

MARATHON MIDDLE/HIGH SCHOOL

School Advisory Council

Bylaws (Rev. 12/2011)

ARTICLE I – Name of the Council: As stated in the title.

ARTICLE II – Functions of the Council. Rules and Regulations.

- 1) The principal and faculty shall establish a school advisory council to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the School Improvement Plan required pursuant to Section 230.23(18), Florida Statutes. The School Advisory Council (hereinafter, Council) shall not assume any of the powers or duties now reserved by Florida Statutes for the District School Board or its administrative or instructional staff.
- 2) The Council should advise the principal and may recommend changes in policy, curriculum, public relations, school programs and/or other items that are beneficial to the school and its students. However, neither the principal, local nor state Board of Education is obligated in any way to carry out any recommendation made by the Council.
- 3) No member of the Council shall act in an individual capacity.

ARTICLE III – Operation of Council.

- 1) Operational guidelines shall be established and mutually agreed upon by members of the Council and will be included in these bylaws.
- 2) The guidelines shall:
 - a. State the duties and functions of the Council.
 - b. Indicate the procedure for electing Council members and the process for notifying and selecting business and community representatives.
 - c. Identify the procedure for electing officers, including a chairperson, vice chairperson, secretary and middle school liaison of the Council; and determine the term of office for each position.
 - d. Establish the membership term for each peer group that serves on the Council.
 - e. Specify the proportionate number of Council members for each peer group for the purpose of achieving an appropriately balanced council.
- 3) Regular meetings shall be held at least nine (9) times each school year. The Council shall determine the date, time, and place of the meetings. If necessary, the Council may schedule additional meetings. Meetings shall be held at the Marathon Middle/High School, unless by prior agreement of the Council, another designated place is selected.
- 4) A quorum shall constitute a simple majority of voting members in attendance.
- 5) All meetings, regular and special, shall be conducted in accordance with Robert's Rules of Order.

- 6) The agenda of each Council meeting shall be advertised in the school community at least seven (7) days in advance of the scheduled meeting; or meetings shall follow an established agenda as published on the school Web site.
- 7) All meetings of the Council shall be open, public, and subject to Chapter 286, Florida Statutes.
- 8) The Council shall maintain accurate and complete records related to the Council's activities, and all records of the Council shall be public records and shall be subject to inspection and copying by any person.

ARTICLE IV – Objectives of the Council.

- 1) The Council will assist the school in the coordination of community resources, business partnerships and school image. In achieving this objective, the Council will provide advice and assistance:
 - a. In devising and utilizing ways of making parents and other citizens aware of the school's philosophy and concerns.
 - b. In encouraging support and participation of the entire community in the education process.
 - c. In collecting and disseminating such data and information as will be useful in interpreting needs and areas of concern to parents and school personnel.
 - d. In assisting in planning, developing, implementing and evaluating school-community programs.
- 2) The Council shall:
 - a. Review the results of any needs assessments conducted by the school.
 - 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 progress, and strategies and evaluation procedures to measure student performance.
 - c. Define adequate progress for each school goal, obtain public input when defining adequate progress with the District School Board, and notify and request assistance from the District School Board when the school fails to make adequate progress in any single goal 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 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.
 - h. Provide input on the school's annual budget and the use of school improvement funds.

- i. Make recommendations on the waiver of Florida Statutes or State Board of Education Rules which will allow school personnel to establish innovative educational practices and methods.
- j. Act as liaison between the school and the community.
- k. Assist in the preparation of the feedback reported to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 230.23 (18) (g), Florida Statutes.

This section of the Bylaws in no way is to be construed as giving the Council or local community action agency a veto over educational programs. The Council shall be advisory, coordinating, and evaluating in order to further the purpose of education. The Council shall have no power to enter into any contracts of nature or to spend public funds without administrative approval. The Council shall have no power to bind any member or the school to any debt, liability, or obligation in the absence of an expressed, written authorization from the party to be bound.

ARTICLE V – COMPOSITION OF COUNCIL.

- 1) Composition of Council: Council members shall include the Marathon Middle/High School principal, assistant principal(s), and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
 - a. Members shall be representative of the ethnic, racial, and economic community served by the Council.
 - b. Student representation shall be required for school advisory councils established at vocational-technical centers and high schools and may be included for this Council.
 - c. The term “education support employees” as used herein shall refer to any person who is employed by a school for twenty or more hours during a normal work week and who does not meet the definition of instructional or administrative personnel pursuant to Section 228.41, Florida Statutes.
 - d. The term “teacher” as used herein shall include classroom teachers, certified student services personnel, and media specialists.
- 2) Selection of Council members: Council members shall be elected by their representative peer group, except for business and community representatives, and the school principal.
 - a. The following Council members shall be elected in a fair and equitable manner as determined by their respective peer group:
 - i. Three teachers shall be elected by the teachers.
 - ii. An education support employee shall be elected by education support employees.
 - iii. Students shall be elected by students. No set number will be determined; however, this number will be appropriately balanced considering each peer group of Marathon Middle/High School.

- iv. Parents shall be elected by parents. No set number will be determined; however, this number will be appropriately balanced, considering each peer group of Marathon Middle/High School.
- b. The Council shall select a business and community member to serve on the Council after reviewing the list of nominees prepared by the designated School Business Partnership Committee, or Nominating Committee.
 - i. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal and/or Business Partnership Committee and/or Nominating Committee.
 - ii. The school shall seek candidates who are interested in making a commitment to participate on the Council by representing business and the community.
 - iii. Letters, newsletters or other media releases shall be used by the school to solicit candidates.
- 3) A voting member in good standing is a person who has attended three nonconsecutive meetings during the school year.
- 4) A member shall no longer hold membership should said member cease to reside in the school service area.
- 5) Any member guilty of a felony shall cease to be a member as of the date of conviction.
- 6) Membership is not transferable and no member has the right to appoint an alternate for the purpose of voting for himself or herself.
- 7) Each lay member of the Council has one (1) vote which must be made by the member only while attending in person any meeting where a vote is called.
- 8) Any member has the right to resign from the Council at any time.

ARTICLE VI – CONFIRMATION.

- 1) The superintendent shall submit to the District School Board for review and approval by October 15 the membership list for each school advisory council in the District. The District School Board shall determine if a school advisory council meets criteria specified herein; additional members shall be appointed by the District School Board when it is required to achieve the proper representation on the Council.

ARTICLE VII – OFFICERS OF THE COUNCIL.

- 1) The officers of the Council shall be a chairperson, a vice chairperson, a secretary, and a middle school liaison.
- 2) Any other officers that the Council may deem necessary may be added.
- 3) The term of office shall be one year commencing July 1 and terminating June 30.
- 4) Election to the offices of the Council shall be made at each May meeting.
- 5) A Nominating Committee shall be appointed by the chairperson at the April meeting and will submit its nominees at the May meeting, where nominations may be made from the floor.

- 6) Any officer elected by the Council can be removed from office by a two-thirds (2/3) vote of the total membership at any meeting where two-thirds of the membership is in attendance.
- 7) Any vacancy in any office may be filled by the voting members, and such appointed officer shall serve for the unexpired term.
- 8) The chairperson shall preside at all meetings and may sign all letters, reports and other communications. In addition, the chairperson shall perform any and all other duties normally within the realm of such office. The chairperson shall not be an employee of the school district.
- 9) The vice chairperson shall work closely with the chairperson so as to have continuity in the execution of office but will not necessarily nor automatically succeed to the office of chairperson. In the absence of the chairperson, the vice chairperson shall conduct and perform the duties of the chairperson.
- 10) The secretary of the Council shall serve for one year. He/she shall duly record the minutes for each meeting and shall submit such minutes at each succeeding meeting for approval and/or additions.
- 11) The middle school liaison shall act as a go-between in fostering open communication between the high school and the middle school, and will keep the Council and community members informed about middle school activities and issues.

ARTICLE VIII – COMMITTEES.

- 1) The Council for purposes of efficient operation may create any special or standing committees it so deems advisable. Upon a simple majority vote of members in attendance at such meeting, the secretary shall so record the newly created committee and its duties along with its officers.
 - a. Membership in sub-committees shall be by appointment from the chair or by voluntary request from members to serve on such sub-committee.
 - b. Each sub-committee shall elect a chairperson, who shall report to the general membership the functions of the sub-committee. This shall be called at each meeting and shall be approved or disapproved by vote of the entire membership.

ARTICLE IX – AMENDMENTS.

- 1) These bylaws may be amended at any time by a two-thirds (2/3) affirmative vote of the members of the Council, subject to approval by the principal and/or Superintendent of Schools and/or the District School Board.

ARTICLE X – AUTHORITY.

- 1) Authority: Article 1, Section 24, Florida Constitution; Ch. 120, Florida Statutes. Section 230.22 (2), Florida Statutes.
- 2) Laws Implemented: Chapter 286; Sections 229.555; 229.58; 229.592; 230.23 (16, 18), Florida Statutes.
- 3) Also see: Sections 119.07; 229.591; 1001.452; and 1001.453, Florida Statutes.