



POLICY 1.097

4-B I recommend that the Board adopt the proposed new Policy 1.097, entitled “Academic Advisory Committee.”

[Contact: Judith Klinek, PX 43876.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on December 8, 2010.
- To assist the Superintendent and School Board in receiving feedback from the District’s stakeholders about academic programs as set forth in subparagraph 4 below, an Academic Advisory Committee (AAC or Committee) is created as an advisory committee to the School Board, and will make reports to the Board. The AAC shall be governed by its Charter, as set forth in the policy. The AAC would serve the purpose of involving parents, partners, teachers, administrators, employees and volunteers in reviewing the numerous variables that impact upon the District’s ability to provide excellence in education to all of the District’s students and provide them with the knowledge, skills and ethics required for responsible citizenship and productive employment.
- The proposed charter addresses the Committee’s composition, areas of advisory responsibility and administrative matters relating to Committee meetings.
- At the December 8, 2010 meeting, the Board voted to amend and include a guidance counselor as the nineteenth member. This change is reflected on lines 35, 50 and 62.

POLICY 1.097

ACADEMIC ADVISORY COMMITTEE

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3 **1. Purpose and Mission –**

4 The School Board (hereinafter the “Board”) and Superintendent recognize the
5 significance of the District’s academic program in relation to the instruction of the
6 District’s students. To assist the School Board and Superintendent in receiving
7 feedback from the District’s stakeholders about academic programs as set forth in
8 subparagraph 4 below, an Academic Advisory Committee (AAC or Committee) is
9 created as an advisory committee to the School Board and will make reports to the
10 School Board and Superintendent. The AAC shall be governed by its Charter, as
11 set forth herein. The AAC would serve the purpose of involving parents, partners,
12 teachers, administrators, employees and volunteers in reviewing the numerous
13 variables that impact upon the District’s ability to provide excellence in education to
14 all of the District’s students and provide them with the knowledge, skills and ethics
15 required for responsible citizenship and productive employment.

16 **2. Advisory Authority**

- 17 a. The Academic Advisory Committee serves as an advisory committee to the
18 School Board and Superintendent.
- 19 b. The AAC shall have regular quarterly meetings or more frequently as decided
20 by the ACC. Additional meetings may also occur as needed. A quorum shall
21 consist of 40% (rounded to the nearest whole number) of the existing voting
22 members.
- 23 c. To facilitate preparation for Committee meetings, the agenda and backup
24 materials should be available to members a week in advance of each regular
25 meeting. Special meetings may be called by the AAC Chair. If a special
26 meeting is called, the agenda and backup materials should be available upon
27 calling and noticing the meeting, at least 48 hours in advance.
- 28 d. The AAC will present reports to the Superintendent and Board that will inform
29 the Superintendent and Board of what issues were presented to the AAC, the
30 highlights of the discussion, and the number of people voting for and against
31 an item (where applicable). A representative from the Committee may make
32 presentations to the Board at its regular meetings similar to the presentations
33 of advisory committees to the Board.

34 **3. Composition**

- 35 a. The AAC shall be comprised of ~~48~~ 19 voting members appointed as follows:

- 36 i. seven (7) by the School Board (one (1) by each member of the Board)
37 (community members);
- 38 ii. one (1) by the Superintendent;
- 39 iii. one (1) by the County Council of PTAs;
- 40 iv. one (1) by the NAACP;
- 41 v. Among the members, at least one (1) member should represent the
42 Haitian Citizen's United Task Force, Inc. and one (1) by the Hispanic
43 Council;
- 44 vi. one (1) by the District's ESE Task Force;
- 45 vii. one (1) by the Palm Beach County League of Cities;
- 46 viii. one (1) by the Palm Beach County Education Commission;
- 47 ix. one (1) Teacher of the year;
- 48 x. one (1) by a post-secondary educational institution; ~~and~~
- 49 xi. one (1) by a business partner with an educational interest; ~~and~~
- 50 xii. one (1) guidance counselor.
- 51 b. Each Board member shall appoint one voting member from the community. In
52 selecting community members, preference shall be given to persons who have
53 a substantial interest in instructional delivery.
- 54 c. The members from the post-secondary educational institution and the
55 business partner with an educational interest shall be appointed by the
56 Superintendent.
- 57 d. All voting members of the AAC shall be residents of Palm Beach County.
- 58 e. In the event a voting member vacancy should occur due to a resignation or
59 otherwise, the appointing person/entity of that vacant seat may appoint a
60 replacement for the remainder of the year.
- 61 f. The voting members of the AAC shall annually elect a Chair and Vice-Chair
62 from among the ~~eighteen (18)~~ nineteen (19) voting members.
- 63 g. All voting members serve in a voluntary capacity and for one calendar year but
64 may be reappointed each year by his/her appointing person/entity. The
65 membership of a community member who was appointed by a Board member

66 also continues for one calendar year (even if the nominating Board member
67 leaves during the year).

68 h. Any voting member will be removed automatically should he/she miss three
69 consecutive regular meetings, unless, by request of the member, the Chair
70 grants compassionate leave due to personal, business, or familial exigency.

71 **4. Key Areas of Advisory Responsibility**

72 a. The AAC will be advisory in nature and operate in accordance with State and
73 Federal statutes and regulations, as well as Board policies.

74 b. The AAC will receive input from staff and other sources and provide advice on:

75 i. academic programs (ex. curriculum, testing, choice),

76 ii. academic resources in general (ex. administrative and instructional
77 staffing, educational tools, instructional materials),

78 iii. academic equity (i.e. access to quality education), and

79 iv. school improvement.

80 c. The AAC will not:

81 i. be involved in or provide advice about the selection, transferring or
82 disciplining of staff members,

83 ii. participate in the selection of vendors or specific instructional materials;
84 however, individual members may participate in the evaluation and/or
85 selection of vendors and specific instructional materials, or

86 iii. override the recommendations of school-based school advisory councils
87 and parent/teacher associations.

88 **5. Administrative Matters**

89 a. Robert's Rules of Order Newly Revised shall guide the conduct of AAC
90 meetings. These meeting-procedure rules may be suspended for a meeting or
91 portion thereof by a simple majority vote of a quorum of voting members
92 present at the meeting.

93 b. Under the following circumstance, AAC members may attend meetings and
94 participate at meetings through the use of an interactive video and/or
95 telephone systems, as long as a quorum of voting Committee members are
96 physically present at the meeting. Voting members of the Committee may
97 participate and vote by the use of electronic media technology to allow a

98 member of the Committee who is not physically present to attend the meeting,
99 in those instances where the Committee member is confined to home or
100 hospital due to illness or accident or in those situations where the Committee
101 member's absence is due to a death or serious illness of an immediate family
102 member. Committee members may not participate in this manner if they are
103 on vacation. Any other situations which cause a member to be absent from a
104 meeting will require a vote by majority of the Committee, based only on
105 extraordinary circumstances as required by law, to allow the member to
106 participate, by this technology.

107 c. A unanimous vote will be considered if all voting Committee members who
108 vote (not abstaining due to potential conflict of interest) audibly vote "yes," or
109 show by hands a "yes," or if they remain silent it will also mean consent
110 (unless they abstained due to a potential conflict of interest.) However, if a
111 member votes "no", audibly or by a show of hands, it will then be considered a
112 split vote. If a vote is evenly tied for and against a measure, such tie vote shall
113 defeat the measure. For each vote, the Chair or acting chair shall announce
114 the vote, and the names of any member in dissent, after it is tabulated.

115 d. During the time a person is a member of the Committee, that Committee
116 member or his/her company in which that member may have a direct financial
117 interest shall not do business with the Board, in accordance with Fla. Stat.
118 §112.313 and pertinent Opinions of the Florida Commission on Ethics.

119 e. The AAC's meetings shall be subject to the open meeting Sunshine provisions
120 of Fla. Stat. §286.011.

121 f. All documents maintained as public records by persons in their capacity as
122 AAC members are subject to public disclosure unless exempt under Fla. Stat.
123 §119.071 or other statutes.

124 g. The Superintendent shall designate staff to provide administrative support to
125 the AAC. This support staff will be responsible for scheduling meetings, taking
126 meeting minutes and maintaining the records of the AAC. Designated staff,
127 including the Chief Learning Officer, will be invited to attend the meetings to
128 assist the members and answer questions.

129 h. School Board members are also invited to attend Committee meetings.

130 6. **Duration of Charter.** – The ACC's Charter shall remain in effect until repealed or
131 amended by the Board. Following appropriate procedures for revising or repealing
132 this Policy, the Board may modify or terminate the Charter upon recommendation
133 of the Superintendent with stated cause.

134 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1), (2); 1001.42(25);
135 1001.43(10)

136 LAWS IMPLEMENTED: Fla. Stat. §§ 218.415; 1001.32(2); 1001.41(1); 1001.43(2), (10)
137 HISTORY: ___/___2011

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.097 and finds it legally sufficient for adoption by the Board.

Attorney

Date