



BYLAWS OF THE SCHOOL ADVISORY COUNCIL
FOR
FOREST HILL COMMUNITY HIGH SCHOOL

(A Title I School)

Adopted January 31, 2005

Revised February 27, 2006

Revised November 6, 2006

Revised May 24, 2010

Revised September 27, 2012

Revised October 29, 2013

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Revised September 6, 2016

Revised October 4, 2016

Revised August 8, 2017

Revised September 25, 2018

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Article I

NAME OF ORGANIZATION

The name of this organization shall be Forest Hill Community High (FHCHS) School Advisory Council (SAC).

Article II

PURPOSE AND FUNCTION

Section 1. Purpose

The SAC is a resource for the school and all its stakeholders. SAC's primary purposes are to develop a School Improvement Plan that will serve as a framework for school improvement, to oversee and evaluate the implementation of that plan, to revise the plan as needed, and to see that disbursement of monies related to school improvement are consistent with the plan.

Section 2. Applicability

Each school in the Palm Beach County School District shall have a School Advisory Council ("SAC") as set forth in Florida Statute 1001.452(1)(a).

Section 3. Function

The primary function of the SAC is to provide all of those served by FHCHS 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. Specific functions may include, but are not limited to:

- a. Develop and review the implementation of the School Improvement Plan.
- b. Enlist, promote, and support greater interaction between school and community.
- c. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement such as the distribution of the State of Florida's A+ money, and to ensure that such expenditures are consistent with the School Improvement Plan. Florida Statute 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. Requests for utilization of School Improvement funds will be presented to the SAC via a grant request form. A majority vote will decide the outcome. Grant forms must be submitted to the SAC Chairperson fourteen (14) calendar days from the next regularly scheduled SAC meeting.
- d. Consult with the peripheral constituency groups when making decisions concerning educational practices within the school.
- e. Consult with people and departments needed to support the School Improvement Plan.

- f. Utilize multiple sources of data to make decisions.

Article III

REPRESENTATION AND MEMBERSHIP

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

Section 1. Membership Composition of Council

- a. Membership of the SAC shall meet the requirements within Fla. Statute 1001.452(1)(a). These requirements include that the SAC be composed of the school Principal/Director (who, pursuant to Fla. Statute 1001.54(2), must provide instructional leadership in the development, revision, and implementation of the School Improvement Plan) and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and business and community representatives.
- b. The membership shall be representative of the student body and community served by the school. The SAC shall have an appropriately balanced number of teachers, parents, support employees, students, business and community members.
 - i. In accordance with Fla. Statute 1001.452(1)(a), “educational support employee” as used herein refers to any person who is employed by the school who is not defined as instructional or administrative personnel pursuant to Fla. Statute 1012.01 and whose duties require twenty (20) or more hours in each normal working week.
 - ii. For purposes of School Advisory Council membership, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla Statute 1001.452.(1)(a).
- c. As required by Fl. Statute 1001.452(1)(a), the majority of fifty percent plus one (50% + 1) of the members of the SAC shall be persons who are not employed by the school district.
- d. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fl Statute 1001.452(1)(a).

Article IV

MEMBERSHIP SELECTION

Section 1. Member Representation

- a. Ex Officio Members

- i. Principal
 - ii. Student Council President
- b. All groups should have at least one representative.
- c. All council members shall be elected by their respective peer group, except for business and community representatives and the School Principal/Director. As required by Fl. Statute 1001.452(1)(a)., the following council members shall be elected by their respective peer groups in a fair and equitable manner through an election in the following manner:
 - i. Teacher(s) shall be elected by teachers;
 - ii. Education support employee(s) shall be elected by education support employees;
 - iii. Student(s) who are elected by student ballot to serve as grade level class presidents shall serve a term of one year.
 - iv. Parent(s) members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent as set forth in the bylaws of the SAC.
- d. Any SAC member may recommend the appointment of business and community member(s) to serve on the SAC. Input on possible members should also be taken from local businesses, Chamber(s) of Commerce, community and civic organizations and groups, and the public at large. Business and community members will be appointed by the Principal following the advice and consent of the SAC.
- e. Replacement members will be elected by appropriate constituencies.
- f. Each parent of Forest Hill Community High School will be notified of SAC elections in accordance with Florida Statute 286.011, “Public meetings and records; public inspection”.

Section 2. Elections

- a. Election of new voting members shall be held in September of each year and the installation of new members shall follow immediately. Voting will occur at meetings using written ballots.
- b. Notice of vacancy and elections shall be provided at least fourteen (14) days prior to the election through several methods which will include the school marquee, school newsletter, announcements during Open House, school-wide email, Student Information System or similar web based platform.
- c. Notice will include date, time, and place for the elections as well as the purpose of SAC.
- d. The names of parents willing to serve on SAC will be listed on ballots which will be distributed to all parents present, who will vote on the nominees, in accordance with Florida Statute 286.011.

- e. Ballots will be collected, counted, and announced during the meeting by two SAC members designated by the Principal and Chairperson. The official results will be recorded in the SAC meeting minutes.
- f. Ballots and voting records will be kept by the SAC Historian.
- g. Voting by secret ballot is not permitted.
- h. If the election process does not produce representative membership as provided within Florida Statute 1001.452(1)(a), the Principal will have the authority to appoint members to meet this requirement under the advice and consent of the SAC.

Section 3. Resolutions

- a. Resolution of disputes and/or deadlocks as to the membership if done at a SAC meeting, must be in compliance with the Sunshine Laws. 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. The SAC will provide reasonable notice of all such meetings and designate a specified period of time for public comment during each meeting as per Section 286.011(1), F.S., Sunshine Manual, and Information Opinion, February 17, 1995, the AttorneyGeneral's Office. State Statutes 1008.452 requires a quorum to conduction meetings and vote. The quorum is a majority of the voting membership.

Section 4. Officers

- a. **Identity:** The officers of SAC shall be chairperson, vice-chairperson, secretary, treasurer, and historian.
- b. **Term:** Officer terms shall begin immediately upon election at the last regular meeting of each school year and shall continue for staggered terms of two (2) years.
- c. **Vacancy of Officers:** If an office becomes vacant, then the vacancy shall be filled by election; however, a vacancy in chairperson shall be filled by the vice-chairperson. An officer may be removed with cause at any meeting. A replacement election shall be held as soon as possible at a regularly scheduled SAC meeting following a 30-day notice of the election to SAC members.

Article V

Section 1. Tenure

- a. The term of membership shall be two (2) years, with the exception of students which will be one year.
- b. Member terms will be staggered to provide continuity from year-to-year.

- c. In accordance with Florida Statute 1001.452(1)(d)4, no member shall have more than two (2) consecutive unexcused absences. An application to excuse an absence must be made in writing to the Chairperson or his or her designee prior to the next regularly scheduled meeting. An absence may be excused by a majority vote of the SAC officers, for good cause shown.
- d. By majority vote a duly-noticed meeting, the SAC officers in conformity with Article III, Section 1 of these bylaws and Florida Statute 1001.452(1)(d)4, shall appoint a replacement member to fulfill the remaining term of any member who resigns or whose membership is terminated. The replacement member should, but is not required to represent the same constituent group as the existing member.
- e. The SAC chairperson or his designee shall notify a member in writing if his or her SAC membership has been terminated under subsection C, Article V Section 1 of these bylaws. A member may appeal the termination of his or her membership under this subsection to the SAC officers, who may reinstate the membership for good cause shown.

Section 2. SAC Governance

- a. Each SAC shall be governed by the Sunshine Law (Florida Statute 286.011), the Public Records Law (Florida Statute Chapter 119), the SAC Statute (Florida Statute 1001.452), and other relevant Florida statutes and State Board of Education Rules relating to SACs.
- b. The SAC shall annually review its bylaws to ensure alignment with current Florida Statutes and School Board Policy.
- c. The SAC shall submit the SAC bylaws when submitting the School Improvement Plan for School Board approval.
- d. SAC procedures for making proposals, collecting, counting, and narrowing suggestions, and for the resolution of disputes and/or deadlocks are as follows:

Florida Statute 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. The principal may not override the recommendations of the SAC on the use of these funds.

- a. During the SAC meeting individuals could present their ideas/questions/comments/concerns regarding use of school improvement funds.
- b. All SAC members shall have the right, at a noticed meeting of the SAC, to discuss and vote on any scheduled matter coming before the SAC for which a vote is required. Person who are not SAC members may attend any such meeting in accordance with the Sunshine Law, but such persons shall not have the right to vote on the matter.

- c. Any SAC member shall also have the right to present to the SAC an idea, for which a vote or formal position is to be taken, subject to the following criteria criteria and procedure:
 - i. The idea must be for the purpose and outcome of affecting school improvement and be aligned with the SIP, as determined by the Chairperson.
 - ii. The idea must be presented to the Chairperson at least fourteen (14) days in advance of the meeting at which the idea is to be heard so that the idea may be timely placed on the agenda for such meeting.
 - iii. The idea must be presented to the Chairperson in writing with sufficient specificity so as to inform the Chairperson of the subject thereof and its relevance to school improvement and the SIP.
 - iv. If the Chairperson deems the idea compliant with the procedure set forth in this subsection (b), the idea will be heard at the next regularly-scheduled SAC meeting, or if not practicable due to time constraints or other objective criteria in the reasonable discretion of the Chairperson, then at a regularly-scheduled SAC meeting thereafter.
 - v. The idea will be received at the time and on the date of the meeting at which it is scheduled to be heard. The member submitting the idea shall be present at such meeting in order for the item to be heard. The member should be prepared to answer questions about the idea and describe the idea in such detail as to fully inform the members of the idea.
 - vi. The use of school improvement funds requires a vote.
 - vii. Once voting has been approved, a summary of the minutes will be kept at the school site.

ARTICLE VI

Section 1. Duties of Members

- a. It is the duty of each member to timely attend meetings; actively participate in a manner to allow all members' views to be respectfully and honestly heard in a timely and efficient manner and to:
 - i. serve as a SAC resource, including volunteering for committees and events;
 - ii. represent the views of their constituency, though the principal shall represent the school;
 - iii. develop feelings of trust and mutual regard among all members, teachers, students, the community and the staff;
 - iv. act as a conduit for information to and from their constituency;
 - v. seek their constituencies' support for SAC goals, purposes and decisions;
 - vi. encourage leadership from within the SAC; and

- vii. strive to be a positive role model for the student body.
- b. Members may have additional duties, including:
 - i. Principal: The principal shall provide information regarding the school educational plan and the school budget summary, arrange for presentations of interest to the SAC and encourage leadership from within the SAC.
 - ii. 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. Required by Florida Statute 1001.452(1)(a).
 - iii. Parents, Business, and Community Representatives: The parent, business and community members of the SAC shall represent the views 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.
 - iv. Student representatives: 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 Council to the SAC for consideration.

Section 2: Duties of the Officers

- a. **Chairperson/ Vice-chairperson**
 - i. The duties of Vice-chairpersons will be the same as a single Chairperson.
 - ii. SAC chairperson creates the agenda for all meetings
 - iii. SAC chairperson shall preside at all meetings of the SAC, and sees that the agenda is followed at all meetings.
 - iv. SAC chairperson shall appoint the chairperson of all SAC subcommittees.
 - v. SAC chairperson is an official member of all sub-committees.
 - vi. A SAC chairperson is responsible for verifying the quorum is met.
 - vii. SAC chairperson must supply the school and the SAC Historian, through the school's electronic platform, with the approved version of each meeting's minutes as approved by the committee.
 - viii. When School Improvement expenditures are voted on and approved, a SAC chairperson must sign the request as approved, and supply the original to the school's treasurer, and a copy of the signed document to the SAC Historian.

- b. **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 him/her 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
- c. **Treasurer** The treasurer shall keep detailed records of all expenditures. The treasurer shall also prepare a monthly report which will be presented for approval at the monthly meetings. In the event of a SAC fundraiser, the treasurer shall be responsible for all requisite paperwork pertaining to the fundraiser, depositing money generated from the fundraiser to the school treasurer, and providing a final report of funds raised.
- d. **Historian** The historian shall document the past and present, and future progress of the SAC and its subcommittees. The historian shall maintain the minutes of previous years, any anecdotal record, and the SAC archives.

Section 3. Vacancy

This section addresses vacancies occurring by circumstances other than by termination under Article V, Section 3, subsection C and supplements the procedure set forth by the district voting membership requirements.

- a. Replacement of lost voting members is mandatory only if the SAC membership is no longer in compliance with district voting membership requirements.
- b. In case of a vacancy, replacements shall be selected by the constituency which elected or appointed the person whose departure created the vacancy to serve until the end of the unexpired term; however, if a constituency fails to select a replacement, then the chairperson may appoint a replacement from that constituency who will serve until the constituency selects a replacement.

Section 4: Meetings

Section 1. Call

- a. There shall be a SAC meeting at least once per month August through May, except December, for a minimum of eight (8) SAC meetings. Normally, SAC meetings shall be held on the second Tuesday of each month from 6:00 P.M - 7:00 P.M unless it is necessary to move the meeting due to conflict on the school district calendar.

Section 2.. Notice

- a. The SAC chairperson, on occasion, may call a special meeting with proper seven-day notification. At least seven (7) days public notice shall be provided of meetings, however, in an emergency, notice shall be provided as practical. In addition to the general public notice of the meeting, a written notice regarding any matter to come before the SAC for a vote, shall be provided to SAC members at least three (3) business days in advance per Fla. Stat. § 1001.452 (1) 6 D (4).

Section 3. Public

- a. The general public and all those served by FHCHS are welcome to attend meetings so long as they respect the decorum of the meeting, and may participate on issues heard at the meeting to the extent there is time.

Section 4. Quorum

- a. A quorum of a majority of voting members is required if any formal action is to be taken at a meeting. A physical quorum must be present that will consist of 50% of the voting members + one member to accept call in votes from voting members that cannot be physically present to cast a vote.

Section 5. Procedure

- a. When practicable meetings shall proceed under *Robert's Rules of Order*, latest edition. Decisions shall be by a consensus of the members.

Article VII

SAC Powers and Duties

Section 1: SAC Procedures for Collecting Ideas Related to the Use of School Improvement funds.

Florida Statute 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida Statute 24.121(5)(c) for programs or projects jointly agreed upon by the school advisory council. The principal may not override the recommendations of the SAC on the use of these funds.

- a. During the SAC meeting individuals could present their ideas/questions/comments/concerns regarding use of school improvement funds.

- b. All SAC members shall have the right, at a noticed meeting of the SAC, to discuss and vote on any scheduled matter coming before the SAC for which a vote is required. Person who are not SAC members may attend any such meeting in accordance with the Sunshine Law, but such persons shall not have the right to vote on the matter.
- c. Any SAC member shall also have the right to present to the SAC an idea, for which a vote or formal position is to be taken, subject to the following criteria criteria and procedure:
 - i. The idea must be for the purpose and outcome of affecting school improvement and be aligned with the SIP, as determined by the Chairperson.
 - ii. The idea must be presented to the Chairperson at least fourteen (14) days in advance of the meeting at which the idea is to be heard so that the idea may be timely placed on the agenda for such meeting.
 - iii. The idea must be presented to the Chairperson in writing with sufficient specificity so as to inform the Chairperson of the subject thereof and its relevance to school improvement and the SIP.
 - iv. If the Chairperson deems the idea compliant with the procedure set forth in this subsection (b), the idea will be heard at the next regularly-scheduled SAC meeting, or if not practicable due to time constraints or other objective criteria in the reasonable discretion of the Chairperson, then at a regularly-scheduled SAC meeting thereafter.
 - v. The idea will be received at the time and on the date of the meeting at which it is scheduled to be heard. The member submitting the idea shall be present at such meeting in order for the item to be heard. The member should be prepared to answer questions about the idea and describe the idea in such detail as to fully inform the members of the idea.
 - vi. The use of school improvement funds requires a vote.
 - vii. Once voting has been approved, a summary of the minutes will be kept at the school site.

Section 2: Additional Financial Controls

- a. 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 SAC. If the SAC 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.

Section 3: Use of A+ Funds

The Florida School Recognition Program is a performance incentive program for outstanding faculty and staff in highly productive schools. As authorized by Florida Statute 1008.36, the program provides financial awards to schools that receive a grade of “A”, for example, are eligible for school recognition in the form of financial awards.

- a. The SAC and school staff shall jointly decide how to use these financial awards, subject to any one or any combination of the following purposes:
 - i. Nonrecurring faculty and staff bonuses;
 - ii. Nonrecurring expenditures for educational equipment and materials to assist in maintaining and improving student performance; or
 - iii. Temporary personnel to assist in maintaining or improving student performance.
- b. Prior to receiving any such financial awards, the SAC should refer to the agreed upon process on how to resolve conflicts that may arise between the SAC and school staff. If school staff and SAC cannot reach agreement by February 1, the awards will be equally distributed to all classroom teachers currently teaching in the school as required by Florida Statute 1008.36(4).
- c. An Ad Hoc Committee may be formed based on approval from SAC, to formulate the ballot to be approved by the SAC.
- d. The ballot will be shared with the school staff to be voted on anonymously, in accordance with these bylaws within 5 days of the ballots approval. Once voting has been finalized, the results of the vote will be shared with SAC.
- e. If any deadlocks occur during voting the ballot will go back to the SAC, or if originally developed by the Ad Hoc Committee back to that committee, and the process will begin again.
- f. The minutes and voting results are to be recorded, with a copy to be shared with the school treasurer and a copy to be kept on the school’s electronic platform.
- g. SAC may determine by vote, and is authorized to set up separate accounts for each Recognition Program type of distribution with year and type of allocation for specifically marked projects or programs.

Article VIII

Section 1: Committees

Purpose: Committees are formed to research specific areas that affect the organization. Committees shall report their findings and any recommendations to SAC.

Section 2. Committee Descriptions

- a. **Standing Committees.** Standing committees are created for long-term, ongoing functions and are expected to schedule regular meetings. The standing committees focus on issues such as school safety, the School Improvement Plan, fund raising, grants, or student needs. These committees make recommendations to the voting body
- b. ***Ad-hoc Committees*** *Ad-hoc* committees shall address specific, short-term issues that are not appropriately addressed by the standing standing committee. *Ad-hoc* committees may be established at any regular meeting by the chairperson with the consent of SAC membership.

Article VIII. AMENDMENTS

Amendments to the By-laws shall require a two-thirds majority of the members present and voting at a meeting at which a quorum is present. Notice of the proposed amendment shall be 14 days prior to the meeting at which it is to be voted upon.

Revision Statement

These By-laws were adopted by unanimous vote of the School Advisory Council of Forest Hill Community High School on January 31, 2005.

These By-laws were adopted by unanimous vote of the School Advisory Council of Forest Hill Community High School on February 27, 2006.

These By-laws were adopted by unanimous vote of the School Advisory Council of Forest Hill Community High School on November 6, 2006.

These By-laws were adopted by unanimous vote of the School Advisory Council of Forest Hill Community High School on May 24, 2010.

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These By-laws were adopted by unanimous vote of the School Advisory Council of Forest Hill Community High School on September 15, 2020

These By-laws were adopted by unanimous vote of the School Advisory Council of Forest Hill Community High School on September 14, 2021