

BYLAWS
MISSION, TASKS, AND OPERATING POLICIES
ST. PETERSBURG HIGH SCHOOL
SCHOOL ADVISORY COUNCIL
REVISED – DECEMBER 2018

1. MISSION AND TASKS:

1. Mission

1. The mission of the St. Petersburg High School Advisory Council is to develop and implement a School Improvement Plan in concert with stakeholders in the School Community; assess the School's performance against the same; and modify the Plan or its implementation as needed to achieve Plan goals.

2. Tasks

1. To share in the responsibility for developing the vision and goals, both short and long term, for St. Petersburg High School;
2. To oversee the development of the operational processes needed to reach the highest priority goals and standards;
3. To oversee the development of an action plan for each operational goal;
4. To oversee the development of evaluation procedures to measure progress toward meeting goals, including Indicators of individual student performance;
5. To seek input from all other groups, committees, and individuals as needed;
6. To review the school's annual budget;
7. And to perform all other activities as required by the state Department of Education and the Pinellas County School Board.

2. MEMBERSHIP:

1. The makeup of the SAC shall reflect the total school community, including racial and ethnic balance. Each constituent group will be represented in the following way:

1. STAFF

1. Principal and/or
2. One (1) Assistant Principal or Administrator
3. At least one (1) and up to three (3) Support Staff
4. At least three (3) and up to six (6) Faculty

2. PARENTS Representation by at least four (4) and up to twelve (12) families of students attending St. Petersburg High School. (Clarification: The family may be represented by either parent attending meetings with credit given for either parent attending.)

3. STUDENTS At least two (2) and up to to four (4) members.

4. COMMUNITY At least two and up to four (4) community and or business representatives.

2. Members of SAC will be elected by their respective constituent groups. If needed, alternates may be elected in the same manner. Teachers and students will elect their new members by the end of each school year. Parents will elect their new members by

the end of each school year. Members in the Community category will be nominated by the principal and approved by the full SAC.

3. Members of SAC may not serve in more than one category at a time.
 4. With the exception of the Principal and students, members of SAC will serve a two-year term, with one-half of the membership to be re-elected each year.
 5. There will be no limit on the number of terms members of SAC may serve.
 6. Members of SAC who miss two consecutive meetings without valid reason as determined by the Chairperson will automatically be dropped from membership.
 7. It is the responsibility of each group to name a replacement member to fill a vacancy in a timely manner. Alternates should be given priority.
 8. A list of persons interested in serving on SAC will be maintained in the Principal's office.
 9. In the event that the SAC does not have representative membership, the principal, after consulting with the chairperson and vice chair, will appoint members.
 10. A majority of the members of SAC must be persons who are not employed at St. Petersburg High School.
3. OFFICERS:
1. The officers of the Council will be a Chairperson, a Vice Chair, and a Secretary. They will be elected annually at the May meeting of the Council to serve the following school year.
 2. The term of office for the Chairperson, Vice Chair and secretary will be one year with a maximum of two consecutive terms in each office.
 3. It is anticipated, though not required, that the Vice Chair will assume Chairmanship following his/her term as Vice Chairperson.
 4. The Chairperson shall direct the meetings, and, with the principal, will prepare meeting agendas, notify members of meetings, and jointly sign any official documents or checks issued by the Council.
 5. The Vice Chair will assume the duties of the Chairperson, in the Chairperson's absence, and a new Vice Chair will be elected by the Council if the Chairperson cannot serve out a term. In the event both the Chairperson and the Vice Chair can no longer serve, the Secretary will immediately notify the members and both offices will be filled at the next meeting of the Council.
 6. The secretary will record and maintain the minutes of all official meetings and make those minutes available to the school and public.
 7. The position of secretary can be held by a student of the school but the positions of Chairperson or Vice Chairperson cannot be held by a student.
4. MEETINGS:
1. There will be at least eight (8) meetings a year.
 2. Meetings will be scheduled in the evenings or at such times that are convenient for parents, students, teachers, business persons and community members to attend.
 3. Notice, in writing or e-mail, will be given to all members of the SAC at least three days in advance of any matter that is scheduled for a formal vote.
 4. A quorum must be present before any official vote can be taken. A quorum shall be a majority of the members of SAC.
5. COMMITTEES:

1. There will be an Executive Committee consisting of the Chairperson, Vice Chairperson and the Principal. The Committee may meet to deal with emergencies and/or make recommendations to the full Council.
2. The Council may establish ad hoc committees or school improvement teams as needed.
3. Membership in any of the committees or teams is not limited to members of the Council.
6. PROCEDURES FOR REACHING AGREEMENT:
 1. It is the intent of this Council to promote the free exchange of ideas at all times.
 2. It is the intent of this Council to reach agreement through consensus in all matters.
 3. When failing to reach consensus, decisions will require a two-thirds majority vote of members present.
7. COMMUNICATION:
 1. It is intended that an explanation of this Council and a summary update of its activities and goals will be delivered to the parents and community at the annual back-to-school night. In addition, updates will be included in the school newsletter on a periodic basis.
 2. Minutes of all SAC meetings will be recorded and made available to the public.
8. CHANGES TO BYLAWS: These bylaws may be amended at anytime by a two-thirds majority vote of the Council at the meeting following the announcement of a suggested change.