



## **POLICY 1.097**

**5-B** I recommend that the Board approve development of the proposed **new** Policy 1.097, entitled “Academic Advisory Committee.”

[Contact: Judith Klinek, PX 43876.]

### **Development**

### **CONSENT ITEM**

- 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.

**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 18 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.
- 50 b. Each Board member shall appoint one voting member from the community. In
- 51 selecting community members, preference shall be given to persons who have
- 52 a substantial interest in instructional delivery.
- 53 c. The members from the post-secondary educational institution and the
- 54 business partner with an educational interest shall be appointed by the
- 55 Superintendent.
- 56 d. All voting members of the AAC shall be residents of Palm Beach County.
- 57 e. In the event a voting member vacancy should occur due to a resignation or
- 58 otherwise, the appointing person/entity of that vacant seat may appoint a
- 59 replacement for the remainder of the year.
- 60 f. The voting members of the AAC shall annually elect a Chair and Vice-Chair
- 61 from among the eighteen (18) voting members.
- 62 g. All voting members serve in a voluntary capacity and for one calendar year but
- 63 may be reappointed each year by his/her appointing person/entity. The
- 64 membership of a community member who was appointed by a Board member

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

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

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

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

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

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

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

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

78                 iv. school improvement.

79           c. The AAC will not:

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

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

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

87   **5. Administrative Matters**

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

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

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

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

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

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

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

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

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

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

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

135 LAWS IMPLEMENTED: Fla. Stat. §§ 218.415; 1001.32(2); 1001.41(1); 1001.43(2), (10)  
136 HISTORY: \_\_\_/\_\_\_2011

Legal Signoff:

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

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Attorney

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Date

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