

The School Board of Nassau County, Florida  
**Callahan Intermediate**  
Advisory Council  
By-Laws

ARTICLE I – NAME OF COUNCIL

The name of this council shall be the **Callahan Intermediate** Advisory Council

ARTICLE II – MEMBERSHIP

The advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. The following procedure shall be followed for the election and appointment of members:

Teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

- a. Teachers shall be elected by teachers.
- b. Educational support employees shall be elected by educational support employees.
- c. Students, when appropriate, shall be elected by students.
- d. Parents shall be elected by parents.
- e. Business and community representatives will be solicited using the guidelines described in Subsection 1 and 2.
  1. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.

2. The school principal shall prepare a list of individuals seeking nomination to the school advisory council shall present the list to the school advisory council for selecting the business and community representative(s).

### ARTICLE III – MEETING TIMES

The School Advisory Council will meet a minimum of 4 times a year. Meetings will be scheduled at a time that parents, teachers, business persons and members of the community can attend.

### ARTICLE IV – DUTIES AND FUNCTIONS

The School Advisory Council shall:

- a. Review the results of any needs assessments conducted by the school administration.
- a. 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, budget, training, instructional materials, technology, staffing, student support services and other matters of resource allocations.
- c. Define adequate progress for each school goal; obtain public input 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 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, 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. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- g. Assist the principal in the preparation of the school budget and approve the expenditure of school improvement funds according to Nassau County School Board administrative rule 1.19.
- h. Make recommendations on the waiver of School Board policies, which will allow school personnel to establish innovative educational practices and methods.
- i. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- j. Act as a liaison between the school and the community.
- k. Serve as the final decision making body at the school for issues relating to school improvement.
- l. Identify other duties and functions of the school advisory council.

#### ARTICLE V – OPERATION OF THE COUNCIL

- a. A quorum must be present before a vote may be taken. The majority of the membership of the council constitutes a quorum.
- b. At least 3-days' advance notice in writing must be provided of any matter that is scheduled to come before the council for a vote.
- c. Any member who has two unexcused consecutive absences from a council meeting will be replaced.
- d. The minutes of all meetings must be recorded.
- e. All meetings must be open to the public, and subject to Chapter 286, Florida Statutes.

- f. Records must be maintained pursuant to Article I, Section 24, and Article XII, Section 20, of the Florida Constitution.
- g. Parliamentary procedure will be used to conduct all meetings.

#### ARTICLE VI – OFFICERS AND DUTIES

- a. The officers of the School Advisory Council shall be the chairperson, vice-chairperson, and secretary.
- b. The officers shall be elected annually by the membership and shall serve for one year and until each successor has been elected.
- c. The chairperson shall preside at all meetings of the School Advisory Council and may sign all letters, reports and other School Advisory Council communication. In addition, he/she shall perform all duties as may be prescribed by the School Advisory Council.
- d. The duties of the vice-chairperson shall be to substitute for the chairperson during his/her absence and to perform such duties as may be assigned by the chairperson.