

**Florida Atlantic University Schools
School Advisory Body
By-Laws
DRAFT**

**Article I
Name and Mission**

The name of this organization is the Florida Atlantic University Schools (“FAUS”) School Advisory Body (“SAB”). The SAB’s mission is the development and implementation of the School Improvement Plan and the provision of general oversight and guidance for the FAUS Alexander D. Henderson University School and FAU High School, as provided under Florida law.

**Article II
Responsibilities**

Responsibilities of the SAB shall include:

1. Developing, implementing and monitoring the School Improvement Plan (SIP).
2. Facilitating improvement and assessment of school efforts and needs.
3. Keeping the FAUS staff and community informed of its activities.
4. Meeting at least once a month. The SAB shall approve an annual meeting calendar at its September meeting each year. The Chairman of the SAB may call special meetings upon providing at least three (3) school days’ written notice to the public and SAB members.
5. Monitoring the operations of FAUS and the distribution of monies allocated for that purpose.
6. Establishing necessary policies, programs and administrative modifications.
7. Evaluating annually the performance of the Principal/Director and recommending corresponding action to the Dean of the College of Education.
8. Reviewing annually evaluations of FAUS operation and research findings.
9. Working to identify areas of concern or interest to the FAUS administration, faculty, educational support employees, students and parents/guardians.
10. Determining jointly with the FAUS staff the use of funds received from the Florida School Recognition Program (F.S. 1008.36).

Article III **Composition**

The SAB shall consist of ten (10) Elected Members, at least five (5) Appointed Members and two (2) Other Members. Elections are conducted and appointments made as required by law. A majority (at least 51%) of the members of the SAB must be persons who are not employees of FAUS.

- A. Elected Members. The ten (10) elected members of the SAB shall be elected by their respective peer groups as follows:
 - i. 3 FAUS faculty members (one elementary; one secondary; one at-large)
 - ii. 5 parents or guardians (one elementary; one middle school; one high school; two at-large)
 - iii. 1 education support employee
 - iv. 1 student (high school)

- B. Appointed Members. The three to five (3 - 5) appointed members of the SAB shall be appointed by the President of FAU, as follows:
 - i. 2 Florida Atlantic University faculty members
 - ii. Up to 3 business/community citizens

- C. Other Members.
 - i. Principal/Director of FAUS
 - ii. Dean of the College of Education or their designee

If the President of FAU determines that the membership does not represent the ethnic, racial and economic community serviced by FAUS, he or she may appoint additional members to achieve proper representation.

Article IV **Terms, Vacancies and Resignations**

- A. Terms.
 - i. The term of each appointed members shall be two (2) years and the term of each elected member shall be one (1) year. The term of membership shall commence on September 1 and expire on August 31.

- ii. Any SAB member (other than the Principal/Director and the Dean or Dean's designee) who has two (2) unexcused consecutive absences or who is not in attendance for a total of five (5) meetings within a consecutive 12-month period shall be removed from the SAB. An unexcused absence shall be defined as any absence that is not reported to the Principal/Director and/or the Recording Secretary prior to the start of the meeting.
- iii. Any SAB member (elected or appointed) that is no longer holding the classification that qualified him/her to serve on the SAB will no longer be an SAB member, effective on the date of the status change.
- iv. There are no term limits on successive appointments or elections.

Article V **Officers**

The SAB shall elect from its membership a Chair, Vice Chair, Secretary and Treasurer annually at its August meeting. There is no limit on the number of terms that any officer may serve.

- A. Chair. The Chair shall prepare the agenda for each meeting, conduct each meeting, and delegate responsibilities for specific programs and projects.
- B. Vice Chair. The Vice Chair shall assist the Chair as requested and assume the duties of the Chair in the event of absence. In the event the Chair is removed or relinquishes the office, the Vice Chair will become the Chair until the end of the Chair's term.
- C. Secretary. The Secretary shall be responsible for all correspondence of the SAB. The Secretary shall maintain a file of minutes, correspondence, notices and programs at a location accessible to the public (as designated by the FAUS Principal/Director).
- D. Treasurer. The Treasurer shall be responsible for reporting to the SAB the financial position of FAUS. The Treasurer shall chair the Finance Committee.
- E. Parliamentarian. The Parliamentarian's role in a meeting is to advise the Chair on matters of parliamentary procedure. He/she does not make rulings but rather is a consultant only. Rulings are the sole responsibility of the Chair. Parliamentary procedure refers to the practices used in meetings to keep things orderly and give everybody a fair chance to be heard, and when a large majority is ready to make a decision and get on with other business.

Article VI

Standing Committees

The SAB will be organized into three (3) standing Committees which will meet between official SAB meetings, as needed, to make recommendations to the full SAB. Committee meetings shall be held in accordance with the requirements of Florida Statute, Section 286.011. Two (2) members in attendance at a Committee meeting shall constitute a quorum.

- A. Finance Committee. The Finance Committee is assigned the responsibility of ensuring that FAUS maintains a sound financial position and operates in accordance with legal requirements for financial administration and control. Members of the committee shall include, but not be limited to, the Treasurer of the SAB who will serve as Chairperson, the Dean of the College of Education or his/her representative, and at least one (1) other SAB member. This responsibility shall be accomplished by:
- Working through the Principal/Director to review, investigate and make recommendations to him/her on financial matters;
 - Advising the SAB on the current financial position of FAUS;
 - Submitting policies for consideration by the full SAB, relating to financial oversight and matters requiring approval.
 - Reviewing budgets presented to the SAB for approval; and
 - Ensuring that audits are performed in a timely and accurate manner.
- B. Personnel Committee. The Personnel Committee is responsible for advising the SAB on development of personnel policies for approval by the SAB, and establishment and compliance with personnel policies designed to meet a high standard of education. Members of the committee shall include, but not be limited to, three (3) SAB members with one (1) serving as the Chair. This responsibility shall be accomplished by working with the Principal/Director to:
- Review and make recommendations to him/her on personnel policy matters;
 - Ensure that FAUS has and follows equitable and legal personnel policies;
 - Develop the annual evaluation of the Principal/Director.
 - Review personnel policies being presented to the SAB for consideration; and
 - Submit those matters requiring approval for consideration by the full SAB.
- C. Education Committee. The Education Committee is responsible for advising the SAB on policies related to curriculum and materials purchased under the advisement of the professional curriculum committees, policies related to the delivery of the instruction and student-related policies. Members of the committee shall include, but not be limited to, three (3) SAB members with one (1) serving as the Chair. These responsibilities shall be accomplished by working with the Principal/Director to:

- Review the SIP and make recommendations;
- Review the performance of FAUS annually on admissions, accreditation reports, state testing systems, and student safety and behavior; and
- Review the implications of research conducted at FAUS for improving school effectiveness.

Article VII

Policy Development and Distribution

The SAB intends that its policies serve as a source of information and guidance for all persons who are interested and connected to FAUS. The SAB's policies are framed, and are meant to be interpreted, in terms of the Policies and Regulations of FAU, the Florida Board of Governors and any applicable collective bargaining agreements, the laws and rules of the State of Florida, and the statutes, rules and regulations of the United States. The SAB's written policies shall be developed thoughtfully and maintained regularly so they may be used as a basis of SAB action and administrative decision. This shall be accomplished as follows:

- A. The Principal/Director's responsibility is to call the SAB's attention to policies that need revision. However, proposals regarding FAUS policies may originate from any of several sources including a parent/guardian, an employee, a member of the SAB, the Principal/Director, and/or a consultant to the SAB or FAUS.
- B. The request for policy action will be sent to the appropriate committee of the SAB for review. Following such review, if approved by the appropriate committee, the requested policy action will be publicly displayed for a 20-day public review period. After the review period, the SAB will consider action on the policy request.
- C. Policies introduced and recommended to the SAB shall not be adopted until after the 20-day public review period. Temporary approval, however, may be granted by the SAB in order to meet emergency conditions or special situations that may occur before a policy change can be formally adopted.
- D. In cases where urgent action must be taken and the SAB has no policy established, the Principal/Director shall have the power to act on behalf of the SAB. It is the duty of the Principal/Director to inform the SAB as soon as possible of such action and to prepare a draft of policy needed to guide future action.
- E. The operation of any section of SAB policies not established by law and/or contract may be suspended by a two-third (2/3) vote of the SAB members present at any regular or special meeting.

- F. After written policies are formulated and adopted, copies will be distributed to each SAB member and be available to the public in the Principal/Director's office, in the ADHUS office, and on the FAUS website. Policies that require further approval by FAU shall be submitted by the Assistant Dean, PK-12 Schools and Programs, to the FAU Board of Trustees at the earliest opportunity. All policies shall state their effective date upon approval by the SAB or the FAU Board of Trustees, as appropriate.

Article VIII
SAB Meetings/Agendas

- A. Quorum. A majority of SAB members (i.e. eight [8] with a 15-member SAB) present at a regular meeting or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the SAB. A member is said to be present if available during the meeting by phone.
- B. Conduct of Meetings. In the conduct of all meetings, the SAB shall follow Robert's Rules of Order, Newly Revised, except as otherwise provided by FAU regulations, law or SAB policy. Anyone who is not a member of the SAB shall only be allowed to address the SAB with the permission of the SAB Chair. Persons wishing to address the SAB shall be recognized as provided in SAB meeting procedures. Meetings shall be held in accordance with the requirements of Florida Statute, Section 286.011.
- C. Meeting Agenda and Notice. Any item requested to be placed on the agenda of a regular SAB meeting shall be submitted, in writing, to the Principal/Director's office no later than twelve o'clock (12:00pm) noon, seven (7) calendar days prior to the meeting. This rule shall not preclude the right of any citizen to address the SAB; however, except for good cause as provided in SAB policy, the SAB shall not take action on any substantive proposal until such matter has been formally placed on the SAB meeting agenda. Copies of the agenda for regular meetings shall be made available at least five (5) calendar days prior to the scheduled meeting to the public or other parties who have expressed a desire for a copy of the agenda. Members of the SAB shall receive at least three (3) days' advance notice, in writing, of any matter that is scheduled to come before the SAB for a vote. The agenda for a special meeting shall be made available at least forty-eight (48) hours prior to the meeting.

D. Public Comment. Anyone desiring to speak to an Agenda Item shall file a written request with the Principal/Director's office by five o'clock (5:00pm) on the afternoon prior to the meeting.

Public comment may be presented at a regular meeting upon submission of a comment card. Cards may be obtained at the meeting place and submitted no later than five (5) minutes prior to the scheduled time for commencement of the meeting, so that, at the Chair's discretion, the meeting may be opened for public comment, as appropriate.

Such requests shall contain the following:

- The name and address of the person making the request;
- The organization or group, if any, represented;
- Content of the information to be presented. If written material is to be passed out, a copy of such material shall be provided to the Principal/Director's office with the request. Presentations shall be no longer than three (3) minutes.
- Desired SAB action, if any.

E. Order of Business. The normal order of business at a regular meeting shall be:

- I. Call to Order, Sign In, Flag Salute, Approval of Agenda
- II. Welcome
- III. Introductions
- IV. Acceptance of Minutes
- V. Principal/Director's Report
 - a. PTO Report
- VI. Action Items
- VII. Discussion Items:
 - a. Education
 - b. Personnel
 - c. Finance
 - d. Other
- IX. Old Business
- X. Public Comment Period
- XI. Announcements, Communications, SAB Member Comments
- XII. Adjournment

Article IX
Voting

Members shall vote at meetings in person or via phone and not by proxy. All members present at any meeting must vote on all matters considered for action by the SAB except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under Florida law. In such cases, said member shall comply with all requirements under Florida law. Each member has one vote on all matters and only members present during a vote may vote.

Article X

Administrative Liaison

The Assistant Dean, K-12 Schools and Programs, or his/her designee (or if there is no such Assistant Dean, the Dean of the College of Education or his/her designee) shall serve as the SAB's staff and liaison to FAUS.

Article XI
Amendments

These By-Laws may be amended by an affirmative vote of a majority of the Florida Atlantic University Board of Trustees.