FAU
BOARD OF TRUSTEES
Florida Atlantic University

Item: Vb. AS:A-3.

Wednesday, June 23, 2010

SUBJECT: **AMENDMENTS TO THE BY-LAWS OF THE FLORIDA ATLANTIC UNIVERSITY SCHOOLS SCHOOL ADVISORY BODY BY-LAWS**

PROPOSED BOARD ACTION

Approve certain amendments to the Florida Atlantic University Schools (FAUS) School Advisory Body (SAB) By-Laws.

BACKGROUND INFORMATION

Pursuant to Florida Statutes Section 1002.32, FAU sponsors developmental research public schools through its College of Education. As required by statute, the schools shall establish advisory group(s) to develop and implement the school improvement plan and to provide for general oversight and guidance. On November 19, 2008, this Board approved the creation of a new single School Advisory Body for FAUS (A.D. Henderson and FAU High) and corresponding SAB By-Laws.

The current FAUS SAB is comprised of thirteen (13) total members. Eight (8) of the members are elected by their respective peer groups (2 FAUS faculty (1 elementary, 1 secondary), 4 parents/guardians (1 elementary, 1 secondary, 2 at large), 1 education support employee and 1 student (secondary) (student body president)). Three (3) of the members are appointed by the University President (2 University faculty members and 1 business/community citizen) and two (2) of the members serve in their official capacities (1 principal, 1 Dean of the College of Education or designee). Additional members may be appointed by the University President to achieve a representative mix of the ethnic, racial and economic community served by the schools.

The proposed SAB By-Law amendments would add four (4) additional SAB members—including 1 additional FAUS faculty member (at large), 1 additional parent (high school) and 2 additional business/community citizens. The additional faculty member and parent would also be elected by their respective peers and the additional business/community citizens would be appointed by the University President, at his or her discretion. In addition, with the addition of a designated high school parent, the designation of the former secondary school parent slot would be reclassified more specifically as a middle school parent. These additions are being proposed by the current SAB to better capture a representative sample of the statutory-required membership allocations. The other changes reflected in the amended By-Laws are primarily intended for procedural and textual clean-up and/or refinement.

IMPLEMENTATION PLAN/DATE

The proposed By-Law amendments would become effective for the 2010-2011 school year and the selection of the 2010-2011 SAB.

FISCAL IMPLICATIONS

None

Supporting Documentation: Amended FAUS School Advisory Body By-Laws

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Florida Atlantic University Schools
School Advisory Body
By-Laws

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~~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~~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 ~~August~~September meeting each year. The ~~chair~~Chair 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 ~~director and principal~~Principal/Director and recommending corresponding action to the ~~dean~~Dean of the ~~college~~College of ~~education.~~ 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
~~Article III~~

Composition

The SAB shall consist of ~~eight (8) elected members and~~ ten (10) Elected Members, at least five (5) ~~appointed members.~~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 ~~eight (8~~ten (10) elected members of the SAB shall be elected by their respective peer groups as follows:

~~(i)~~i. ~~2~~3 FAUS faculty members (one elementary; one secondary; one at-large)
~~(ii)~~ii. ~~4~~5 parents or guardians (one elementary; one ~~secondary~~middle school; one high school; two at~~-~~large)
~~(iii)~~iii. 1 education support employee
~~(iv)~~iv. 1 student (~~secondary) (elected student body president~~high school)

B. Appointed Members. The five (5) appointed members of the SAB shall be appointed by the President of FAU, as follows:

~~(i) 1 principal~~
~~(ii) 1 dean of the College of Education or designee~~
~~(iii)~~i. 2 Florida Atlantic University faculty members
~~(iv)~~ii. ~~1~~3 business/community ~~citizen~~ 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.

~~a.~~i. The term of each appointed member 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. ~~Appointments (as applicable) and elections for each upcoming term shall take place in August of each year. For the initial term of the SAB, however, appointments and elections shall be held in December of 2009, with the initial term (i) for appointed members to run from January 1, 2009 through August 31, 2010 and (ii) for elected members to run from January 1, 2009 through August 31, 2009.~~

~~b.~~ii. Any SAB member (other than the Principal/Director and the Dean ~~of the FAU College of Education~~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~~each annual 12-month ~~period~~term 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.

~~c.~~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 ~~a~~an SAB member, effective on the date of the status change.

~~d.~~iv. There are no term limits on successive appointments or elections.

B. Vacancies. Any SAB vacancy shall be filled by a person of the same classification as his/her predecessor for the balance of the unexpired term and in the same manner as described in Article III above.

C. Resignations. An SAB member may resign at any time by giving written notice to the SAB chairperson. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the SAB. Acceptance of such resignation shall not be necessary to make it effective.

D. Compensation. SAB members shall receive no compensation for their services as SAB members.

Article V
Officers

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

A. Chair. The ~~chair~~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~~Vice Chair shall assist the ~~chair~~Chair as requested and assume the duties of the ~~chair~~Chair in the event of absence. In the event the ~~chair~~Chair is removed or relinquishes the office, the ~~vice-chair~~Vice Chair will become the ~~chair~~Chair until the end of the ~~chair's~~Chair's term. ~~The vice-chair shall chair the Education Committee.~~

C. Secretary. The ~~secretary~~Secretary shall be responsible for all correspondence of the SAB. The ~~secretary~~Secretary shall maintain a file of minutes, correspondence, notices~~,~~ and programs at a location accessible to the public (as designated by the FAUS ~~director). The secretary shall chair the Personnel Committee~~Principal/Director).

D. Treasurer. The ~~treasurer~~Treasurer shall be responsible for reporting to the SAB the financial position of FAUS. The ~~treasurer~~Treasurer shall chair the Finance Committee.

Article VI
Standing Committees

The SAB will be organized into three (3) standing ~~committees~~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~~Committee meeting shall constitute a quorum.

A. Finance Committee. The ~~finance committee~~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~~Treasurer of the SAB~~,~~ who will serve as ~~chairperson~~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 ~~director~~Principal/Director to review, investigate and make recommendations to him/her on financial matters;
- Advising the SAB on the current financial position of ~~the~~ FAUS;
- Submitting policies for consideration by the full SAB ~~policies~~ , 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~~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 ~~the secretary, who will serve as chair of the committee, and two~~, three (3) SAB members with one (1) serving as the Chair. This responsibility shall be accomplished by working with the ~~director~~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 ~~director and principal and review the director's appraisal of the principal (if applicable);~~Principal/Director.
- Review personnel policies being presented to the SAB for consideration; and
- Submit those matters requiring approval for consideration by the full SAB ~~those matters requiring approval~~.

C. Education Committee. The ~~education committee~~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 ~~the vice-chairperson, who will serve as chair of the committee, and two~~, three (3)

SAB members with one (1) serving as the Chair. These responsibilities shall be accomplished by working with the ~~director~~Principal/Director to:

- Review the ~~school improvement plan~~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~~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:

~~1.~~A. The ~~director's~~Principal/Director's responsibility is to call the ~~SAB's~~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 ~~director~~Principal/Director, and/or a consultant to the SAB or FAUS.

~~2.~~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.

~~3.~~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.

~~4.~~D. In cases where urgent action must be taken and the SAB has no policy established, the ~~director~~Principal/Director shall have the power to act on behalf of the SAB. It is the duty of the ~~director~~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.

~~5.~~E. The operation of any section of SAB policies not established by law and/or contract may be suspended by a two-thirds (2/3) vote of the SAB members present at any regular or special meeting.

~~6.~~F. After written policies are formulated and adopted, copies will be distributed to each SAB member and be available to the public in the ~~director's~~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 ~~director~~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/~~Agenda~~Agendas

A. Quorum. A majority of SAB members (~~i.~~e~~., seven (7~~.g., nine (9) with a ~~13~~ 17-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~~Robert's Rules of Order, Newly Revised, except as otherwise provided by FAU ~~Regulations~~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~~SAB.Chair. Persons wishing to address the SAB ~~shall~~may 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 ~~director's~~Principal/Director's office no later than twelve o'clock (12:~~00 p.m.~~)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 or address the SAB under "public comment period"~~Agenda Item shall file a written request with the ~~director's~~Principal/Director's office by five o'clock (5:~~00 p.m.~~)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.

~~D.~~ Such ~~request~~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 ~~director's~~Principal/Director's office with the request. Presentations shall be no longer than three (3) minutes ~~unless the chair chooses to extend the time limit~~.
- Desired SAB ~~Action~~action, if any.

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

~~1.~~I. Call to ~~order, roll call, flag salute~~ Order, Sign In, Flag Salute, Approval of Agenda
II. Welcome
III. Introductions
~~2.~~IV. Acceptance of Minutes
~~3. Awards and Recognitions~~
~~4.~~V. ~~SAB~~Principal/Director's Report
~~5.~~a. ~~Director's~~PTO Report
~~6.~~VI. Action Items
~~7.~~VII. Discussion Items:
a. Education
b. Personnel
c. Finance
~~• Education~~
d. Other
~~8.~~IX. Old Business
~~9.~~X. Public Comment Period
~~10.~~XI. Announcements, Communications, SAB Member Comments
~~11.~~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, ~~pK~~K-12 Schools and Programs, or his~~ or~~ /her designee (or if there is no such Assistant Dean, the Dean of the College of Education ~~or~~of his~~ or~~ /her designee) shall serve as the SAB's staff and liaison to FAUS~~.~~ and FAU and shall advise the Chair on matters relating to operations and governance of the SAB.

Article XI
Amendments

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

~~Approved by the Florida Atlantic University Board of Trustees on November 19, 2008.~~