



POLICY 2.09

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

[Contacts: Denise Doyle, PX 48848; Adam Miller, PX 47667]

Adoption

CONSENT ITEM

- The Board approved development of this Policy revision on July 26, 2006.
- Revisions are recommended at lines 11-12, 166-171, and 177-184 to conform with amendments to the relevant statutes, pursuant to Ch. 2006-74, Laws of Florida (which took effect on June 5, 2006), and to require that school improvement plans must address single school culture.
- Additional minor revisions are recommended for reasons of practicality.
- To make the Policy more compact, the text of the sample SAC bylaws is being deleted. The sample bylaws will be available on the Web site of the Department of School Improvement.

POLICY 2.09

SCHOOL ADVISORY COUNCILS

1
2
3
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

9
10 a. Fla. Stat. § 1001.452(1)(a) requires that school advisory council membership
11 include the school principal/director (who, pursuant to Fla. Stat. § 1001.54(2),
12 must provide instructional leadership in the development, revision, and
13 implementation of the school improvement plan) and an appropriately balanced
14 number of teachers, education support employees, students (where appropriate),
15 parents, and business and community representatives.

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

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

20
21 iii. Vocational-Technical centers and adult education centers are not required to have parent participation on the SACs.

22
23 iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support employee" as used here refers to any
24 person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla.
25 Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal working week.

26
27 v. For purposes of school advisory council membership, the term "teacher" includes classroom teachers, certified
28 student services personnel, and media specialists pursuant to Fla. Stat. § 1001.452(1)(a).

29
30 b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall
31 be persons who are not employed by the school.

32
33 c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by
34 Fla. Stat. § 1001.452(1)(a).

35
36 3. Selection of Council Members

37
38 a. All council members shall be elected by their respective peer group, except for business and community representatives
39 and the school principal/director. The SAC bylaws will establish the term of membership and a process for ensuring
40 staggered terms to provide continuity on the SAC.

41
42 b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall be elected by their respective peer group
43 in a fair and equitable manner through an election as set forth in the bylaws of the SAC. Procedures in the bylaws should
44 include the means of ensuring wide notice of vacancies and elections through such means as the school marquee, school
45 newsletter, Parent Teacher Association/Parent Teacher Organization (PTA/PTO) meetings, and announcements at open
46 house, etc.

47
48 i. Teacher(s) shall be elected by teachers;

49
50 ii. Education support employee(s) shall be elected by education support employees;

- 51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
- iii. Student(s), when appropriate, shall be elected by students; and
 - iv. Parent(s) members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent as set forth in the bylaws of the SAC.
 - c. Any SAC member may recommend the appointment of business and community member(s) to serve on the SAC. The procedures in the SAC bylaws will include the means of ensuring wide notice of vacancies through methods such as school marquee, school newsletter, and instructional television, and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. Business and community members will be appointed by the principal following the advice and consent of the SAC.
 - d. The bylaws of the SAC must set forth a process for appointment of additional SAC members if the election process does not produce representative membership as specified above. If the process set forth in the SAC bylaws still does not produce representative membership, the Board will appoint additional SAC members.

67
68

4. SAC Governance

- 69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
- a. Each SAC shall be governed by the Sunshine Law, Fla. Stat. § 286.011, Fla. Stat. Chapter 119, Fla. Stat. § 1001.452, and other relevant Florida statutes and State Board of Education Rules relating to SACs.
 - b. Each SAC will adopt bylaws, including membership selection procedures, that meet the requirements of Florida Statutes, State Board of Education Rule, and this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must establish procedures for the following:
 - i. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
 - ii. Requiring at least three (3) business days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote. (This notice to members is in addition to the meeting notice for the general public under the Sunshine Law).
 - iii. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
 - iv. Replacing any member who has two consecutive unexcused absences (as determined by the SAC Chair) from SAC meetings scheduled according to the procedures in the bylaws.
 - v. Recording minutes of meetings (and, as required by Fla. Stat. § 1001.452(1)(d)5, the School Board shall maintain a record of minutes of council meetings).
 - c. The SAC shall annually review its bylaws to ensure alignment with current - statutes and Board Policy.
 - d. The SAC shall submit the SAC bylaws when submitting the school improvement plan for Board approval.

96
97

5. Validation of SAC Membership Composition

- 98
99
100
101
102
103
104
105
106
- a. The Superintendent/designee will validate each school's membership composition, including reviewing whether "schools have maximized their efforts to include minority persons and persons of lower socioeconomic status," pursuant to Fla. Stat. § 1001.452(1)(a).
 - b. The Superintendent shall annually submit the membership lists of all SACs to the School Board for review during a regular or special Board meeting in, or before, December of each school year.
 - i. The School Board shall review the SAC membership composition to determine if it is representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

- 107
108 ii. If necessary to achieve proper representation, the School Board, based on the recommendation of the Board
109 member in whose district the school is located, shall vote to appoint additional members to a SAC.
110

111 **6. SAC Powers and Duties**

- 112
113 a. Each SAC has the authority to exercise the functions and duties provided to SACs by the Florida Statutes and State
114 Board of Education rules, but has no powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §
115 1001.452(1)(a), the SAC shall be the sole body responsible for final decision-making at the school relating to
116 implementation of §§ 1001.42(16) and 1008.345, regarding school improvement and accountability.
117
118 b. Each SAC shall assist in the preparation and evaluation of the school improvement plan required by Fla. Stat. §
119 1001.42(16). Technical assistance from the DOE may be requested as needed.
120
121 c. Each SAC shall assist in the preparation of the school's annual budget and plan as required by § 1001.452(2) and
122 1008.385(1).
123
124 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used for purposes listed in [§ 1008.36](5) as
125 determined jointly by the school's staff and school advisory council." For purposes of this subsection, "school staff" means
126 all employees assigned to that school at the time of the decision, including instructional, paraprofessional, clerical,
127 facilities, and food service personnel, consistent with Fla. Stat. § 1012.01(2), (3), (6), (7).
128
129 i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds can be used for any of the following:
130
131 A. Nonrecurring bonuses to the faculty and staff;
132
133 B. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving
134 student performance; or
135
136 C. Temporary personnel for the school to assist in maintaining and improving student performance.
137
138 ii. The following suggested steps could be used for joint determination of the use of school recognition funds: A) the
139 SAC creates proposals for expenditure of the funds; B) the written proposals plus a choice of "None of the Above"
140 are presented to the staff three business days prior to the vote; C) school staff vote by secret ballot on the proposals;
141 and D) the proposal with the majority of votes is implemented (but if no proposal, or "None of the Above," receives at
142 least 50%+1 of the votes, the SAC reconvenes and creates different proposals to be presented to staff). This
143 paragraph is illustrative only; different procedures may be used for joint determination of the use of funds.
144
145 iii. Pursuant to Fla. Stat. § 1008.36(4), "If school staff and the school advisory council cannot reach agreement by
146 November 1, the awards must be equally distributed to all classroom teachers currently teaching in the school." The
147 term "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff members assigned the professional
148 activity of instructing students in courses in classroom situations, including basic instruction, exceptional student
149 education, career and technical education, and adult education, including substitute teachers" who are assigned to
150 that school as of the November 1 deadline. (The term does not include other instructional personnel which are
151 separately defined in § 1012.01(2)(b)-(e)).
152
153 e. Each SAC shall have access to the District's web site as a means of providing information to the public and other SACs.
154

155 **7. School Improvement Plan**

- 156
157 a. Each SAC shall assist in the preparation and evaluation of the school
158 improvement plan pursuant to Fla. Stat. §§ 1001.42(16) and 1001.452(2). Each
159 school must have an approved school improvement plan, pursuant to §
160 1001.42(16), after one (1) full school year of planning and development, as

161 required by § 1008.345(6)(c). Accordingly, new schools must have a school
162 improvement plan upon completing one full school year of operation.
163

164 b. ~~As required by Fla. Stat. § 1001.42(16)(a), the~~ The school improvement plan
165 shall address ~~be designed to achieve the state education priorities in Fla. Stat. §~~
166 ~~1000.03(5) and student performance standards, and must include a goal~~
167 ~~concerning student health and fitness, including physical fitness, parental~~
168 ~~information on student health and fitness, and indoor environmental air quality.~~
169 ~~The plan must also address budget, training, instructional materials, technology,~~
170 ~~staffing, student support services, specific school safety and discipline strategies,~~
171 ~~and other matters of resource allocation as determined by Board Policy, single~~
172 school culture and shall include any all matters required by federal law, Fla. Stat.
173 § 1001.42(16)(a) and other Florida Statutes, or the Florida Department of
174 Education. The student performance standards to be addressed include both
175 Florida state standards and the federal No Child Left Behind Act.
176

177 c. ~~Pursuant to Fla. Stat. §§ 1003.415 and 1001.42(16)(a), beginning with the 2004-~~
178 ~~2005 school year each public school serving middle-grade (grade 6, 7, or 8)~~
179 ~~students, including charter schools, with fewer than 75 percent of its students~~
180 ~~reading at or above grade level in grade 6, grade 7, or grade 8, defined as~~
181 ~~scoring at level 3 or above on the FCAT during the prior school year, must~~
182 ~~incorporate by October 1 of each year a rigorous reading requirement for reading~~
183 ~~and language arts programs as the primary component of its school improvement~~
184 ~~plan.~~
185

186 d. Although the school improvement plan is for one year, SACs are also
187 encouraged to adopt long-range goals and objectives that cover a multiyear time
188 frame.
189

190 e. The school improvement plan must have annual objectives based on an annual
191 analysis of student achievement and other school performance data.
192

193 f. The individual school and its SAC shall submit the school improvement plan to
194 the Superintendent/designee by the last Friday in October of each year (absent
195 extenuating circumstances) or as required by the Florida Department of
196 Education, whichever is earlier.
197

198 g. The Superintendent shall submit the school improvement plan for each school to the Board for approval by December
199 31st of each year, and the Board must annually approve and require implementation of a new, amended, or continuation
200 school improvement plan for each school in the district, as required by Fla. Stat. § 1001.42(16)(a).
201

202 h. The Board shall provide school improvement funds to schools for developing and implementing school improvement plans
203 pursuant to Fla. Stat. § 1001.42(16)(f).
204

205 i. Such funds shall include those funds appropriated for the purpose of school improvement pursuant to Fla. Stat. §
206 24.121(5)(c).
207

- 208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
- ii. School improvement funds provided under Fla. Stat. § 24.121(5)(c) may be expended only on programs or projects selected by the SAC for enhancing school performance through development and implementation of a school improvement plan. As stated in § 24.121(5)(c), the school principal may not override the recommendations of the SAC on use of these funds.
 - iii. These moneys may not be used for capital improvements, nor may they be used for any project or program that has a duration of more than one (1) year; however, as allowed by § 24.121(5)(c), a SAC may independently determine that a program or project formerly funded under this paragraph should receive funds in a subsequent year.
8. Waiver of Local or State Regulation.-- Should a school identify a local or state regulation that presents a barrier to improved student achievement and implementation of the school improvement plan, the SAC may submit a request to the District Waiver Committee (DWC).
- a. The DWC may recommend a waiver of School Board Policy to the 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.
 - d. If the waiver of Board Policy is recommended by the DWC, the Superintendent may submit the waiver request(s) to the Board for approval.
 - e. If the requested waiver of Board Policy would be inconsistent with the underlying state statutes or State Board of Education rules, the DWC may transmit the request to the Charter District Advisory Committee as a possibility for the School Board to pursue as an exemption under charter district status.

264 9. Training and Support

265
266 a. Training, support, and written materials shall be available for SAC members that
267 include state and local requirements for SACs, roles and responsibilities of SAC
268 members, use of data for decision-making, the budget process, and timelines for
269 developing the school improvement plan. All SAC members are encouraged to
270 review the SAC materials posted by on the web site of the District's Office
271 Department of School Improvement at www.palmbeach.k12.fl.us/
272 schoolimprovement/sip_sac.htm.

273
274 b. If a SAC member or other member of the school community has a concern about
275 the SAC's operation or compliance with this Policy, such person may contact the
276 District's Office Department of School Improvement. The Office Department of
277 School Improvement will coordinate resolution of the issue, with the advice and
278 assistance of appropriate sources as needed, such as the principal, area
279 superintendent, Chief Academic Officer, or Department of Legal Services.

280
281 10. School Budget

282
283 a. Each SAC shall assist in the preparation of the school's annual budget, which is prepared by Budget Services, as required
284 by Fla. Stat. §§ 1001.452(2) and 1008.385(1).

285
286 b. To facilitate this budgeting process, the SAC will have the school's previous year's June 30th Budget Status Summary
287 with supporting documentation, the current fiscal year's Budget Status Summary with supporting documentation, and the
288 proposed fiscal year's budget, as provided by Budget Services.

289
290 c. The school's current fiscal year's Budget Status Summary, prepared by Budget Services, will be provided to the SAC on
291 an annual basis in accordance with Fla. Stat. § 1001.452(2) and 1008.385(1).

292
293 d. Information regarding other resources of the school, such as internal accounts, will be shared with the SAC on an annual
294 basis for information purposes only.

295
296 e. If requested by a majority vote of the SAC, quarterly reports of the current year's budget by project, function and object,
297 including a percentage comparison of amended budgets spent to date, will be provided by Budget Services. These
298 reports can be used to compare the current year's budget with the previous year's budget.

299
300 11. District-Wide Meetings

301
302 a. The Superintendent shall schedule at least two (2) district-wide meetings regarding school improvement and SACs each
303 school year. One meeting in the fall will provide school improvement training for SAC members, and one meeting in the
304 spring will provide school improvement training for SAC members and also provide an opportunity for SAC members to
305 give input on school improvement to the Superintendent/designee.

306
307 b. These meetings are intended for SAC members, Reform Panel members— as established by the CTA Collective
308 Bargaining Agreement, and School Board members to exchange programs, ideas, and other information on school
309 improvement.

310
311
312 12. SAC Sample Bylaws

313

314 ~~The following sample Sample bylaws which incorporate that are consistent with~~
315 ~~Florida Statutes and Board policy are provided on the Web site of the Department of~~
316 ~~School Improvement to assist SACs in the development of their bylaws. These~~
317 ~~bylaws serve only as an example, although some content is required by the cited~~
318 ~~statutes.~~

Sample SAC Bylaws

-
Bylaws of School Advisory Council
-

[Name of School]
-

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

-
Article I
-

Name of Organization

-
The name of this organization shall be *The School Advisory Council of [Name of School]*.⁴

-
Article II
-

Purpose and Function

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

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

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

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

⁴ "Each school advisory council shall include in its name the words 'school advisory council.'" Fla. Stat. § 1001.452(1)(a).

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

³ See Footnote 2.

361 -
362 -
363 -
364 -
365 -
366 -
367 -
368 -
369 -
370 -
371 -
372 -
373 -
374 -
375 -
376 -
377 -
378 -
379 -
380 -
381 -
382 -
383 -
384 -
385 -
386 -
387 -
388 -
389 -
390 -
391 -
392 -
393 -
394 -
395 -
396 -
397 -
398 -
399 -
400 -
401 -
402 -
403 -
404 -
405 -

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, which outlines the establishment of SACs:⁴

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

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

Section 3: The SAC membership shall be *appropriately* balanced.⁵

Article IV

Membership Selection

Section 1: The SAC membership shall be constituted as follows:

1. Parents, teachers, students and support employees will be elected by their respective groups through an election in which all parents have an opportunity to participate.

i. Teachers shall be elected by teachers;

ii. Education support employees shall be elected by education support employees;

iii. Students, when appropriate, shall be elected by students; and

iv. Parent members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent on the ballot.

2. There will be wide notice of SAC vacancies and elections through methods to include school marquee, school newsletter, PTA/PTO meetings, announcements at Open House, etc. The names of parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents who will vote on the nominees.

3. Business and community members will be selected based on the new procedures adopted by the School Board.

4. Replacement members shall be elected by appropriate constituencies.

5. The principal is automatically a member by legal mandate.

Section 2: Elections shall be held in [month] of each year and the installation of new members shall follow immediately.⁶

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

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

⁶Although 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.

406 ~~Section 3: Each parent of [Name of School] will be notified of SAC elections in accordance with Fla. Stat. § 286.011, "Public~~
407 ~~meetings and records; public inspection."~~

408 -

409 -

410 Article V

411 -

412 Tenure

413 -

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

415 -

416 ~~Section 2:⁷ SAC members, other than those designated to complete unexpired terms, shall be elected to [set number]-year terms.~~

417 -

418 ~~Section 3: Council members shall serve no more than [set number] terms in an elected position.~~

419 -

420 ~~Section 4: No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Fla. Stat. §~~
421 ~~1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed SAC meeting, the person's~~
422 ~~membership will cease and the SAC Chairperson shall arrange for the replacement of the member by election as specified in~~
423 ~~Membership Selection, **Article IV, Section 1.** Such individuals will fill the remainder of the term to which they were elected.~~

424 -

425 -

426 Meetings

427 -

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

434 -

435 ~~Section 1: There shall be a council meeting at least [once per month].⁸~~

436 -

437 ~~Section 2: SAC meetings shall be held on [the second Tuesday of each month, from 7:00 p.m.-9:00 p.m.].⁹ As required by Fla.~~
438 ~~Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the~~
439 ~~community can attend.~~

440 -

441 ~~Section 3: The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice.~~

442 -

443 ~~Section 4: Subcommittees will meet as needed. (See **Article VII**)~~

444 -

445 -

446 Officers

447 -

448 ~~Section 1: The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, a secretary, and an historian.~~
449 ~~In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election.¹⁰~~

450 -

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

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

⁹ See Footnote 8

¹⁰ 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.

451 **Section 2:** The Council shall elect its own officers at the first regular meeting. Officers shall serve a maximum of two terms.

452 -

453 -

454 **Article VI**

455 -

456 **Duties of Officers**¹⁴

457 -

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

460 _____

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

464 -

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

469 -

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

472 -

473 **Duties of Members**

474 -

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

479 -

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

484 -

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

489 -

¹⁴ 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.

¹² Required by implication in Fla. Stat. § 1001.452.

¹³ Required by implication in Fla. Stat. § 1001.452.

¹⁴ 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."

¹⁵ 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.

490 ~~Section 8: Student Representatives¹⁶.-- The student representatives of the SAC shall serve as voting representatives of all~~
491 ~~students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for~~
492 ~~consideration. [See Fla. Stat. § 1001.452(1)(a) and Policy 2.09(2)(a)(i), (ii)].~~

493 -
494 Article VII

495 -
496 Voting Body

497 -
498 The SAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The SAC will
499 be comprised of an elected membership and will require a quorum if any formal action is to be taken, as required by Fla. Stat. §
500 1001.452(1)(d)1. A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. § 1001.452(1)(d)2, all SAC
501 members will receive at least three (3) business days' notice in writing of any matter that is scheduled to come before the SAC for a
502 vote.

503 -
504 Committees¹⁷.-- Committees are formed to research and make recommendations regarding specific areas that affect the
505 organization. Committees may be constituted in several configurations.

506 -
507 ~~▪ **Standing Committees.**-- Standing committees are created for long-term, on-going functions and are expected to schedule~~
508 ~~regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional~~
509 ~~development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing~~
510 ~~committee will study issues and make recommendations to the voting body.~~

511 -
512 ~~▪ **Ad Hoc Committee (Task Force).**-- These committees are formed to deal with specific, short-term concerns that are not~~
513 ~~appropriately assigned to the standing committees. An example of an ad hoc committee would be a uniform committee, a~~
514 ~~committee formed to deal with a bus problem, etc.~~

515 -
516 ~~*If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent.*~~

517 -
518 ~~*The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve,*~~
519 ~~*while limiting the actual voting membership of the SAC to a manageable number (such as 12 or less). Additional benefits*~~
520 ~~*include a wider variety of ideas and greater sense of ownership by the constituents.*~~

521 -
522 -

523 Article VIII

524 -
525 Rules of Order¹⁸

526 -
527 ~~Section 1: SAC decisions shall be reached by consensus or vote whenever possible. (See Consensus, Section 1) If the SAC is~~
528 ~~deadlocked, decisions will be made according to the deadlock process. (See Consensus, Section 2)~~

529 -
530 ~~Section 2: The SAC need not operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will~~
531 ~~be used to govern decision-making must be specified.~~

532 -
533 -

¹⁶ Required by Fla. Stat. § 1001.452(1)(a) -- Please note that Vocational-Technical Centers and High Schools MUST include student representatives on their SAC. Per Policy 2.09(2)(a)(i), Middle and Junior High Schools also MUST include student representatives.

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

¹⁸ 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.

534 **Consensus**

535 -
536 **Section 1:** ~~Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all~~
537 ~~members understand the decision, will support it, and are willing to implement the decision.~~

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

542 _____
543 If not referred, the deadlock process shall be as follows:

- 544 -
- 545 • ~~Every member of the SAC shall be given notice that a vote will be held at the next meeting on the issue.~~
 - 546 -
 - 547 • ~~If a majority of the total SAC voting body votes to adopt a position on the issue at the meeting, that position shall be the~~
548 ~~official position of the SAC.~~
- 549 -

550 **Article IX**

551 -
552 **Amendments**

553 -
554 **Section 1:** ~~The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by~~
555 ~~Robert's Rules of Order) of the members present and voting. Written notice to the members of the proposed amendment shall be at~~
556 ~~least three (3) business days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to~~
557 ~~be taken. All SAC meetings shall be held in accordance with Fla. Stat. § 286.011 "Public meetings and records; public~~
558 ~~inspection."~~

559 -
560 **Section 2:** ~~The SAC and/or its committee shall review annually, and when appropriate, recommend revisions of the SAC Bylaws~~
561 ~~annually. The adoption of revised bylaws shall follow the procedure for amendments.~~

562 -
563 _____

564
565
566 **STATUTORY AUTHORITY:** Fla. Stat. §§ 1001.41(2), 1001.42(17), (22)

567 **LAWS IMPLEMENTED:** Fla. Stat. §§ 24.121(5)(c); 1000.03(5); 1001.54(2);
568 1008.345(6); 1008.36(4), (5); 1008.385(1); 1001.42(17)(b);
569 1001.42(16); 1001.452

570 **HISTORY:** 7/21/82; 02/25/2002; 12/8/2003; 7/13/2005; / /2006

571
572

572

Legal Signoff:

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

Attorney

Date