

SAIL High School
SCHOOL ADVISORY COUNCIL BYLAWS
Monday, April 7, 2025

Article I. Name/Title

The name of this Association is: SAIL School Advisory Council. In these Bylaws, The SAIL School Advisory Council may be referred to as the "Council" or "SAC."

Article II. Goals and Purpose

The goals and purpose of the Council are:

- (a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- (b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- (c) To act as an advisory body to the principal.
- (d) Provide a liaison between the school, school organizations and the neighborhood community.
- (e) To provide an environment that is drug free and protects students' health, safety and civil rights in the home, school and community.
- (f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment and teacher-pupil ratio.
- (g) To ensure that students are prepared to enter the work force or post-secondary education and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions .
- (h) . h) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- (i) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships.
- (j) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.
- (k) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

Article III. Membership and Elections

Section 3.01 Voting Members

The voting membership shall consist of representation from Administration, Faculty, Noninstructional Support Staff, Parents, Students and Community Partners (not to exceed 30). In addition, 50% + 1 of the SAC members may not be employed by the school. SAC members must be representative of the ethnic, racial and socio-economic composition of the community served by SAIL High School.

Section 3.02 Section II: Voting Membership Composition

The membership shall reflect the composition set by the state. The SAC shall consist of at least:

- (a) 1 Principal
- (b) 4 Teachers -elected or appointed by the principal or designee
- (c) 1 Non-Instructional Support Staff Member- elected or appointed by the principal or designee
- (d) 2 Business/Community Partners

- (e) 1 Student-representing student organizations
- (f) No more than 10 Parents - elected or appointed by the principal or designee

Section 3.03 Section- III: Elections of Members

Elections shall take place annually, at the beginning of the school year for a term of one year. Election to an office will automatically extend the SAC membership for the duration of the term.

- (a) Teachers, Support Staff, Parents, and Students will be nominated and elected by their peers at the beginning of the school year.
- (b) Business and Community Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by SAIL High School., Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council.
- (c) Anyone shall have the right to nominate themselves for membership, but must be then elected. by their respective peer group.

Section 3.04 Length of Service

- (a) Length of service for all council members shall be one year.
- (b) Members may be elected to successive terms.

Section 3.05 Vacancies

The group or person(s) responsible for electing/selecting the member shall fill a vacancy on the SAC during a member's term. The replacement member serves out the remainder of the vacant term. A member elected/selected to serve out a vacancy may be elected/selected to a successive term.

Article IV. Officers

Section 4.01 The officers of SAC shall be:

- (a) Chair
- (b) Recording Secretary

Section 4.02 Election of Officers

- (a) Officers shall be elected or appointed annually.

Section 4.03 Duties of Officers

- (a) The Chair shall:
 - (i) *Preside at the SAC meetings.*
 - (ii) *Prepare the agenda in coordination with the principal.*
 - (iii) *Represent the SAC with other groups within the school or send a delegate.*
 - (iv) *Call emergency meetings of the SAC as needed and in consultation with the principal.*
 - (v) *Coordinate the work of SAC members, maintain records of members and projects assigned (with records from the Recording Secretary), and insure prompt resolution of the issues.*
- (b) The Recording Secretary shall:
 - (i) *Record all meetings of the SAC to include date, time, location of meeting, members present and members absent; item descriptions; motions made; votes taken and their results; future agenda items, future meeting dates; signature and role of person who recorded the minutes; date minutes were approved.*
 - (ii) *Publish and maintain the minutes of each meeting and submit to the district*
 - (iii) *within 72 hours of approval.*

- (iv) *Maintain attendance records.*
- (v) *Prepare the correspondence of the SAC as needed.*
- (vi) *Maintain records of all activity associated with the School Improvement Plan.*

Section 4.04 Terms of Office

- (a) Officers shall be elected or appointed each year in the fall.
- (b) Officers shall serve for one year, and an officer may be re-elected for a successive term. If an officer is unable to fulfill her/his term of office, the vacancy shall be filled by an election at the next regular SAC meeting.

Article V. Voting

Section 5.01 Vote

- (a) Each member of the SAC shall have one vote. Visitors and other non-SAC committee members do not have voting privileges.
- (b) At least three days written notice will be given to all SAC members in advance of any vote.

Section 5.02 Quorum

- (a) A quorum of 50% + 1 shall be established in the standing rules.

Article VI. Duties and Obligations

Section 6.01 The SAIL School Advisory Council shall exercise the following duties and obligations:

- (a) Perform all the functions of a school advisory Council as prescribed by the regulations of Florida statutes or the Leon County School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- (b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, . and any modifications thereto. "The school advisory Council shall- be the sole body responsible for final decision making at the school relating to implementation of the provisions of ss. ss. 1001.42(18) and 1008.345."
- (c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the Leon County School Board and Florida Law. (ss24.102).
- (d) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school's staff when the school is financially rewarded (ssl008.36).
- (e) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the Leon County School Board or Florida Law.

Article VII. Article VII: Meetings

Section 7.01 Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are expected to attend all meetings.

Section 7.02 The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The Chair will vote on all matters.

Section 7.03 The Chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given.

Section 7.04 All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.

Section 7.05 Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

Article VIII. Parliamentary Authority

Robert's rules of order newly revised shall govern the council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article IX. Amendments

Section 9.01 These bylaws may be amended by any regular meeting of the council by three-fourths vote of the members present and voting, or by proxy notice of the proposed amendment shall be distributed prior to the meeting at which the amendment is voted upon.

SAIL SCHOOL ADVISORY COUNCIL BY-LAWS ADOPTED:

Chair

Date

Recording Secretary

Date

Principal

Date

Teacher Rep

Date

Support Staff Rep

Date

Student Rep

Date