

**North Port High School
School Advisory Council/Shared Decision Making Team
Operational Guidelines
2017-2018**

Article I. General

- A. These guidelines are adopted pursuant to Rule 2.26 of the Sarasota County School Board and shall govern the operation of the North Port High School Advisory Council/Shared Decision Making Team . The rationale for combining these two groups is North Port High School reflects the needs of a unique community. North Port SAC/SDMT is decision making concept that more effectively enables the school to meet those specific needs.
- B. The provisions of Florida law and rules of the School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by reference. Revisions required by House Bill 1661, effective July 1, 2002, are also included.
- C. To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.
- D. The guidelines/bylaws will be submitted to the district school board annually for review.

Article II. Name

The official name of this body shall be the School Advisory Council/Shared Decision Making Team of North Port High School, from here on known as SAC/SDMT.

Article III. Purpose

The purpose of the SAC/SDMT is to enhance school site decision making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the school improvement plan, and to provide input on the budget and use of school improvement funds pursuant to Florida Statute 229.58.

Article IV. Membership Responsibilities

The SAC/SDMT shall:

1. Review the results of any needs assessments conducted at the school.
2. 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, strategies, and evaluation procedures to measure student performance. The SAC/SDMT shall be the final decision-making body at the school relating to school improvement.
3. Define adequate progress for each school goal and for the overall school improvement plan 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 on the overall plan.
4. Report progress in meeting the goals of the school improvement plan. A mid-year review and end-of-year report shall affirm the satisfactory implementation of the plan.
5. 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 selected to measure student performance.
6. 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.
7. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
8. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
9. Provide input on the school's annual budget and the use of school improvement funds to assist in the preparation of the school budget.
10. Make recommendations on the waiver of School Board Policy/Rules, which will allow school personnel to establish innovative educational practices and methods.
11. Act as a liaison between the school and the community.
12. Assist in the preparation of the feedback report to the Commissioner of Education as required by and pursuant to Florida Statutes.

13. Identify other duties and functions of the SAC/SDMT.

Article V. Composition

The SAC/SDMT shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives. The composition shall be as follows:

1. Membership shall be representative of the ethnic, racial and economic community served by the school, including students in the count.
2. A majority of members shall be persons that are not employed at the school, excluding students in the count.
3. Teachers shall be defined as any person on the instructional salary scale.
4. Education support employee shall refer to any person on the classified salary schedule employed by the school for twenty or more hours during a normal working week.
5. The SAC shall consist of no less than (10) and no more than (25) members.)
6. The membership shall be comprised, at a minimum, of the following: teachers (5), support employees (2), students (5), parents (5), business/community members (5).

Article VI. Selection of Members, School Board Approval, Vacancies, Membership Term and Attendance

A. Selection of Members:

1. Teachers, education support employees, students, and parents shall be elected by their respective peer groups in a fair and equitable manner as set forth in these guidelines:
 - a) Teachers shall be elected by teachers from a ballot of nominated teachers with a school wide election.
 - b) Education support employees shall be elected by education support employees from a ballot of nominated education support employees.
 - c) Students shall be elected by the student body as an office elected during school elections. Representatives will be class officers of each class and the President of the Student Council.
 - d) Parents shall be elected by parents from ballot of nominated parents printed in the school newsletter, or other media.

2. Business and community members shall be selected by the SAC/SDMT after reviewing a list of nominees prepared by the school principal using the following guidelines:
 - a) The principal shall:
 - 1) Seek candidates from businesses and the community through letters, newsletters, or other media releases.
 - 2) Prepare a list of individuals seeking nomination and present the list to the SAC/SDMT for selection.
 - b) The SAC/SDMT shall:
 - 1) select/elect the business/community member(s) from the list presented by the principal.
3. The school principal is a required member by law.

B. School Board Approval:

1. The principal shall submit the list of SAC/SDMT members to the Superintendent or designee for review and submission to the School Board for approval each school fiscal year. The membership list shall include:
 - a) the name of each council member.
 - b) the peer group represented.
 - c) a description of how membership reflects the ethnic, racial, and economic community served by the council.
 - d) the number and percent of school-based and non-school-based members.
 - e) a description of how members were selected for each peer group.
2. The principal shall also submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it. Revisions in other data that result from the member change will also be noted.

C. Vacancies:

The principal shall:

1. Fill SAC/SDMT vacancies as they occur throughout the year using the process described above.
2. Submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it on the list. Revisions in other data that result from the member change will also be noted.

D. Membership Term:

1. Members will serve a minimum of (two) years. New members will begin their term on July 1st and exiting members will serve until June 30th.
2. Terms will be staggered to ensure a mix of new and experienced members each year.

E. Attendance:

Any member who has two consecutive unexcused absences from a school advisory council meeting that is noticed according to the procedures in the bylaws shall be replaced.

Article VII. Officers

A. Officers:

There shall be Two Co-Chairpersons, and a Recording Secretary nominated and selected at the first SAC/SDMT meeting of the regular school year.

B. Duties:

1. The Co- Chairperson shall preside at all SAC/SDMT meetings, schedule meetings, prepare agendas in collaboration with the principal, advertise the agenda to the school community at least 48 hours in advance of each scheduled meeting, and disseminate pertinent information to members.
2. The Co-Chairperson shall preside at all meetings in the absence of the Co- Chairperson and perform such other duties as requested by the Co- Chairperson or by the SAC/SDMT.
3. The Recording Secretary shall keep a proper record of all meetings of the SAC/SDMT, including a record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of the Operational Guidelines, previous minutes, and other pertinent papers. The Secretary shall also keep an accurate list of names, addresses, and telephone numbers of all members, indicating the status of such members (i.e. teacher, parent, etc.) and the expiration date of each member's current term. The Recording Secretary shall notify all members of SAC/SDMT meetings.

C. Term of Office

1. Each officer shall serve a term of one year with no officer serving in the same position consecutively for more than two years.
2. Vacancies occurring during a term shall be filled at the first meeting after the

vacancy occurs using the voting procedure described in these guidelines.

Article VIII. Membership Voting

A quorum of SAC/SDMT members shall be present before a vote may be taken by the SAC/SDMT. A majority of the membership of the council constitutes a quorum. Each SAC/SDMT member shall have one vote. A member must cast his or her vote in person. No vote by proxy or by alternates is permitted; however, an absent member may send a non-participating representative to observe a meeting for the purpose of delivering a report to the absent member's constituency group. A two-thirds vote of the membership is required for approval. Voting and procedure shall be by the consensus method as defined under procedures adopted by the School Board. Generally the group will strive for consensus, however when consensus cannot be reached, a two-thirds vote of the membership is required for approval.

Article IX. SAC/SDMT Scope and Limitations of Decision Making.

A. The SAC/SMT shall assist with decisions in the following areas:

1. Implementation of the school improvement plan standards and strategies
2. Curriculum/Programs.
3. School climate/school discipline and attendance.
4. Budget allocations and recommendations.
5. Staff development implementation.
6. Facilities and activities.
7. School-community relations.
8. Conflict resolution recommendations.
9. AD Hoc issues as assigned by the principal.

B. Within the scope of decision making such levels of expertise shall be maintained:

1. Academies, departments, and grade-level teams: to focus on department policy and within individual disciplines.
2. Administration: to focus on implementation and policy formation within existing laws and procedures as determined by federal, state and/or county regulations, including contractual obligations, finance, staffing, staff assignments, scheduling, appointments and committee membership.
3. Standing and Ad Hoc Committees (appointed individuals or teams): to focus on specific areas of delegated responsibilities.

C. Hiring Procedures:

1. Faculty members from the school will be involved in the hiring process for all instructional and classified personnel. Members of the school faculty who are knowledgeable in the area in which the interview focuses will participate as a part of the interviewing committee. The committee will make recommendations to the principal regarding candidates' strengths and weaknesses. The final hiring decision will be the principal's responsibility.

Article X. Meetings

The SAC/SDMT will adhere to the following guidelines for meetings:

1. Meeting dates, times, and locations will be mutually agreed upon by members.
2. Meetings will be scheduled at times when parents, students, teachers, business persons, and members of the community can attend and which will support maximum attendance by members of the school community.
3. Meeting notices, including agendas, will be posted in the teacher lounges, mail room and parent newsletter 48 hours prior to the scheduled meeting.
4. At least three days' advance notice in writing will be given to all SAC/SDMT members of any matter that is scheduled to come before SAC/SDMT.
5. All meetings will be open and public.
6. Each meeting shall require the presence of a quorum. A majority of the membership of the council constitutes a quorum.
7. Minutes from all regularly scheduled meetings will be recorded and maintained in the office of the principal and be posted with the district.
8. The SAC/SDMT shall be in compliance with Florida's Government-in-the-Sunshine Law and Public Records Law.
9. A maximum of 15 minutes with no more than 3 minutes per-person will be allowed for persons to speak about items on the agenda before each meeting.

Article XI. Committees

Committees will be formed and guided by the Operational Guidelines of the School Advisory Council. All committees will function as advisory committees unless decision making is delegated to them by the SAC/SDMT and principal.

1. Standing Committee(s)
Operational Guidelines Committee: This committee shall be responsible for drafting revisions to the Operational Guidelines when necessary and for presenting the revisions to SAC/SDMT for approval.
2. Special Committees

The SAC/SDMT may create other committees to address specific needs. The existence of such committees shall terminate upon completion of the specified task. Such committees are:

1. Activities: to coordinate events, calendars, fund-raising, Renaissance, and extra curriculum event.
2. Budget: to assist the administration in the development and review of the budget.
3. Curriculum (comprised of the curriculum coordinators/department heads plus representatives of the SAC/SDMT) make recommendations in the area of curriculum, which may include textbooks, intradepartmental issues and staff development.
4. School and community: solicits parental and community support for the total school program. Additional responsibilities may include SAC/SDMT, parent organizations, business partners volunteers, Chamber of Commerce, community foundations, alumni and public relations.
5. Safe and Orderly Schools Committee: implements a school-wide management and discipline plan. Additional responsibilities may include attendance, discipline, records and campus supervision.
6. Technology: Supervises the coordination, placement, inventory and support of all instructional computer/audio-visual technology.
7. Grants: oversees and coordinates grant writing at the school.
8. Ad Hoc Committees: perform specific tasks and whose membership will dissolve after the task is completed. Example: alternative scheduling, school-within-a-school, instructional strategies, facilities, elections, etc.
9. Communication work to develop a relationship with the school and the community.

Article XII. Amendments

The Operational Guidelines shall be reviewed annually and revised as deemed necessary. Changes must be approved by the SAC/SDMT. Changes must be approved by the SAC/SDMT as outlined in Article VIII.

Karyn Strauss
Co-Chair

Tiffany Jennings
Co-Chair

Brandon Johnson
Principal