



**HORACE O'BRYANT SCHOOL  
SCHOOL ADVISORY COUNCIL  
BY-LAWS**  
(Revised Sept. 2021)

**ARTICLE I  
PURPOSE**

The School Advisory Council (SAC) of Horace O'Bryant School shall act as a liaison between the school and the community it serves; shall serve in an advisory capacity to the school principal, administration and faculty; shall assist in the development of the educational program and in the preparation and evaluation of the school improvement plan; shall answer questions and offer recommendations regarding school plans and policies.

**ARTICLE II  
DUTIES AND RESPONSIBILITIES**

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

- 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 students' performance.
- c) Define adequate progress for each school goal; obtain public input when defining adequate progress with the School Board; notify and request assistance from the School Board if deemed necessary 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 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 of 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 report to the Florida Commission on

Education Reform and Accountability as required by and pursuant to Section 230.239 (18)(g), Florida Statutes. The duties and responsibilities of the SAC shall not be limited to those assigned by the District School Board. It shall not be the function of the SAC to perform any of the functions or duties now reserved or prescribed by law to the District School Board. The SAC shall not have any state mandates other than those prescribed by the Accountability Legislation.

### ARTICLE III MEMBERSHIP

Horace O'Bryant School will make every effort to solicit the support of parents for its School Advisory Council. The Council will strive for an appropriately balanced number of parents, community members, teachers and support staff. The principal shall serve as a member. Members should be representative of the ethnic, racial and economic community served by Horace O'Bryant School. In the event that the racial and/or ethnic membership is not achieved,, the school will continue to actively recruit membership throughout the year in the deficient areas. The School Advisory Council 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% as stated by law. If the council does not meet the prescribed racial/ethnic balance representing the ratio of the students, the council will petition the School Board to accept the membership list for a maximum of one year. Those not employed by the school board must hold a majority of the membership.

A minimum of one faculty representative from each of the grade levels may serve on the Council.

A minimum of one representative from the educational support may serve on the council.

A minimum of one parent of a student from each grade level shall serve on the council.

A minimum of one student representative may serve on the council.

The faculty shall elect their representatives from within the faculty.

The faculty shall present a list of parents from each of the teams who are interested in serving on the SAC. These parents shall reflect the ethnic, racial and economic character of the school. The first newsletter shall notify all parents interested in participating as a member of the SAC to submit their name to the office.

No interested parent, faculty member or educational support employee shall be prevented from participating in the SAC.

The student representative may be selected from the Student Council.

The principal shall prepare a list of individuals from business and the community who are interested in serving on the council. The SAC shall have final approval of the list.

Membership would entail serving a minimum of one school year.

### ARTICLE IV MEETINGS

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

The meetings may be held at Horace O'Bryant School or in the community and shall be open to all interested parties.

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

#### ARTICLE V ELECTION AND DUTIES OF OFFICERS

The officers of the School Advisory Council shall be a Chairperson, a Vice-Chair-Person, and a Secretary. The officers shall be elected at the end of the each school year if possible or as early as possible at the beginning of the next school year. The term of office is one year.

The officers shall perform duties in accordance with their respective offices. The secretary shall keep adequate records. The records shall be presented in good order to his/her successor. The officers shall constitute an executive committee. The principal shall be a standing member of the executive committee. The faculty representatives on the SAC shall appoint a representative to the executive committee.

The executive committee shall have the power to act on matters of urgency, which may arise between meetings of the regular SAC.

The executive committee has the authority to appoint additional members during the school year if needed.

#### 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 articles 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 PARLIMENTARY 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.