

MATANZAS HIGH SCHOOL BYLAWS OF SCHOOL ADVISORY COUNCIL

Article I: Name

The name of the organization is the Matanzas 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's SAC to approve a developed school improvement plan ready for implementation.

Article III: Purposes

1. Each school must have a school advisory council that is ethnically, racially and economically representative of its school demographics.
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 two (2) School Advisory Council Co-Chairpersons shall be shared equally when possible:

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 liaisons between SAC, school principal, and also to the school community as a whole.

Duties of the School Advisory Council Secretary shall be:

1. Maintain accurate record of all meetings of the SAC.
2. Ensure that minutes are distributed to the appropriate persons.
3. Maintain accurate records of SAC voting members.
4. 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.

Article V: Duties of the School Advisory Council Membership

1. Attend and actively participate in SAC meetings.^[SEP]
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 VI: Membership

SAC membership shall be ethnically, racially, and economically representative of the demographics at MHS.

1. The Officers may be comprised of the following; with nominations at the year end meeting, and 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 District. 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 memberships of the Council.
3. A voting member with two unexcused consecutive absences will be replaced as a voting member.

Article VII: Appointment Process

1. The first organizational meeting of the new school year shall run by the preceding school year's co-chairman.
2. Nominations for Co-Chairman and Secretary will take place at the first meeting of the new school year.
3. Upon completion of the voting the new officers will assume their duties immediately.

Article VIII: Meetings

1. 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.
2. A public comment segment will be included in every SAC meeting.
3. 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.

Article IX: Funding

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

Article X: Procedures for School Recognition Program (Revisit for a vote at the first meeting of the 2015 school year)

The following procedures must be taken in sequence to insure 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.

- 1A. The stakeholders of Matanzas High School (MHS) has established, through a vote, an allocation for School Recognition Funds in a manner that equally benefits faculty, staff, students, and the school's educational mini-grant program.

At the start of the school year, the SAC Chairperson will present the following proposal to the stakeholders of Matanzas High School for allocation of SRF monies. If approved, the faculty and staff will vote again on the desired option for allocation of SRF monies.

The proposal:

- SAC Mini Grants for Improved Student Achievement – 15%
- Students – 5%
- Bus Drivers and Bus Aides - \$100 each
- Faculty and Staff – Equally split remaining dollars
 - Faculty and Staff considered:
 - Those who were employed at Matanzas High School the previous school year and remain employed in the school district or have since retired.
 - Also must have been employed for at least half the previous school year at Matanzas High School

In the event the options below are not approved by a vote, the faculty and staff will be asked by the SAC Chairperson to create new proposals for SRF allocation. All voting will be in accordance with Article X, section 1B of the SAC bylaws.

- 1B. 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 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.

1B (Cont). 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.

i. 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.

ii. Voting procedures must be set up as follows:

- a. Electronic voting or
- b. 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.

Eligible stakeholders must be physically present to vote and must personally sign the roster when submitting their official ballot.

iii. 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.

iv. 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 XI: Ratification / Amendments

These by-laws shall be adopted when passed by two-thirds (2/3) vote of voting members 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.

September 9, 2020

Date Adopted

Chairperson's Signature

Secretary's Signature