



POLICY 1.097

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

[Contact: Judith Klinek, PX 46888 and Elizabeth McBride, PX 47673.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on July 27, 2011.
- The proposed revision clarifies the Key Areas of Responsibility. See paragraph 2.
- The proposed policy has been re-drafted to include the governing provisions for all advisory committees as outlined in Board Policy 1.09 (Advisory Committees to the Board); thus, eliminating the provisions from this policy.

POLICY 1.097

ACADEMIC ADVISORY COMMITTEE

1. Purpose and Mission

The School Board (hereinafter the "Board") and Superintendent recognize the significance of the District's academic program in relation to the instruction of the District's students. To assist the School Board and Superintendent 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 School Board and Superintendent. The AAC shall be governed by its Charter, as set forth herein. 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.

2. Advisory Authority and Key Areas of Advisory Responsibility

- a. The AAC will be advisory in nature and operate in accordance with State and Federal statutes and regulations, as well as Board policies.
- b. The AAC will receive input from staff and other sources and provide advice on:
 - i. academic programs (ex. curriculum, testing, choice),
 - ii. academic resources in general (ex. administrative and instructional staffing, educational tools, instructional materials),
 - iii. academic equity (i.e. access to quality education), and
 - iv. school improvement.
- c. The AAC will not:
 - i. be involved in or provide advice about the selection, transferring or disciplining of staff members,
 - ii. participate in the selection of vendors or specific instructional materials; however, individual members may participate in the evaluation and/or selection of vendors and specific instructional materials, or
 - iii. override the recommendations of school-based school advisory councils and parent/teacher associations.

- 33 a. ~~The Academic Advisory Committee serves as an advisory committee to the~~
34 ~~School Board and Superintendent.~~
- 35 b. ~~The AAC shall have regular quarterly meetings or more frequently as decided~~
36 ~~by the ACC. Additional meetings may also occur as needed. A quorum shall~~
37 ~~consist of 40% (rounded to the nearest whole number) of the existing voting~~
38 ~~members.~~
- 39 c. ~~To facilitate preparation for Committee meetings, the agenda and backup~~
40 ~~materials should be available to members a week in advance of each regular~~
41 ~~meeting. Special meetings may be called by the AAC Chair. If a special~~
42 ~~meeting is called, the agenda and backup materials should be available upon~~
43 ~~calling and noticing the meeting, at least 48 hours in advance.~~
- 44 d. ~~The AAC will present reports to the Superintendent and Board that will inform~~
45 ~~the Superintendent and Board of what issues were presented to the AAC, the~~
46 ~~highlights of the discussion, and the number of people voting for and against~~
47 ~~an item (where applicable). A representative from the Committee may make~~
48 ~~presentations to the Board at its regular meetings similar to the presentations~~
49 ~~of advisory committees to the Board.~~

50 3. **Committee Composition; Appointment; Term.**

- 51 a. *Composition.* The AAC shall be comprised of 19 voting members who shall
52 serve in a voluntary capacity and be appointed as follows:
- 53 i. seven (7) by the School Board (one (1) by each member of the Board)
54 (community members);
- 55 ii. one (1) by the Superintendent;
- 56 iii. one (1) by the County Council of PTAs;
- 57 iv. one (1) by the NAACP;
- 58 v. ~~Among the members, at least one (1) by the member should represent~~
59 ~~the Haitian Citizen's United Task Force, Inc. and~~
- 60 vi. one (1) by the Hispanic Council;
- 61 vii. one (1) by the District's ESE Advisory Committee;
- 62 viii. one (1) by the Palm Beach County League of Cities;
- 63 ix. one (1) by the Palm Beach County Education Commission;
- 64 x. one (1) Teacher of the year;

- 65 xi. one (1) by a post-secondary educational institution;
- 66 xii. one (1) by a business partner with an educational interest; and
- 67 xii. one (1) guidance counselor.
- 68 b. Appointment Preference. Each Board member shall appoint one voting
69 member from the community as provided for in Board Policy 1.09. In selecting
70 community members, preference shall be given to persons who have a
71 substantial interest in instructional delivery.
- 72 c. Appointments by Superintendent. The members from the post-secondary
73 educational institution and the business partner with an educational interest
74 shall be appointed by the Superintendent.
- 75 d. Term of Appointments. Members shall serve for one calendar year but may
76 be reappointed each year by his/her appointing person/entity. The
77 membership of a community member who was appointed by a Board member
78 shall serve as provided for in Board Policy 1.09.
- 79 e. Distribution of Governing Policies. Upon adoption of this policy, ACC
80 members shall be provided with a copy of this policy and a copy of Board
81 Policy 1.09(Advisory committees to the Board). Upon the appointment of an
82 individual(s) to the ACC, the individual(s) shall be provided with a copy of this
83 policy and Board Policy 1.09.
- 84 ~~d. All voting members of the AAC shall be residents of Palm Beach County.~~
- 85 ~~e. In the event a voting member vacancy should occur due to a resignation or~~
86 ~~otherwise, the appointing person/entity of that vacant seat may appoint a~~
87 ~~replacement for the remainder of the year.~~
- 88 ~~f. The voting members of the AAC shall annually elect a Chair and Vice Chair~~
89 ~~from among the nineteen (19) voting members.~~
- 90 ~~g. All voting members serve in a voluntary capacity and for one calendar year but~~
91 ~~may be reappointed each year by his/her appointing person/entity. The~~
92 ~~membership of a community member who was appointed by a Board member~~
93 ~~also continues for one calendar year (even if the nominating Board member~~
94 ~~leaves during the year).~~
- 95 ~~h. Any voting member will be removed automatically should he/she miss three~~
96 ~~consecutive regular meetings, unless, by request of the member, the Chair~~
97 ~~grants compassionate leave due to personal, business, or familial exigency.~~
- 98 4. **Key Areas of Advisory Responsibility**

- 99 a. ~~The AAC will be advisory in nature and operate in accordance with State and~~
100 ~~Federal statutes and regulations, as well as Board policies.~~
- 101 b. ~~The AAC will receive input from staff and other sources and provide advice on:~~
- 102 i. ~~academic programs (ex. curriculum, testing, choice),~~
- 103 ii. ~~academic resources in general (ex. administrative and instructional~~
104 ~~staffing, educational tools, instructional materials),~~
- 105 iii. ~~academic equity (i.e. access to quality education), and~~
- 106 iv. ~~school improvement.~~
- 107 c. ~~The AAC will not:~~
- 108 i. ~~be involved in or provide advice about the selection, transferring or~~
109 ~~disciplining of staff members,~~
- 110 ii. ~~participate in the selection of vendors or specific instructional materials;~~
111 ~~however, individual members may participate in the evaluation and/or~~
112 ~~selection of vendors and specific instructional materials, or~~
- 113 iii. ~~override the recommendations of school based school advisory councils~~
114 ~~and parent/teacher associations.~~

115 5. **Committee Operations, Procedures and Administrative Matters**

- 116 a. Meetings. ~~The AAC will hold its meetings consistent with the provisions of~~
117 Board Policy 1.09.
- 118 b. Operations and Procedures. ~~AAC shall conduct its meetings consistent with,~~
119 and AAC members shall abide by, the provisions of Board Policy 1.09.
- 120 a. ~~Robert's Rules of Order Newly Revised shall guide the conduct of AAC~~
121 ~~meetings. These meeting procedure rules may be suspended for a meeting or~~
122 ~~portion thereof by a simple majority vote of a quorum of voting members~~
123 ~~present at the meeting.~~
- 124 b. ~~Under the following circumstance, AAC members may attend meetings and~~
125 ~~participate at meetings through the use of an interactive video and/or~~
126 ~~telephone systems, as long as a quorum of voting Committee members are~~
127 ~~physically present at the meeting. Voting members of the Committee may~~
128 ~~participate and vote by the use of electronic media technology to allow a~~
129 ~~member of the Committee who is not physically present to attend the meeting,~~
130 ~~in these instances where the Committee member is confined to home or~~

131 ~~hospital due to illness or accident or in those situations where the Committee~~
132 ~~member's absence is due to a death or serious illness of an immediate family~~
133 ~~member. Committee members may not participate in this manner if they are~~
134 ~~on vacation. Any other situations which cause a member to be absent from a~~
135 ~~meeting will require a vote by majority of the Committee, based only on~~
136 ~~extraordinary circumstances as required by law, to allow the member to~~
137 ~~participate, by this technology.~~

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

146 d. ~~During the time a person is a member of the Committee, that Committee~~
147 ~~member or his/her company in which that member may have a direct financial~~
148 ~~interest shall not do business with the Board, in accordance with Fla. Stat. §~~
149 ~~[112.313](#) and pertinent Opinions of the Florida Commission on Ethics.~~

150 e. ~~The AAC's meetings shall be subject to the open meeting Sunshine provisions~~
151 ~~of Fla. Stat. § [286.011](#).~~

152 f. ~~All documents maintained as public records by persons in their capacity as~~
153 ~~AAC members are subject to public disclosure unless exempt under Fla. Stat.~~
154 ~~§ [119.071](#) or other statutes.~~

155 g. ~~The Superintendent shall designate staff to provide administrative support to~~
156 ~~the AAC. This support staff will be responsible for scheduling meetings, taking~~
157 ~~meeting minutes and maintaining the records of the AAC. Designated staff,~~
158 ~~including the Chief Learning Officer, will be invited to attend the meetings to~~
159 ~~assist the members and answer questions.~~

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

161 6. **Duration of Charter.** - The ACC's Charter shall remain in effect until repealed or
162 amended by the Board. ~~Following appropriate procedures for revising or repealing~~
163 ~~this Policy, the Board may modify or terminate the Charter upon recommendation~~
164 ~~of the Superintendent with stated cause.~~

165 STATUTORY AUTHORITY: Fla. Stat. §§ [1001.32\(2\)](#); [1001.41\(1\) & \(2\)](#); [1001.42\(25\)](#);
166 [1001.43\(10\)](#)

167 LAWS IMPLEMENTED: Fla. Stat. §§ [218.415](#); [1001.32\(2\)](#); [1001.41\(1\)](#); [1001.43\(2\) &](#)
168 [\(10\)](#)

169 HISTORY: 1/12/2011; ___/___2011

Legal Signoff:

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

Attorney

Date