

OPERATIONAL GUIDELINES FOR NAVARRE HIGH SCHOOL ADVISORY COUNCIL

Navarre High School shall establish a school advisory council to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Section 230.23 (18), Florida Statutes. The School Advisory Council shall not assume any of the powers or duties reserved for the School Board or its administrative or instructional staff. The council must follow Florida Sunshine Law. It is recommended that meetings be conducted following Robert's Rules of Order.

I) Responsibilities, Duties, & Functions

- A) The NHS Advisory Council shall include but not be limited to the following responsibilities and duties:
 - 1) Serve as a resource for the principal.
 - 2) Act as a liaison between the school and community.
 - 3) Assist in the preparation and evaluation of the School Improvement Plan.
 - 4) Approve use of school improvement funds.
 - 5) Assist in the preparation of the school budget.
 - 6) Other duties and responsibilities that are necessary according to school board policy.
 - 7) Other duties and responsibilities that may be requested by the principal.

II) Council Membership

- A) Navarre High School Advisory Council shall be composed of a minimum of eleven members. A majority of members (51% or greater) must be persons who are not employed by the school board.
 - 1) Principal – 1 member
 - 2) Teachers – 3 members
 - 3) Educational Support Staff – 2 members
 - 4) Students – 2 members
 - 5) Parents – 6 members
 - 6) Community and Business Partners – 3 members
- B) Nominations shall be accepted from each peer group.
- C) The council shall be composed of proportionate representation of the ethnic, racial, and economic community in the geographic area served by the school. If an election provides insufficient representation of any peer group, the principal may solicit and appoint a member from that group to the council.
- D) Each peer group shall elect its members at the beginning of each school year as members vacate their positions either by completing their terms of membership, by no longer being affiliated with Navarre High School as an employee, parent, student or business/community representative, or by the member's choosing to discontinue membership. If a member is unable to complete his term, another person will be recommended by that member's peer group or the by the principal and approved by the advisory council.
- E) If a member completes his term and is still affiliated with Navarre High School as an employee, parent, student, or business/community representative, he may seek re-election for another term.
- F) The principal shall submit the names of those who are interested in serving as a business/community representative to the advisory council for selection. If needed, solicitation for business and community representatives may be sought through an announcement made to the Navarre Area Chamber of Commerce or by advertising through the school website, social media, and/or electronic marquee, or other form of advertisement deemed necessary by the principal.

- G) The terms of council members shall be two years except in the case of students who may rotate off the council earlier than two years because of graduation from high school. It is possible that a member could serve fewer than two years if he becomes unaffiliated with Navarre High School as stated in Section III, D.
- H) Members with two unexcused consecutive absences from a properly noticed meeting should be replaced.
- I) Council members shall be submitted to the School Board for approval.

III) Officers

- A) Officers shall consist of a chairperson, a vice-chairperson, and a recording secretary.
- B) The election of the chairperson, vice-chairperson, and recording secretary shall take place at the first council meeting of each school year. Nominations shall be taken from the floor and voted on during the meeting.
- C) Duties and responsibilities of officers:
 - 1) The chairperson shall lead each meeting.
 - 2) The vice-chairperson shall preside over a meeting in the absence of the chairperson.
 - 3) The recording secretary shall record the minutes of each advisory council meeting and shall assist the advisory council in maintaining records as per School Board Policy 2.341 (5)(e).
 - 4) The terms of each office shall be for one year.

IV) Meetings

- A) The advisory council shall meet at least four times a year. Meeting times shall be designated by the principal. Each advisory council member shall be notified one week in advance of a meeting.
- B) The agenda for each meeting shall be established by the principal with preparation assistance from the chairperson, if necessary.
- C) The meetings shall be advertised to the public through the school website, social media, electronic marquee, notice on the front door of the school, newspaper, or school callout/email blast one week in advance.
- D) Voting may only occur if a quorum is present. (A quorum is defined as a majority of the membership of the council.)
- E) At least a three-day advance notice must be given to all council members when a matter is coming before the council that requires a vote.

V) Revision of Operational Guidelines

- A) Guidelines shall be revised only upon approval of the advisory council and shall be revised by vote of two-thirds majority of the membership.
- B) Revisions shall be submitted for approval by the School Board at the Board's first meeting following the council's revision unless there is not enough time to place the item on the agenda in which case it shall be submitted for the next meeting. The revisions shall not be implemented until approval of the School Board.