

*Polk State Lakeland Collegiate High School*  
**SCHOOL ADVISORY COUNCIL BYLAWS**

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**ARTICLE I: STATEMENT OF POLICY**

The Polk State Lakeland Collegiate High School Program (CHS) 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 in the preparation and evaluation of the School Improvement Plan required pursuant to Section 230.23(18), Florida Statutes. The School Advisory Council shall not assume any of the powers or duties now reserved by the Florida statutes for the District Board of Trustees or its administrative or instructional staff. The School Advisory Council must be referred to as the "School Advisory Council" and not by any other name. The council must follow and adhere to Florida Sunshine Law.

**ARTICLE II: NAME**

The name of this association is: The CHS School Advisory Council. In these bylaws, the CHS School Advisory Council may be referred to as the "Council" or "SAC."

**ARTICLE III: RESPONSIBILITIES, DUTIES, AND FUNCTIONS**

**SECTION 1:** The School Advisory Council's functions shall include but not be limited to:

- a) Perform all the functions of a School Advisory Council as prescribed by the regulations of Florida statutes, the Polk County School Board, or the District Board of Trustees. The Council shall not have any of the powers and duties preserved by law to the School Board or the District Board of Trustees.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan and any modifications thereto.
- c) Assist in the preparation of the school's annual budget and plan as required by s. 1008.385(1).
- 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 (ss1008.36).
- 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 Polk County School Board, the District Board of Trustees, or Florida Law.
- f) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

## ARTICLE IV: POLICY

**SECTION 1** The following are basic policies of this School Advisory Council: The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to the following:

1. Council meetings are publicly noticed, open to the public, and include public participation
2. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
3. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.

## ARTICLE V: MEMBERS

**SECTION 1:** The constituency of the Council shall be the parents/guardians of students attending CHS, employees of CHS, CHS students, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

**SECTION 2:** A majority (51%) of the members of the School Advisory Council must be persons *who are not employees of the school*. The SAC shall consist of an appropriately balanced number of participants from the following groups:

- a) The principal, a permanent member of this Council
- b) Teachers
- c) Education Support employees
- d) Students
- e) Parents/Guardians
- f) Business and Community members

Teachers: The teacher position(s) on the council shall be elected by teachers. Teachers will serve a one-year term with a minimum one-year gap before he/she may serve again on the SAC. The term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].

Education Support Employees: This representative shall be selected by the education support employees. Education support employees will serve a one-year term with a minimum one-year year gap before he/she may serve again on SAC. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.

Student representatives will be those elected by their classmates to leadership positions in the school. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452]

Parents: Volunteers will be solicited through various methods such as newsletters, online surveys, school announcements, school events, and incoming student functions during August. At the first meeting, duties and responsibilities of membership will be discussed and volunteers will be accepted. A representative must have a child/ward enrolled at The CHS program. Parents will serve at least a one-year term.

Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by CHS Program. The school principal shall seek candidates who are interested in serving on the School Advisory Council.

If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.

- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
- b) Vacancies also occur when school employees or students of Council members are transferred.

## **ARTICLE VI – OFFICERS**

**SECTION 1:** The Chairperson of the council shall be appointed. The principal shall not serve as the chairperson of the council. The Chair shall preside at all meetings of the Council at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition, the Chair:

- a) Shall coordinate the work of committees formed by the Council to promote school improvement
- b) Shall coordinate the SAC meeting agenda
- c) Shall monitor SAC membership for vacancy replacement

## **ARTICLE VII: MEETINGS**

**SECTION 1:** 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 required to attend all meetings. Meetings shall be held a minimum of four times per year.

**SECTION 2:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council. All council member votes shall be cast in an open forum and not by email.

**SECTION 3:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]

**SECTION 4:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.

**SECTION 5:** The date and time of a meeting with an accompanying agenda shall be advertised to the school community at least (7) calendar days in advance of the scheduled meeting. If no agenda is available, statement of the general subject matter of the upcoming meeting shall be included.

**SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.

**SECTION 7:** 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 XIII: AMENDMENTS**

**SECTION 1:** 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 (refer to Article V, Section 3) Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

**SECTION 2:** The amendment shall become effective upon receipt of approval from the principal.

The CHS School Advisory Council By-laws Adopted: \_\_\_\_\_