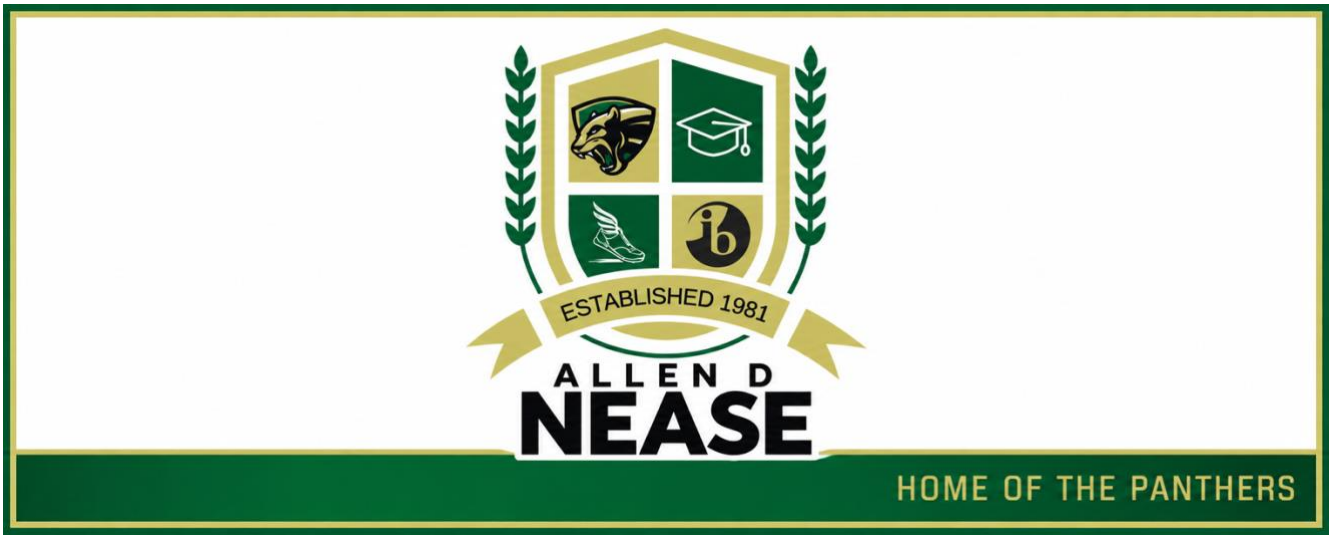

Nease High School
School Advisory Council
By-Laws
Approved 10/15/26
2026-2027

Philosophy

Members of the School Advisory Council help explore ways to improve the education of the students in our school. A member can also represent the views of others in the community and encourage their participation in the school. By valuing and respecting everyone's views, the council creates a partnership among the school, the students' families, and the community. Such a partnership can help all students become well-educated, well-adjusted, and productive citizens. When the entire school community works together to support learning, children tend to succeed, not just in school but throughout their lives. Member participation in this process is crucial. Use this handbook as a guide to become an effective member of the Nease School Advisory Council.

The Nease High School Advisory Council recognizes that the education of students is a shared responsibility involving the school, students and their families, and members of this community. Parents and guardians have the right, as well as the responsibility, to participate in the education of their children, and can contribute to their children's development in a wide variety of ways. Studies show that parent involvement in schools usually increases the success of school programs and the effectiveness of the schools themselves. Other members of the community also offer a wealth of experience and expertise that may be of benefit to students. Members of all these groups should, therefore, have the opportunity to advise in educational matters. Nease High School is committed to encouraging partnerships that will enhance the education of its students.

Florida Statute1001.452 requires that all school districts establish School Advisory Councils to increase communication between schools and their communities and to enable parents and students to assume a more responsible and active role in education programs.

The St. Johns County School District has authorized the establishment of individual school improvement teams in district schools to serve in an advisory capacity to the principal, and to assist in the development of educational programs and in the preparation and evaluation of the school improvement plan.

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I. Benefits of Participation

The Nease School Advisory Council (SAC) provides for

A. Two-way communication between school and community.

B. An opportunity for parents, students, and representatives of the community to take a responsible and active role in local educational issues and concerns.

C. The partnership of school and community representatives increases mutual understanding and interaction between the school and community in general.

II. Roles and Function

A. As a link between the school and the community, the two primary functions of the Nease SAC are:

1. to establish and maintain good communication between the school, parents, students, and community
2. to encourage parents and community members to participate in education

B. In addition, the Nease SAC will

1. serve as an advisory body of volunteers created to enhance students' learning through the cooperative efforts of parents, staff members, students, and other community members
2. represent the diversity of the school community, including parents and guardians of students enrolled in the school, as well as people who live or work in the school's attendance area
3. provide the community with opportunities to discuss educational issues and respond to local educational needs
4. solicit feedback from students, parents, and community members and present that data to the school and school board
5. help the school to identify and respond to the educational needs of our community
6. provide advice to the school principal and, where appropriate, to the school board
7. determine how school improvement funds allocated to the SAC will be used based on the data received from the needs assessments and the best interests of all students in the school
8. be accountable to the school community it represents
9. attend council meetings on regular basis
10. establish and review annually the council's goals, priorities, and procedures
11. operate within the guidelines of the St. Johns County School Board Policy "School Improvement Teams" (#2.04)

12. hold a minimum of four (4) meetings per year (all meetings shall be public)
13. ensure expenditures are related directly to the School Improvement Plan (SIP)
14. have the option to appoint a timekeeper at each meeting

III. Nease School Advisory Council Membership/Composition

A. Composition of the SAC will be determined by the requirements of State Law.

B. Membership of the Nease High School Advisory Council (SAC) should
1. represent the diversity of our school community
2. have people not employed by the school district form the majority of council membership
3. treat all council members as full and equal partners
4. bring before the council issues and concerns of the groups they represent
5. provide links to the community

C. When called for, subcommittees such as Budget, Needs Assessment, School Improvement etc. may be created and will
1. designate a chairperson and meet as needed
2. include the SAC Chair as a member of the Budget subcommittee
3. establish clearly articulated goals that must support the approved School Improvement Plan

D. Nease High School SAC should include, but not be limited to, the following people as members:
1. parent(s)/guardian(s) of students currently enrolled in the school
2. community representative(s)
3. the school principal
4. instructional staff member(s)
5. non-instructional staff member(s)
6. student body representative(s)

It is expected that the membership of the council reflects the diversity of the school community with respect to ethnic, racial, and economic balance.

E. Council size
1. non-school members shall be simple majority of the council
2. the council will determine annually how many community representatives will serve on the committee
3. SAC shall not be less than nine (9) nor exceed twenty-eight (28) members
4. if a position is vacant, the council shall function while seeking the required members to restore majority and balanced community representation

F. Community appointees must be members who are representatives from local businesses of industry, social service agencies, community or non-profit organizations, and the public at large.

IV. Role and Responsibilities of Nease SAC Officers/Principal

A. Annually, the SAC selects the following officers:
1. Chair-Elect
2. Recording Secretary

B. The Chair shall be selected every two-years and serve a two-year term. During the second year, the Chair trains the Chair-Elect, so there is some continuity. After the second year, the Chair-Elect becomes the Chair and is mentored by the immediate Past Chair.

C. The Chair shall:
1. organize and conduct SAC meetings
2. make his/her email available to the school office staff, school community, and school/community liaison officer
3. establish and communicate, in consultation with the council, a meeting schedule for the year when parents, students, teachers, staff, and members of the community can attend
4. prepare the agenda for meetings in consultation with the principal and other council members and provide at least three (3) days' notice on any matter that is scheduled to be voted on via email to SAC members and post to the Nease SAC website
5. prepare monthly financial summary including the current account balances or delegate to standing Treasurer
6. chair the meetings and be responsible for the time management of the agenda
7. ensure that the agendas, minutes, and funds requests of the meetings are recorded and distributed according to the council procedures
8. strive for diversity in sub- and ad-hoc committees
9. facilitate collaborative decision making
10. ensure regular communication with the school community
11. assist the principal with presentation of the school improvement plan to the school board if applicable
12. mentor the Chair-Elect and be mentored by Past Chair

D. A Chair-Elect shall:
1. assist the Chair in the duties above during first year
2. assume the Chair position in the second year

E. The Recording Secretary shall:
1. record minutes of the meetings
2. submit minutes in a timely manner

F. The Principal shall:
1. be a voting member of SAC
2. facilitate the establishment of SAC and assist in its operations
3. attend all SAC meetings. The assistant-principal may serve as a designee if the principal is not able to attend

4. ensure that copies of the minutes of SAC meetings are posted on the Nease High School website
5. support and promote SAC activities
6. act as a resource on laws, regulations, school board policy, and collective agreements
7. obtain and provide information required by SAC to enable the Council to make informed decisions
8. maintain regular communication with the Chair or Chair-Elect of the SAC
9. ensure that information and correspondence and other materials intended for the SAC are forwarded to the SAC Chair and Chair-Elect in a timely fashion
10. assist the SAC in communication with the school community
11. seek input from the SAC in areas for which it has assigned advisory responsibility
12. encourage the participation of parents, students, and others within the school community
13. ensure that all printed materials from the SAC distributed through the school are consistent with the District School Board policy
14. support an effective liaison among the school, the various organizations within it and any other parent group that exists in the school, and the SAC
15. assist the SAC Chair with presentation of the school improvement plan to the school board

V. Framework for School Advisory Council Selections

A. School Advisory Council Selection Confirmation

1. current SAC will establish a new council for the following academic year
2. all positions must be filled by October of each year to maintain a term overlap in future SACs which will facilitate continuity, allow for a learning period, and maintain a group of experienced members

B. Considerations for SAC Membership Process

1. appeals related to the SAC selection process or results shall be resolved by the past SAC
2. if the situation is not resolved, the school principal, the Chair and Chair-Elect of the outgoing council shall decide

C. Considerations for Parent Representatives

1. parents/guardians of a student at the school are eligible to volunteer to serve on the SAC. Self-nomination will suffice.
2. no additional qualifiers or quotas may be used to restrict eligibility to volunteer as a parent member (for example: child's program, grade, location of home etc.)
3. if the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed, and no selection shall be held
4. invitations for new members will be advertised in the same manner as are the meetings
5. parent/guardian members will be elected by parents/guardians

D. Selection of Community Representatives

1. the school principal shall seek candidates who are interested in making a commitment to participate on the SAC representing the community
2. letters, newsletters, or other media release shall be used by the school principal to seek candidates

E. Selection of Staff Representatives

1. the principal, in consultation with the SAC, will make the necessary arrangements for staff representatives to be selected
2. anyone assigned to the staff of the school (full or part-time) may be eligible to serve
3. teacher members will be elected by teachers
4. instructional support members will be elected by instructional support staff

F. Selection of Student Representatives

1. any currently enrolled student at Nease may volunteer to participate in the School Advisory Committee
2. student members will be elected by students.

G. Vacancies in Membership

1. vacancies occur when
   (a) positions on the SAC have not been filled after selections in the Fall
   (b) a member resigns
   (c) a member has missed two (2) consecutive meetings or a total of four (4) without a communicated message to the chair
2. filling a vacancy
   (a) the SAC may appoint a representative for that position until next academic year
   (b) all appointments to fill vacancies on the SAC are by majority vote of the members currently serving on the SAC and in attendance at the meeting

H. Selection of the Chair, Chair-Elect, and other Officers

1. the Chair, Chair-Elect and Recording Secretary shall be selected by members of the SAC
2. a Treasurer may be elected from the SAC members at the same time as the Chair and Chair-Elect, or the duties of the Treasurer may be absorbed by any other officers
3. vacancies of officer positions
   (a) should the position of Chair become vacant during the school year, the Chair-Elect will assume the position for the remainder of the year
   (b) should the position of Chair-Elect, Recording Secretary or Treasurer (if one is selected) become vacant during the school year, the SAC shall fill the vacancy at its next meeting.

VI. Council Meetings

A. Council meetings shall be held at least once per quarter during the school year with a minimum of four (4) meetings per year.

B. Council meetings shall be open to all parents/guardians, students, and teachers of Nease High School as well as to members of the school community who wish to attend.

C. SAC activities, including sub-committee meetings, are subject to the Government in the Sunshine Law, section 286.011, Florida Statutes.

D. The date, time, and place of meetings shall be decided at the first meeting of the SAC year.

E. The agenda for each meeting shall be emailed to SAC members and posted on the Nease SAC website at least three (3) days prior to each meeting.

F. SAC shall provide public notice (e.g., newsletter, website) of the meeting time and place.
1. no changes to the agenda may be heard by the SAC during public comments
2. if concerns need discussion and action by the council, they may be placed on the agenda for future meetings to allow all interested (affected) parties to be notified so that they may be present for discussion

G. Minutes of all meetings will be posted on the school SAC website once approved.

H. The District Office of Accountability will be provided with a copy of approved minutes.

I. Meetings will be one hour, unless the SAC agrees to extend the time as needed during a meeting.

VII. Procedure at SAC Meetings

A. Absence of a Chair, Chair-Elect, or Secretary
1. the SAC will appoint an Acting Chair and/or Secretary for the meeting if they are absent

B. Quorum
1. a quorum to conduct a business meeting and vote requires a majority of current SAC members in person, pursuant to Florida Statute 1001.452(1)(d)
2. SAC members may participate in a meeting by electronic means, but such a member shall not count towards a quorum, nor shall such a member be entitled to vote unless they are unable to attend in person due to medical exigency
3. of those present in person, a simple majority rules
4. only SAC members can vote

C. Absence of a Quorum
1. no motions may be considered or approved
2. in the absence of a quorum, the meeting may proceed for the purpose of discussion of the issues

D. Guidelines for SAC expenditures:

1. expenses should be linked to the SIP goals and/or initiatives
2. proposed budget may be developed from the SIP
3. teacher requests for staff development expenditures must directly support SIP goals or initiatives

E. Protocol for Decision-Making

1. the SAC is advisory in nature, and every attempt should be made to reach consensus
2. consensus is reached when all or most members of the SAC are willing to accept a decision as the best choice.

F. Motions

1. any member of the SAC may make a motion at any meeting
2. each voting member of the SAC will have one (1) vote on every motion
3. a member of the SAC may abstain from voting on any motion
4. a motion is approved if a majority of the SAC members present at the meeting vote in favor of it
5. in the case of multiple family members participating in SAC, only one vote is allowed per family unit

G. Public Question Period

1. each SAC meeting agenda should contain a Public Question Period
2. meeting attendees, who are not SAC members, can make a request to the Chair that a particular item be placed on the agenda

H. Amendments to these SAC by-laws require

1. 75% representation of approved and appointed members physical present
2. 75% of those members present in favor of the amendment