

# Woodlawn Beach Middle School

## Home of the Wildcats

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### **Woodlawn Beach Middle School SCHOOL ADVISORY COUNCIL OPERATIONAL BYLAWS 2022-2023**

Woodlawn Beach Middle School shall establish a School Advisory Council (SAC) to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in preparation and evaluation of the School Improvement Plan (SIP) required pursuant to Section 1001.452, Florida Statutes. The School Advisory Council shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its administrative or instructional staff.

#### **I. Responsibilities, Duties, and Functions of Council**

- A. Review the results of any needs assessments conducted by the school administration.
- B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as, the goals of the school, indicators of school and student performance.
- C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single area.
- D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation Procedures which are selected to measure student performance.
- E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
- G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.

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- H. Provide input on the school's annual budget and determine the programs on projects to be funded by school improvement funds. The School Advisory Council has complete discretionary control of their School Improvement Funds.
- I. Make recommendations on the waiver of Florida Statutes or State Board of Education Rules which allow school personnel to establish innovative educational practices and methods.
- J. Inquire about school matters, identify changes, propose solutions to problems, suggest changes, and inform the community about the school.
- K. Act as a liaison between the school and the community.
- L. Identify other duties and functions of the School Advisory Council.
- M. Responsible for the approval of the School Improvement Plan, school improvement funds expenditures and the school-based budget

## II. Council Membership

- A. The School Advisory Council will have 16 members. A majority of the members (51% or greater) must be persons who are not employed by the school board.
- B. The following groups will be represented on the Council:
  - 1. Principal (Administration)
  - 2. Teachers
  - 3. Educational Support Employees
  - 4. Parents
  - 5. Business and Community representatives
- C. Proportionate representation from each peer group will achieve an appropriate balance of numbers.
  - 1. Principal (Administration) – 1 Member
  - 2. Teachers – 4 Members
  - 3. Educational support employees – 2 Members
  - 4. Parents – 7 Members
  - 5. Business and community representatives – 2 Members
- D. The following members will be nominated and elected to the Council by their peers
  - 1. Teachers (grade level representatives and one ESE/Special Areas)
  - 2. Educational Support Employees
  - 3. Parents (Parent nominations and voting will be done electronically via school website)
- E. Business and community members of the School Advisory Council shall be selected by the council from a list of nominees prepared by the school principal. Nominations will be presented to and approved by the council.

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- F. For all elected positions, an election will be held only if the number of nominees exceeds the number of positions to be filled.
- G. Length of term of Members:
  - 1. Educational Support Employee – two year term
  - 2. Parents – two year
  - 3. Principal (Administration) – continuous term
  - 4. Teachers – two year term
  - 5. Business and community members - two year term.
  - 6. Appointments – Those appointed by the Principal as needed to comply with state statutes.
- H. Yearly submission of council members will be made in accordance with School Board Policy.

### **III. Officers**

- A. The officers of the School Advisory Council will include:
  - 1. Chairperson
  - 2. Vice-Chairperson
  - 3. Recording Secretary
- B. The officers will be elected by the Council members at the first re-organizational meeting of the year by majority vote. The term of office will be one year.
- C. The School Advisory Council officers shall be subject to maintaining records pursuant to Article I, Section 24, and Article XII, Section 20, of the Florida Constitution. Minutes from the meetings will be submitted to the school board, maintained on file, and open to all.

### **IV. Revisions and Approval of Guideline**

- A. Any guidelines may be subject to review and revision by the School Advisory Council.
- B. Proposed revisions may not supersede School Board policy and Florida statutory requirements.
- C. Revisions and Approval of Guidelines
- D. Any guidelines may be subject to review and revision by the School Advisory Council.
- E. Proposed revisions may not supersede School Board policy and Florida statutory requirements.
- F. Revised guidelines must be submitted to the School Board for approval prior to being implemented.

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## V. Meetings and Attendance

- A. The School Advisory Council will meet at least four times each school year. The council shall determine the date, time and place of the meetings.
- B. An agenda for the meeting will be established at least seven days in advance of meetings.
- C. School Advisory Council meetings will be advertised at least seven days in advance of each meeting. The means of advertisement can include e-mail, call-out, the school website, and the marquee.
- D. At least three days advance notice in writing will be given to all members of the advisory council of any matter that is scheduled to come before the council for vote.
- E. A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the council constitutes a quorum.
- F. Any council member who has two unexcused consecutive absences from a school advisory council meeting that is noticed shall be replaced according to the procedures in the bylaws.
- G. Members are expected to be in attendance at all meetings. Members may be excused provided they present notification of absence in advance (prior to the meeting).
- H. Members missing three excused or unexcused absences from a school advisory council meeting that is noticed can be replaced by an alternate determined by the initial election. If an alternate is not available, the position will be filled by principal appointment, approved by the remaining school advisory council members.

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