



Key West High School

School Advisory Council

By-Laws

2023-24

TABLE OF CONTENTS

ARTICLE I: Policy 2

ARTICLE II: Duties and Responsibilities 2

ARTICLE III: Membership 3

ARTICLE IV: Operation of Council 5

ARTICLE V: Election and Duties of Officers 5

ARTICLE VI: Committees 6

ARTICLE VII: Amendments 6

ARTICLE VIII: Parliamentary Procedure 6

ARTICLE I Policy

The School Advisory Council (SAC) of Key West High School has been established pursuant to Florida Statute 1001.452 and shall act as a liaison between the school and the community it serves. The school advisory council shall serve in an advisory capacity to the school principal; shall assist in the preparation and evaluation of the School Improvement Plan pursuant to §1001.42(18) of the Florida Statutes; shall answer questions and offer recommendations regarding school plans and policies; and shall be the sole body responsible for the final decision making at the school relating to the implementation of school board policies [§1001.42(18)] and the state system of school improvement and accountability (§1008.345).

ARTICLE II Duties and Responsibilities

The School Advisory Council shall perform such functions as are prescribed by the regulation of the Monroe County School Board. The duties and responsibilities are:

- 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 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 for school goals; negotiate the definition of adequate 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 goal.
- d. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and the 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.
- 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 education practices and methods.
- j. Act as a liaison between the school and the community.
- k. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to §1008.345.

It shall not be the function of the School Advisory Council to perform any of the functions or duties now reserved or prescribed by law to the District School Board. The School Advisory Council shall not have any state mandates other than those prescribed by the Accountability Legislation.

The duties and responsibilities of the School Advisory Council shall not be limited to those duties assigned by the District School Board.

The School Advisory Council shall not assume any of the powers or duties reserved by Florida Statutes for the School Board or its administrative instructional staff.

ARTICLE III Membership

The School Advisory Council membership shall be composed of the school principal and an appropriately balanced number of teachers, education support employees, parents and other business and community citizens. Appropriately balanced as used herein shall mean a proportionate number of council members considering each peer group being represented on the council; excluding the principal, shall be determined in the August meeting based on enrollment demographics. A majority of the members must be persons who are not employed by the school district.

Members shall be representative of the ethnic, racial and economic community served by Key West High School. The membership shall be comprised of an equivalent number of members in each ethnic/racial category when the percentage of students in a category is equal to or greater than 10%.

The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and in accordance with the by-laws of the School Advisory Council.

- a. A minimum of one faculty member shall be elected by faculty. The term faculty shall include classroom teachers, certified student services personnel, and media specialists.
- b. A minimum of one representative from the educational support employees shall serve on the council. The term “educational support employee” shall

refer to any person who is employed by the school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Section 228.041, Florida Statutes.

- c. A minimum of one parent representative from each grade level shall serve on the council. These parent representatives shall reflect the ethnic, racial and economic character of the school. Parents shall be elected by parents.

A Nominating Committee shall be appointed in April to submit a list of nominees to serve as Chairperson and Vice Chairperson for the following year. Elections for these officers shall be held in May. Parents shall be notified in September about School Advisory Council elections and asked to submit their names for consideration for membership. A vote on membership will take place at the September School Advisory Council meeting by those assembled.

Only those representatives who have been confirmed by the Monroe County School Board shall be allowed to vote. However, no interested parent, faculty member or educational support employee shall be prevented from participating in the School Advisory Council.

Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal.

- a. The school principal shall seek candidates who are interested in making a commitment to participate on the School Advisory Council by representing businesses and the community.
- b. Letters, newsletters, or other media releases shall be used by the principal to seek candidates.
- c. The school principal shall prepare a list of individuals seeking nomination to the School Advisory Council and shall present the list to the School Advisory Council for selecting the business and community representative(s).

The school principal shall submit the list of council members to the Superintendent for review by September 20 of each school fiscal year to determine compliance with Subsection (1) the Membership definition herein. The membership list shall contain the name of each council member represents the ethnic, racial and economic community served by the school.

Membership shall entail a minimum of one school year.

All members shall have equal rights and responsibilities.

ARTICLE IV Operation of Council

The School Advisory Council shall hold a minimum of nine meetings on a set date and time determined at the August meeting. The schedule of meetings shall be advertised.

The meetings shall be held at Key West High School and shall be open to all interested parties and subject to Chapter 1001, Florida Statutes.

The School Advisory Council shall maintain accurate and complete records related to the Council's activities including minutes of all meetings. All records of the School Advisory Council shall be public records and shall be subject to inspection and copying by any person.

A quorum of five (5) members present shall constitute a quorum. The affirmative vote of a majority of those confirmed members present shall be required to adopt any motion.

The agenda of each School Advisory Council meeting shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting. All actions requiring vote shall be given at least three (3) days' notice.

An appropriately balanced council shall include the school principal, a minimum of one faculty representative, a minimum of one educational support employee, a minimum of one parent representative from each grade level, and a minimum of one business/community representative.

Any voting member who acquires two (2) unexcused absences will be replaced at the following SAC meeting.

ARTICLE V Election and Duties of Officers

The officers of the School Advisory Council shall be a Chairperson, a Vice Chairperson and a Secretary. The Chairperson and Vice Chairperson shall be elected at the May meeting prior to the coming school year from a list submitted by a Nominating Committee appointed by the outgoing Chairperson in April. The term of office is one year.

**ARTICLE VI
Committees**

Standing Committees shall be constituted as needed.

Special Committees may be created as required from time to time.

The Chairperson shall appoint a chairperson for each committee.

**ARTICLE VII
Amendments**

These by-laws may be amended by a majority vote of all confirmed members present at any regular meeting of the School Advisory Council upon thirty (30) days public notice of intent to amend.

**ARTICLE VIII
Parliamentary Procedure**

The rules contained in Robert's Rules of Order, Revised, shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this Council.