



## **POLICY 2.09**

**4-B** I recommend that the Board adopt the proposed revised Policy 2.09, entitled "School Advisory Councils."

[Contact: Elaine Persek, PX 47642 ]

### **Adoption**

### **CONSENT ITEM**

- As requested by the Board and endorsed by the Superintendent, this final version revises line 15 to make student representation mandatory on middle-school and junior-high school SACs.
- This proposed revision includes updates consistent with recent legislative requirements, primarily concerning the following topics in the school improvement plan: a goal concerning student health and fitness, including physical fitness, parental information on student health and fitness, and indoor environmental air quality; and the rigorous reading requirements for any middle school with fewer than 75 percent of its students reading at or above grade level.
- As mentioned at the Board's February 23 Policy meeting, this revised Policy as presented for final adoption contains some additional proposed minor amendments, as highlighted at lines 212-213, 222, 234-235, 486, and 644-645.

## POLICY 2.09

## SCHOOL ADVISORY COUNCILS

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4  
5 1. School Advisory Council.-- Each school in this school district shall have a School  
6 Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).  
7

8 2. Composition of Councils  
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10 a. Fla. Stat. § 1001.452(1)(a) requires that school advisory council membership  
11 include the school principal/director and an appropriately balanced number of  
12 teachers, education support employees, students (where appropriate), parents,  
13 and business and community representatives.  
14

15 i. Middle and junior high schools ~~may~~ must include student representation on  
16 their SACs.  
17

18 ii. Vocational-Technical centers and high schools must include student  
19 representatives on their SACs.  
20

21 iii. Vocational-Technical centers and adult education centers are not required to  
22 have parent participation on the SACs.  
23

24 iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support  
25 employee" as used here refers to any person who is employed by a school  
26 who is not defined as instructional or administrative personnel pursuant to  
27 Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in  
28 each normal working week.  
29

30 v. For purposes of school advisory council membership, the term "teacher"  
31 includes classroom teachers, certified student services personnel, and media  
32 specialists pursuant to Fla. Stat. § 1001.452(1)(a).  
33

34 b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one  
35 (50% + 1)) of the members of the SAC shall be persons who are not employed  
36 by the school.  
37

38 c. Membership shall be representative of the ethnic, racial, and economic  
39 community served by the school, as required by Fla. Stat. § 1001.452(1)(a).  
40

41 3. Selection of Council Members  
42

43 a. All council members shall be elected by their respective peer group, except for  
44 business and community representatives and the school principal/director. The

45 SAC bylaws will establish the term of membership and a process for ensuring  
 46 staggered terms to provide continuity on the SAC.  
 47

48 b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall  
 49 be elected by their respective peer group in a fair and equitable manner through  
 50 an election as set forth in the bylaws of the SAC. Procedures in the bylaws  
 51 should include the means of ensuring wide notice of vacancies and elections  
 52 through such means as the school marquee, school newsletter, Parent Teacher  
 53 Association/Parent Teacher Organization (PTA/PTO) meetings, and  
 54 announcements at open house, etc.

55  
 56 i. Teacher(s) shall be elected by teachers;

57  
 58 ii. Education support employee(s) shall be elected by education support  
 59 employees;

60  
 61 iii. Student(s), when appropriate, shall be elected by students; and

62  
 63 iv. Parent(s) members shall be elected by parents in general, with all parents  
 64 having an opportunity to participate in voting for any parent as set forth in the  
 65 bylaws of the SAC.  
 66

67 c. Any SAC member may recommend the appointment of business and community  
 68 member(s) to serve on the SAC. The procedures in the SAC bylaws will include  
 69 the means of ensuring wide notice of vacancies through methods such as school  
 70 marquee, school newsletter, and instructional television, and of taking ~~In addition,~~  
 71 ~~procedures may include methods for gathering~~ input on possible members from  
 72 local business, chambers of commerce, community and civic organizations and  
 73 groups, and the public at large. Business and community members will be  
 74 appointed by the principal following the advice and consent of the SAC.  
 75

76 d. The bylaws of the SAC must set forth a process for appointment of additional  
 77 SAC members if the election process does not produce representative  
 78 membership as specified above. If the process set forth in the SAC bylaws still  
 79 does not produce representative membership, the Board will appoint additional  
 80 SAC members.  
 81

#### 82 4. SAC Governance

83  
 84 a. Each SAC shall be governed by the Sunshine Law, Fla. Stat. § 286.011, Fla.  
 85 Stat. Chapter 119, Fla. Stat. § 1001.452, and other relevant Florida statutes and  
 86 State Board of Education Rules relating to SACs.  
 87

88 b. Each SAC will adopt bylaws, including membership selection procedures, that

89 meet the requirements of Florida Statutes, State Board of Education Rule, and  
90 this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must  
91 establish procedures for the following:

- 92
- 93 i. Requiring a quorum to be present before a vote may be taken by the school  
94 advisory council. A majority of the membership of the council constitutes a  
95 quorum.
  - 96
  - 97 ii. Requiring at least three (3) business days' advance notice in writing to all  
98 members of the advisory council of any matter that is scheduled to come  
99 before the council for a vote. (This notice to members is in addition to the  
100 meeting notice for the general public under the Sunshine Law).
  - 101
  - 102 iii. Scheduling meetings when parents, students, teachers, businesspersons,  
103 and members of the community can attend.
  - 104
  - 105 iv. Replacing any member who has two consecutive unexcused absences (as  
106 determined by the SAC Chair) from SAC meetings scheduled according to  
107 the procedures in the bylaws.
  - 108
  - 109 v. Recording minutes of meetings (and, as required by Fla. Stat. §  
110 1001.452(1)(d)5, the School Board shall maintain a record of minutes of  
111 council meetings).
  - 112
  - 113 c. The SAC shall annually review its bylaws to ensure alignment with current  
114 statutes and Board Policy.
  - 115
  - 116 d. The SAC shall submit the SAC bylaws when submitting the school improvement  
117 plan for Board approval.
  - 118

119 5. Validation of SAC Membership Composition

- 120
- 121 a. The Superintendent/designee will validate each school's membership  
122 composition, including reviewing whether "schools have maximized their efforts  
123 to include minority persons and persons of lower socioeconomic status,"  
124 pursuant to Fla. Stat. § 1001.452(1)(a).
  - 125
  - 126 b. The Superintendent shall annually submit the membership lists of all SACs to the  
127 School Board for review during a regular or special Board meeting in, or before,  
128 December of each school year.
  - 129
  - 130 i. The School Board shall review the SAC membership composition to  
131 determine if it is representative of the ethnic, racial, and economic community  
132 served by the school, as required by Fla. Stat. § 1001.452(1)(a).

- 133  
134 ii. If necessary to achieve proper representation, the School Board, based on  
135 the recommendation of the Board member in whose district the school is  
136 located, shall vote to appoint additional members to a SAC.  
137

138 6. SAC Powers and Duties  
139

- 140 a. Each SAC has the authority to exercise the functions and duties provided to  
141 SACs by the Florida Statutes and State Board of Education rules, but has no  
142 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §  
143 1001.452(1)(a), the SAC shall be the sole body responsible for final decision-  
144 making at the school relating to implementation of §§ 1001.42(16) and 1008.345,  
145 regarding school improvement and accountability.  
146
- 147 b. Each SAC shall assist in the preparation and evaluation of the school  
148 improvement plan required by Fla. Stat. § 1001.42(16). Technical assistance  
149 from the DOE may be requested as needed.  
150
- 151 c. Each SAC shall assist in the preparation of the school's annual budget and plan  
152 as required by § 1001.452(2) and 1008.385(1).  
153
- 154 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used  
155 for purposes listed in [§ 1008.36](5) as determined jointly by the school's staff  
156 and school advisory council." For purposes of this subsection, "school staff"  
157 means all employees assigned to that school at the time of the decision,  
158 including instructional, paraprofessional, clerical, facilities, and food service  
159 personnel, consistent with Fla. Stat. § 1012.01(2), (3), (6), (7).  
160
- 161 i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds can be used for  
162 any of the following:  
163
- 164 A. Nonrecurring bonuses to the faculty and staff;
  - 165
  - 166 B. Nonrecurring expenditures for educational equipment or materials to  
167 assist in maintaining and improving student performance; or
  - 168
  - 169 C. Temporary personnel for the school to assist in maintaining and improving  
170 student performance.
- 171
- 172 ii. The following suggested steps could be used for joint determination of the  
173 use of school recognition funds: A) the SAC creates proposals for expenditure  
174 of the funds; B) the written proposals plus a choice of "None of the Above"  
175 are presented to the staff three business days prior to the vote; C) school staff  
176 vote by secret ballot on the proposals; and D) the proposal with the majority

177 of votes is implemented (but if no proposal, or "None of the Above," receives  
178 at least 50%+1 of the votes, the SAC reconvenes and creates a different  
179 proposals to be presented to staff). This paragraph is illustrative only;  
180 different procedures may be used for joint determination of the use of funds.

- 181
- 182 iii. Pursuant to Fla. Stat. § 1008.36(4), "If school staff and the school advisory  
183 council cannot reach agreement by November 1, the awards must be equally  
184 distributed to all classroom teachers currently teaching in the school." The  
185 term "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff  
186 members assigned the professional activity of instructing students in courses  
187 in classroom situations, including basic instruction, exceptional student  
188 education, career and technical education, and adult education, including  
189 substitute teachers" who are assigned to that school as of the November 1  
190 deadline. (The term does not include other instructional personnel which are  
191 separately defined in § 1012.01(2)(b)-(e)).

- 192
- 193 e. Each SAC shall have access to the District's web site as a means of providing  
194 information to the public and other SACs.

195

196 7. School Improvement Plan

- 197
- 198 a. Each SAC shall assist in the preparation and evaluation of the school  
199 improvement plan pursuant to Fla. Stat. §§ 1001.42(16) and 1001.452(2). Each  
200 school must have an approved school improvement plan, pursuant to §  
201 1001.42(16), after one (1) full school year of planning and development, as  
202 required by § 1008.345(6)(c). Accordingly, new schools must have a school  
203 improvement plan upon completing one full school year of operation.

- 204
- 205 b. As required by Fla. Stat. § 1001.42(16)(a), the school improvement plan shall be  
206 designed to achieve the state education priorities in Fla. Stat. § 1000.03(5), and  
207 student performance standards, and must include a goal concerning student  
208 health and fitness, including physical fitness, parental information on student  
209 health and fitness, and indoor environmental air quality. The plan ~~and~~ must also  
210 address budget, training, instructional materials, technology, staffing, student  
211 support services, specific school safety and discipline strategies, ~~and~~ other  
212 matters of resource allocation as determined by Board Policy, and any matters  
213 required by Florida Statutes or the Florida Department of Education. The student  
214 performance standards to be addressed include both Florida state standards and  
215 the federal No Child Left Behind Act.

- 216
- 217 c. Pursuant to Fla. Stat. §§ 1003.415 and 1001.42(16)(a), beginning with the 2004-  
218 2005 school year each public school serving middle grade (grade 6, 7, or 8)  
219 students, including charter schools, with fewer than 75 percent of its students  
220 reading at or above grade level in grade 6, grade 7, or grade 8, defined as

- 221 scoring at level 3 or above on the FCAT during the prior school year, must  
222 incorporate by October 1 of each year a rigorous reading requirement for reading  
223 and language arts programs as the primary component of its school improvement  
224 plan.  
225
- 226 d. Although the school improvement plan is for one year, SACs are also  
227 encouraged to adopt long-range goals and objectives that cover a multiyear time  
228 frame.  
229
- 230 e. The school improvement plan must have annual objectives based on an annual  
231 analysis of student achievement and other school performance data.  
232
- 233 f. The individual school and its SAC shall submit the school improvement plan to  
234 the Superintendent/designee by the last Friday in October of each year or as  
235 required by the Florida Department of Education, whichever is earlier.  
236
- 237 g. The Superintendent shall submit the school improvement plan for each school to  
238 the Board for approval by December 31st of each year, and the Board must  
239 annually approve and require implementation of a new, amended, or continuation  
240 school improvement plan for each school in the district, as required by Fla. Stat.  
241 § 1001.42(16)(a).  
242
- 243 h. The Board shall provide school improvement funds to schools for developing and  
244 implementing school improvement plans pursuant to Fla. Stat. § 1001.42(16)(f).  
245
- 246 i. Such funds shall include those funds appropriated for the purpose of school  
247 improvement pursuant to Fla. Stat. § 24.121(5)(c).  
248
- 249 ii. School improvement funds provided under Fla. Stat. § 24.121(5)(c) may be  
250 expended only on programs or projects selected by the SAC for enhancing  
251 school performance through development and implementation of a school  
252 improvement plan. As stated in § 24.121(5)(c), the school principal may not  
253 override the recommendations of the SAC on use of these funds.  
254
- 255 iii. These moneys may not be used for capital improvements, nor may they be  
256 used for any project or program that has a duration of more than one (1) year;  
257 however, as allowed by § 24.121(5)(c), a SAC may independently determine  
258 that a program or project formerly funded under this paragraph should receive  
259 funds in a subsequent year.  
260
- 261 8. Waiver of Local or State Regulation.-- Should a school identify a local or state  
262 regulation that presents a barrier to improved student achievement and  
263 implementation of the school improvement plan, the SAC may submit a request to  
264 the District Waiver Committee (DWC).

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- a. The DWC may recommend a waiver of School Board Policy to the ~~School~~ Board pursuant to Fla. Stat. § 1001.42(17)(b), as long as the waiver would not be inconsistent with the underlying state statutes or State Board of Education rules.
    - i. Following a vote of the SAC, the principal submits the waiver request for review to the area superintendent/designee and Superintendent/designee.
    - ii. The Superintendent/designee forwards the waiver to the District Waiver Committee. The Committee consists of:
      - A. Principals selected by their respective Principals Associations;
      - B. Department representation as appointed by the Superintendent and as appropriate for the waiver;
      - C. The Classroom Teacher's Association (CTA), with representative membership on the District Waiver Committee, shall review each waiver pursuant to the standards set forth in the CTA Bargaining Agreement, to determine if the waiver constitutes a change in employee hours, terms or conditions of employment. The CTA Board of Directors is the governing body authorized to accept waivers, reject waivers, or accept waivers with conditions if they require a waiver of contract standards.
      - D. Representative from The Association of Educational Secretaries and Office Personnel (AESOP);
      - E. Representative from National Conference of Firemen and Oilers (NCFO).
  - b. The DWC will review and make recommendations to the Superintendent/designee on each waiver, considering the following factors:
    - i. Whether the waiver of School Board Policy under Fla. Stat. § 1001.42(17)(b) is possible without incurring inconsistency with the underlying state statutes or State Board of Education rules;
    - ii. Whether the waiver is focused on maximizing student outcomes;
    - iii. Whether the waiver is based on research and best practices.
  - c. If the waiver is not recommended, the principal and SAC will be notified by the Superintendent/designee of any issues or questions the District Waiver Committee has regarding the waiver and will have an opportunity to amend the waiver for further consideration.



- 309
- 310 d. If the waiver of Board Policy is recommended by the DWC, the Superintendent
- 311 may submit the waiver request(s) to the Board for approval.
- 312
- 313 e. If the requested waiver of Board Policy would be inconsistent with the underlying
- 314 state statutes or State Board of Education rules, the DWC may transmit the
- 315 request to the Charter District Advisory Committee as a possibility for the School
- 316 Board to pursue as an exemption under charter district status.
- 317

318 9. Training and Support

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- 320 a. Training, support, and written materials shall be available for SAC members that
- 321 include state and local requirements for SACs, roles and responsibilities of SAC
- 322 members, use of data for decision-making, the budget process, and timelines for
- 323 developing the school improvement plan. All SAC members are encouraged to
- 324 review the SAC materials posted by the District's Office of School Improvement
- 325 at [www.palmbeach.k12.fl.us/schoolimprovement/sip\\_sac.htm](http://www.palmbeach.k12.fl.us/schoolimprovement/sip_sac.htm).
- 326
- 327 b. If a SAC member or other member of the school community has a concern about
- 328 the SAC's operation or compliance with this Policy, such person may contact the
- 329 District's Office of School Improvement. The Office of School Improvement will
- 330 coordinate resolution of the issue, with the advice and assistance of appropriate
- 331 sources as needed, such as the principal, area superintendent, Chief Academic
- 332 Officer, or Department of Legal Services.
- 333

334 10. School Budget

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- 336 a. Each SAC shall assist in the preparation of the school's annual budget, which is
- 337 prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and
- 338 1008.385(1).
- 339
- 340 b. To facilitate this budgeting process, the SAC will have the school's previous
- 341 year's June 30th Budget Status Summary with supporting documentation, the
- 342 current fiscal year's Budget Status Summary with supporting documentation, and
- 343 the proposed fiscal year's budget, as provided by Budget Services.
- 344
- 345 c. The school's current fiscal year's Budget Status Summary, prepared by Budget
- 346 Services, will be provided to the SAC on an annual basis in accordance with Fla.
- 347 Stat. § 1001.452(2) and 1008.385(1).
- 348
- 349 d. Information regarding other resources of the school, such as internal accounts,
- 350 will be shared with the SAC on an annual basis for information purposes only.
- 351
- 352 e. If requested by a majority vote of the SAC, quarterly reports of the current year's

353 budget by project, function and object, including a percentage comparison of  
354 amended budgets spent to date, will be provided by Budget Services. These  
355 reports can be used to compare the current year's budget with the previous  
356 year's budget.

357  
358 11. District-Wide Meetings

359  
360 a. The Superintendent shall schedule at least two (2) district-wide meetings  
361 regarding school improvement and SACs each school year. One meeting in the  
362 fall will provide school improvement training for SAC members, and one meeting  
363 in the spring will provide school improvement training for SAC members and also  
364 provide an opportunity for SAC members to give input on school improvement to  
365 the Superintendent/designee.

366  
367 b. These meetings are intended for SAC members, Reform Panel members– as  
368 established by the CTA Collective Bargaining Agreement, and School Board  
369 members to exchange programs, ideas, and other information on school  
370 improvement.

371  
372 12. SAC Sample Bylaws

373  
374 The following sample bylaws which incorporate Florida Statutes and Board policy  
375 are provided to assist SACs in the development of their bylaws. These bylaws serve  
376 only as an example, although some content is required by the cited statutes.

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378 -----  
379 **Sample SAC Bylaws**  
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382 **Bylaws of School Advisory Council**

383  
384 [Name of School]

385  
386 Prepared by: Principal and School Advisory  
387 Council (or subcommittee thereof) – [Date]

388  
389 **Article I**

390  
391 **Name of Organization**

392  
393 The name of this organization shall be *The School Advisory Council of* [Name of School].<sup>1</sup>  
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<sup>1</sup> "Each school advisory council shall include in its name the words 'school advisory council.'" Fla. Stat. § 1001.452(1)(a).

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## Article II

### Purpose and Function

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400  
401 **Section 1:** The School Advisory Council (SAC) is a resource for the school, its teachers, parents and  
402 principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP)  
403 that will serve as a framework for school improvement.

404  
405 **Section 2:** The primary function of the SAC is to provide all of the stakeholders an opportunity to be  
406 active participants in the assessment of needs, development of priorities, and identification and use of  
407 resources based on an analysis of multiple sources of available school data.

408

409 Specific functions include, but may not be limited to, the following:

410

- 411 1. Develop and review the implementation of the School Improvement Plan.
- 412 2. Enlist, promote, and support greater interaction between school and community.
- 413 3. Provide input in matters concerning disbursement of school improvement funds and other monies  
414 related to school improvement, and to ensure that such expenditures are consistent with the School  
415 Improvement Plan.
- 416 4. Consult with peripheral constituency groups when making decisions concerning educational practices  
417 within the school.<sup>2</sup>
- 418 5. Consult with people or departments needed to support the School Improvement Plan.<sup>3</sup>

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## Article III

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422

### Representation and Membership

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424

425 In accordance with Florida Statute 1001.452, which outlines the establishment of SACs:<sup>4</sup>

426

427 **Section 1:** The membership shall be representative of the student body and community served by the  
428 school. The SAC shall have an appropriately balanced number of teachers, parents, support employees,  
429 students, business and community members.

430

431 **Section 2:** The majority (50% + 1) of the members of the SAC shall be non-school employees.

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433 **Section 3:** The SAC membership shall be *appropriately* balanced.<sup>5</sup>

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## Article IV

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<sup>2</sup> For example, but not limited to: PLC; PTA/PTO; VIP; PALS; CASAS; SEDNET.

<sup>3</sup> See Footnote 2.

<sup>4</sup> Guidelines for election processes are included in Fla. Stat. § 1001.452(1)(a)

<sup>5</sup> This refers to the racial, ethnic, and socio-economic representation of the SAC in comparison to the community that the school serves.

438 **Membership Selection**

439  
440 **Section 1:** The SAC membership shall be constituted as follows:

- 441
- 442 1. Parents, teachers, students and support employees will be elected by their respective groups through  
443 an election in which all parents have an opportunity to participate.  
444
    - 445 i. Teachers shall be elected by teachers;
    - 446 ii. Education support employees shall be elected by education support employees;
    - 447 iii. Students, when appropriate, shall be elected by students; and
    - 448 iv. Parent members shall be elected by parents in general, with all parents having an opportunity  
449 to participate in voting for any parent on the ballot.  
450
  - 451 2. There will be wide notice of SAC vacancies and elections through methods to include school  
452 marquee, school newsletter, PTA/PTO meetings, announcements at Open House, etc. The names of  
453 parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents  
454 who will vote on the nominees.
  - 455 3. Business and community members will be selected based on the new procedures adopted by the  
456 School Board.
  - 457 4. Replacement members shall be elected by appropriate constituencies.
  - 458 5. The principal is automatically a member by legal mandate.

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461  
462 **Section 2:** Elections shall be held in [month] of each year and the installation of new members shall  
463 follow immediately.<sup>6</sup>

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466 **Section 3:** Each parent of [Name of School] will be notified of SAC elections in accordance with Fla.  
467 Stat. § 286.011, "Public meetings and records; public inspection."  
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473 **Article V**

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475 **Tenure**

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477 **Section 1:** The term of office shall be staggered to provide continuity from year-to-year.

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479 **Section 2:**<sup>7</sup> SAC members, other than those designated to complete unexpired terms, shall be elected to  
480 [set number]-year terms.

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<sup>6</sup> Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.

<sup>7</sup> It is recommended that a SAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

481  
482 **Section 3:** Council members shall serve no more than [set number] terms in an elected position.  
483

484 **Section 4:** No member may miss more than two (2) unexcused consecutive SAC meetings. As required  
485 by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly  
486 noticed SAC meeting, the person's membership will cease and the SAC Chairperson shall arrange for the  
487 replacement of the member by election as specified in Membership Selection, **Article IV, Section 1.**  
488 Such individuals will fill the remainder of the term to which they were elected.  
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490  
491 **Meetings**

492  
493 All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public meetings and  
494 records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven  
495 days' notice is generally recommended); openness of SAC meetings to the general public, in a location  
496 accessible to the public; and taking minutes of the meeting, which must be made available for public  
497 inspection following the meeting. This public notice is in addition to the minimum three (3) business  
498 days' advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all SAC members regarding any  
499 matter scheduled to come before the SAC for a vote.  
500

501 **Section 1:** There shall be a council meeting at least [once per month].<sup>8</sup>  
502

503 **Section 2:** SAC meetings shall be held on [the second Tuesday of each month, from 7:00 p.m.-9:00  
504 p.m.]<sup>9</sup> As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents,  
505 teachers, businesspersons, and members of the community can attend.  
506

507 **Section 3:** The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice.  
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509 **Section 4:** Subcommittees will meet as needed. (See **Article VII**)  
510

511  
512 **Officers**

513  
514 **Section 1:** The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, a  
515 secretary, and an historian. In the event of a vacancy in a Council office during an existing term, the  
516 vacancy will be filled by SAC member election.<sup>10</sup>  
517

518 **Section 2:** The Council shall elect its own officers at the first regular meeting. Officers shall serve a  
519 maximum of two terms.  
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521  
522 **Article VI**

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<sup>8</sup> These are examples only – each SAC should determine the meeting schedules that best meet their needs and objectives.

<sup>9</sup> See Footnote 8

<sup>10</sup> Although the terms of office are optional based upon the needs of the school, the intent of this language is recommended for inclusion in the bylaws.

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**Duties of Officers**<sup>11</sup>

**Section 1: Chairperson.**-- The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all committees.<sup>12</sup>

**Section 2: Vice-Chairperson.**-- The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

**Section 3: Secretary.**-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

**Section 4: Historian.**-- The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

**Responsibilities of Members**

**Section 5: Principal**<sup>13</sup>-- The principal shall provide information regarding the school educational plan, including the school budget. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations of interest to the SAC and encourages leadership from within the Council.

**Section 6:**<sup>14</sup> *Faculty and School Staff Representatives.*-- The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

**Section 7: Parents, Business, and Community Representatives**<sup>15</sup>-- The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

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<sup>11</sup> These are recommended positions and duties – additional and/or different offices and duties may need to be included to better serve your SAC’s vision and objectives.  
<sup>12</sup> Required by implication in Fla. Stat. § 1001.452.  
<sup>13</sup> Required by implication in Fla. Stat. § 1001.452.  
<sup>14</sup> Required by Fla. Stat. § 1001.452(1)(a) – Please note that, "A majority of the members of each school advisory council must be persons who are not employed by the school."  
<sup>15</sup> Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and Adult Education Centers are NOT required to have parent participation on their SACs. Business and community participation, however, is required for ALL SAC’s.

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562 **Section 8: Student Representatives**<sup>16</sup>-- The student representatives of the SAC shall serve as voting  
563 representatives of all students. They relay suggestions and recommendations from members of the student  
564 body and the Student Council to the SAC for consideration. [See Fla. Stat. § 1001.452(1)(a)].  
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568 **Article VII**

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570 **Voting Body**

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572 The SAC is the formal council that is responsible for voting upon and implementing the decisions for the  
573 organization. The SAC will be comprised of an elected membership and will require a quorum if any  
574 formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1. A quorum is a majority (50% +  
575 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)2, all SAC members will receive at  
576 least three (3) business days' notice in writing of any matter that is scheduled to come before the SAC for  
577 a vote.

578  
579 **Committees**<sup>17</sup>-- Committees are formed to research and make recommendations regarding specific areas  
580 that affect the organization. Committees may be constituted in several configurations.

- 581
- 582 ▪ **Standing Committees**-- Standing committees are created for long-term, on-going functions and are  
583 expected to schedule regular meetings. The standing committees focus on "large" issues, such as  
584 school safety, curriculum, professional development or student needs. The SAC chairperson will  
585 appoint the chairperson of a standing committee. A standing committee will study issues and make  
586 recommendations to the voting body.
  - 587
  - 588 ▪ **Ad Hoc Committee - (Task Force)**-- These committees are formed to deal with specific, short-term  
589 concerns that are not appropriately assigned to the standing committees. An example of an ad hoc  
590 committee would be a uniform committee, a committee formed to deal with a bus problem, etc.

591  
592 *If the standing committees are properly organized, the need for Ad Hoc committees should be*  
593 *infrequent.*

594  
595 *The use of various sub-committees serves several functions. It will allow greater participation of*  
596 *those who wish to serve, while limiting the actual voting membership of the SAC to a manageable*  
597 *number (such as 12 or less). Additional benefits include a wider variety of ideas and greater*  
598 *sense of ownership by the constituents.*

599  
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601 **Article VIII**

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<sup>16</sup> Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and High Schools  
MUST include student representatives on their SAC. Middle and Junior High Schools MAY include student  
representatives.

<sup>17</sup> These are recommendations and exemplars only. Each SAC will determine the committees needed to meet their  
vision and objectives.

603 **Rules of Order**<sup>18</sup>

604  
605 **Section 1:** SAC decisions shall be reached by consensus or vote whenever possible. (*See Consensus,*  
606 *Section 1*) If the SAC is deadlocked, decisions will be made according to the deadlock process. (*See*  
607 *Consensus, Section 2*)

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609 **Section 2:** The SAC need not operate under Parliamentary Procedures such as Robert’s Rules of Order.  
610 However, rules that will be used to govern decision-making must be specified.

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614 **Consensus**

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616 **Section 1:** Consensus will be the primary decision-making method to be used by the SAC. Consensus is  
617 reached when **all members** *understand the decision, will support it, and are willing to implement the*  
618 *decision.*

619  
620 **Section 2:** The deadlock resolution procedure will be used when the membership has been polled and  
621 consensus is not reached. When time deadlines permit further deliberations, the SAC should be polled to  
622 determine if there is agreement to refer the issue to a standing committee for further study.

623  
624 If not referred, the deadlock process shall be as follows:

- 625
- 626 ▪ Every member of the SAC shall be given notice that a vote will be held at the next meeting on the  
627 issue.
  - 628
  - 629 ▪ If a majority of the total SAC voting body votes to adopt a position on the issue at the meeting, that  
630 position shall be the official position of the SAC.

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**Article IX**

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635 **Amendments**

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637 **Section 1:** The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds  
638 majority (recommended by Robert’s Rules of Order) of the members present and voting. Written notice  
639 to the members of the proposed amendment shall be at least three (3) business days prior to the meeting at  
640 which it is to be voted upon. A quorum is required at any meeting for action to be taken. All SAC  
641 meetings shall be held in accordance with Fla. Stat. § 286.011 – “Public meetings and records; public  
642 inspection.”

643  
644 **Section 2:** The SAC and/or itsA committee ~~shall be appointed to~~ review annually, and when  
645 appropriate, recommend revisions of the ~~Council SAC~~Bylaws annually at least once every three years.  
646 The adoption of revised bylaws shall follow the procedure for amendments.

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<sup>18</sup> This section is included as an example. Although it is recommended to have rules of order in the SAC bylaws, the rules of order used needs to be determined based on individual SAC needs.



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650 STATUTORY AUTHORITY: §§ 1001.41(2), 1001.42(17), (22), Fla. Stat.

651 LAWS IMPLEMENTED: §§ 24.121(5)(c); 1000.03(5); 1008.345(6);

652 1008.36(4), (5); 1008.385(1); 1001.42(17)(b); 1001.42(16); 1001.452, Fla. Stat.

653 HISTORY: 7/21/82; 02/25/2002; 12/8/03; \_\_\_\_\_/2005

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.09 and finds it legally sufficient for development by the Board.

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date