) Consult with persons or departments for assistance regarding the school improvement process and other school related matters;
- 4) Assist in the development, implementation, monitoring and evaluation of the School Improvement Plan and the Annual Report of Educational Improvement;
- 5) Review and make information available to the public the status of implementing the School Improvement Plan, the performance of students and educational programs, and progress in accomplishing the school goals;
- 6) Approve expenditures of school improvement funds;
- 7) Oversee, with staff input, the allocation of (applicable) School Recognition A+ monies;
- 8) Review the results of all needs assessments.

Article III Officers

Election of SAC officers shall be conducted by October of each year and with notice provided to each council member. A chairperson, vice-chairperson, and a recording secretary shall be elected by a majority of the SAC members. Each council member is entitled to vote and hold office. Offices will be held for one (1) year with a maximum of two (2) terms.

Responsibilities:

Chairperson and/or his/her designee:

- 1) Develops and advertises agenda for each SAC meeting;
- 2) Presides at all meetings of the Council and is an Ex Officio member of all committees;
- 3) Sees that minutes are taken, prepared, distributed to the public, read, and approved at the next SAC meeting;
- 4) Appoints the chairpersons of all committees;
- 5) Sees that committees function as directed, and that reports are presented to the SAC;
- 6) May call a special meeting.

Vice-Chairperson and/or his/her designee:


- 1) Assists the chairperson and presides 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 chairperson's term.

Recording Secretary and/or his/her designee:

- 1) Advertises each meeting at least five (5) work days in advance;
- 2) Keeps minutes and distributes information to the community;
- 3) Prepares copies of the agenda and distributes the agenda to council members with minutes of the previous meeting;
- 4) Documents activities, decisions, and attendance of the council and its committees;
- 5) Maintains list of SAC composition and assignments; and,
- 6) Maintains list of standing and ad hoc committee composition and assignments.

Article IV Meetings

Section A: Schedule

The School Advisory Council shall publish a schedule of meetings at the beginning of each school year. This schedule requires at least eight (8) meetings, and at least half of the meetings shall be held at s that working parents may attend. Meetings shall coincide with the school calendar from August to June of each school year.

- 1) Public notice shall be made which includes time and place of meeting and general topics on the agenda.
- 2) For votes considering the expenditure of monies within SAC's authority, a quorum shall be 51% of council members, with a majority of those members being parents or community members. For all other votes, a quorum shall consist of 1/3 of council members, with a majority of those members being parents or community members.
- 3) Votes may only be taken if a quorum is present.
- 4) All meetings shall be open to the public and subject to Chapter 286, Florida Statutes. Non-members may attend meetings as observers only, unless requested to participate or address the council by the chairperson.
- 5) Minutes of each meeting shall be maintained and are subject to public review. Minutes shall include copies of the notices of meetings, agenda, record of attendance, and summaries of items discussed and decisions reached.
- 6) Minutes of each meeting shall be posted in a timely manner and made available to any person seeking information.

- 7) Special meetings may be called by the chairperson with at least three (3) to five (5) business days' notice.
- 8) At least a five (5) day written notice must be given to all council members when a matter is coming before the council that requires a vote.

Section B: Agenda

The chairperson and/or his/her designee shall develop the meeting agenda.

- 1) Council members may have items placed on the agenda by notifying the chairperson no less than two (2) days before regularly scheduled meetings.
- 2) Non-council members may request, by petitioning the chairperson in writing, to add items to the agenda. The chairperson shall determine the appropriateness of the item for the SAC agenda. Should disagreement develop, the requesting party may appeal in person to the full School Advisory Council.
- 3) Council members may also bring forward from the floor other agenda items.

Article V Committees

Section A: Standing Committees

Standing committees shall be created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees will be used to focus on significant issues related to school improvement.

- 1) Committee membership shall maintain a balance of employees and non-employees.
- 2) Committee membership may include teachers, parents, community members, and educational support personnel who are not members of the council.

Section B: Ad Hoc Committees

The council may establish *ad hoc* committees to deal with specific, short-term concerns that are not assigned to standing committees. Formation of these committees shall be in compliance with Section A (1) & (2).

Article VI Rules of Order

The council need not operate under parliamentary procedures unless it is determined by the Chairperson that such guidelines are required for the smooth functioning of the council.

- 1) Council decisions will be reached by consensus.
- 2) If consensus is impossible and deadlines do not permit further deliberations, a vote may be taken. In this case, the majority vote position shall be the official position of the council.

When deadlines permit further deliberations, the council will be polled to determine if there is consensus for referring the issue to the next agenda or to a standing or *ad hoc* committee for further study.

Article VII Operation of Councils

Operational guidelines shall be established and mutually agreed upon by members of the School Advisory Council and shall comply with all Florida Statutes and School Board policies.

Article VIII Amendments

These bylaws may be amended at any regular meeting of the council by a two-thirds majority of the members present. Notice of the proposed amendment(s) shall be given thirty (30) days before the meeting at which it is to be enacted.

Article IX Public Records

The School Advisory Council shall be subject to maintaining records pursuant to Article I, Section 24, and Article XII, Section 20, of the Florida Constitution, and Florida Statutes 119 and 286.011. Every person has the right to inspect or copy SAC documents within five (5) business days of the original written request or within five (5) business days after the SAC meeting. Any charge for the copying of documents should be within district guidelines. The school principal (or his/her designee) is responsible for the maintenance of and access to SAC public records. For clarification, copies of applicable School Board of Collier County Board Policy and Florida State Statute language shall be attached to the SAC By-Laws.

These By-Laws were adopted by the School Advisory Council at a meeting held on February 3, 2009. Reviewed and updated at a meeting of SAC on November 5, 2013. Reviewed and updated at SAC meetings on January 5, 2016 and March 1, 2016, December 8, 2021, October 12, 2022, September 20, 2023

