



POLICY 2.09

5-B I recommend that the Board approve the proposed revised Policy 2.09, entitled "School Advisory Councils."

[Contact: Elaine Persek, PX 47642]

Development

CONSENT ITEM

- 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.
- Upon approval of this development, the revised Policy will be presented to the Board for final adoption at the next Policy meeting.

School Board **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 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* include student representation on their
- 16 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. The student
213 performance standards to be addressed include both Florida state standards and
214 the federal No Child Left Behind Act.
215

216 c. Pursuant to Fla. Stat. §§ 1003.415 and 1001.42(16)(a), beginning with the 2004-
217 2005 school year each public school serving middle grade (grade 6, 7, or 8)
218 students, including charter schools, with fewer than 75 percent of its students
219 reading at or above grade level in grade 6, grade 7, or grade 8, defined as
220 scoring at level 3 or above on the FCAT during the prior school year, must

221 incorporate by October 1 a rigorous reading requirement for reading and
222 language arts programs as the primary component of its school improvement
223 plan.
224

225 d. Although the school improvement plan is for one year, SACs are also
226 encouraged to adopt long-range goals and objectives that cover a multiyear time
227 frame.
228

229 e. The school improvement plan must have annual objectives based on an annual
230 analysis of student achievement and other school performance data.
231

232 f. The individual school and its SAC shall submit the school improvement plan to
233 the Superintendent/designee by the last Friday in October of each year.
234

235 g. The Superintendent shall submit the school improvement plan for each school to
236 the Board for approval by December 31st of each year, and the Board must
237 annually approve and require implementation of a new, amended, or continuation
238 school improvement plan for each school in the district, as required by Fla. Stat.
239 § 1001.42(16)(a).
240

241 h. The Board shall provide school improvement funds to schools for developing and
242 implementing school improvement plans pursuant to Fla. Stat. § 1001.42(16)(f).
243

244 i. Such funds shall include those funds appropriated for the purpose of school
245 improvement pursuant to Fla. Stat. § 24.121(5)(c).
246

247 ii. School improvement funds provided under Fla. Stat. § 24.121(5)(c) may be
248 expended only on programs or projects selected by the SAC for enhancing
249 school performance through development and implementation of a school
250 improvement plan. As stated in § 24.121(5)(c), the school principal may not
251 override the recommendations of the SAC on use of these funds.
252

253 iii. These moneys may not be used for capital improvements, nor may they be
254 used for any project or program that has a duration of more than one (1) year;
255 however, as allowed by § 24.121(5)(c), a SAC may independently determine
256 that a program or project formerly funded under this paragraph should receive
257 funds in a subsequent year.
258

259 8. Waiver of Local or State Regulation.-- Should a school identify a local or state
260 regulation that presents a barrier to improved student achievement and
261 implementation of the school improvement plan, the SAC may submit a request to
262 the District Waiver Committee (DWC).
263

264 a. The DWC may recommend a waiver of School Board Policy to the School Board

265 pursuant to Fla. Stat. § 1001.42(17)(b), as long as the waiver would not be
266 inconsistent with the underlying state statutes or State Board of Education rules.
267

268 i. Following a vote of the SAC, the principal submits the waiver request for
269 review to the area superintendent/designee and Superintendent/designee.
270

271 ii. The Superintendent/designee forwards the waiver to the District Waiver
272 Committee. The Committee consists of:
273

274 A. Principals selected by their respective Principals Associations;
275

276 B. Department representation as appointed by the Superintendent and as
277 appropriate for the waiver;
278

279 C. The Classroom Teacher's Association (CTA), with representative
280 membership on the District Waiver Committee, shall review each waiver
281 pursuant to the standards set forth in the CTA Bargaining Agreement, to
282 determine if the waiver constitutes a change in employee hours, terms or
283 conditions of employment. The CTA Board of Directors is the governing
284 body authorized to accept waivers, reject waivers, or accept waivers with
285 conditions if they require a waiver of contract standards.
286

287 D. Representative from The Association of Educational Secretaries and
288 Office Personnel (AESOP);
289

290 E. Representative from National Conference of Firemen and Oilers (NCFO).
291

292 b. The DWC will review and make recommendations to the Superintendent/
293 designee on each waiver, considering the following factors:
294

295 i. Whether the waiver of School Board Policy under Fla. Stat. § 1001.42(17)(b)
296 is possible without incurring inconsistency with the underlying state statutes
297 or State Board of Education rules;
298

299 ii. Whether the waiver is focused on maximizing student outcomes;
300

301 iii. Whether the waiver is based on research and best practices.
302

303 c. If the waiver is not recommended, the principal and SAC will be notified by the
304 Superintendent/designee of any issues or questions the District Waiver
305 Committee has regarding the waiver and will have an opportunity to amend the
306 waiver for further consideration.
307

308 d. If the waiver of Board Policy is recommended by the DWC, the Superintendent

309 may submit the waiver request(s) to the Board for approval.

310

311 e. If the requested waiver of Board Policy would be inconsistent with the underlying
312 state statutes or State Board of Education rules, the DWC may transmit the
313 request to the Charter District Advisory Committee as a possibility for the School
314 Board to pursue as an exemption under charter district status.

315

316 9. Training and Support

317

318 a. Training, support, and written materials shall be available for SAC members that
319 include state and local requirements for SACs, roles and responsibilities of SAC
320 members, use of data for decision-making, the budget process, and timelines for
321 developing the school improvement plan. All SAC members are encouraged to
322 review the SAC materials posted by the District's Office of School Improvement
323 at www.palmbeach.k12.fl.us/schoolimprovement/sip_sac.htm.

324

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

331

332 10. School Budget

333

334 a. Each SAC shall assist in the preparation of the school's annual budget, which is
335 prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and
336 1008.385(1).

337

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

342

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

346

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

349

350 e. If requested by a majority vote of the SAC, quarterly reports of the current year's
351 budget by project, function and object, including a percentage comparison of
352 amended budgets spent to date, will be provided by Budget Services. These

353 reports can be used to compare the current year's budget with the previous
354 year's budget.
355

356 **11. District-Wide Meetings**
357

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

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

370 **12. SAC Sample Bylaws**
371

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

376 -----
377 **Sample SAC Bylaws**
378 -----

379
380 **Bylaws of School Advisory Council**

381
382 [Name of School]

383
384 Prepared by: Principal and School Advisory
385 Council (or subcommittee thereof) – [Date]

386
387 **Article I**
388

389 **Name of Organization**
390

391 The name of this organization shall be *The School Advisory Council of* [Name of School].¹
392
393

394 **Article II**
395

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

396 **Purpose and Function**
397

398
399 **Section 1:** The School Advisory Council (SAC) is a resource for the school, its teachers, parents and
400 principal. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP)
401 that will serve as a framework for school improvement.
402

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

407 Specific functions include, but may not be limited to, the following:
408

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

418
419 **Article III**
420

421 **Representation and Membership**
422

423 In accordance with Florida Statute 1001.452, which outlines the establishment of SACs:⁴
424

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

429 **Section 2:** The majority (50% + 1) of the members of the SAC shall be non-school employees.
430

431 **Section 3:** The SAC membership shall be *appropriately* balanced.⁵
432

433
434 **Article IV**
435

436 **Membership Selection**
437

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

³ See Footnote 2.

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

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

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

- 440 1. Parents, teachers, students and support employees will be elected by their respective groups through
441 an election in which all parents have an opportunity to participate.
442
443 i. Teachers shall be elected by teachers;
444
445 ii. Education support employees shall be elected by education support employees;
446
447 iii. Students, when appropriate, shall be elected by students; and
448
449 iv. Parent members shall be elected by parents in general, with all parents having an opportunity
450 to participate in voting for any parent on the ballot.
451
- 452 2. There will be wide notice of SAC vacancies and elections through methods to include school
453 marquee, school newsletter, PTA/PTO meetings, announcements at Open House, etc. The names of
454 parents willing to serve on the SAC will be listed on a ballot which will be distributed to all parents
455 who will vote on the nominees.
456
- 457 3. Business and community members will be selected based on the new procedures adopted by the
458 School Board.
459
- 460 4. Replacement members shall be elected by appropriate constituencies.
461
- 462 5. The principal is automatically a member by legal mandate.
463

464 **Section 2:** Elections shall be held in [month] of each year and the installation of new members shall
465 follow immediately.⁶
466

467 **Section 3:** Each parent of [Name of School] will be notified of SAC elections in accordance with Fla.
468 Stat. § 286.011, "Public meetings and records; public inspection."
469

470
471 **Article V**
472

473 **Tenure**
474

475 **Section 1:** The term of office shall be staggered to provide continuity from year-to-year.
476

477 **Section 2:**⁷ SAC members, other than those designated to complete unexpired terms, shall be elected to
478 [set number]-year terms.
479

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

⁶ 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.

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

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

487
488

489 **Meetings**

490

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

498

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

500

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

504

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

506

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

508

509

510 **Officers**

511

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

515

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

518

519

520

521

Article VI

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.

522 **Duties of Officers**¹¹
523

524 **Section 1: Chairperson.**-- The chairperson [and co-chairperson] shall preside at all meetings of the
525 Council and shall be a de facto member of all committees.¹²
526

527 **Section 2: Vice-Chairperson.**-- The vice-chairperson shall act as an aide to the chairperson and preside
528 in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-
529 chairperson shall become the chairperson for the remainder of the unexpired term.
530

531 **Section 3: Secretary.**-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011]
532 of the meetings and shall be responsible for such correspondence as is delegated to him/her by the
533 chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its
534 committees for accountability. The School Board will maintain a record of minutes of all SAC meetings,
535 as required by Fla. Stat. § 1001.452(1)(d)5.
536

537 **Section 4: Historian.**-- The historian shall document the past, present, and future progress of the SAC
538 and its committees. The historian shall maintain the minutes of previous years, any anecdotal records,
539 and the SAC archives.
540

541 **Section 5: Principal**¹³-- The principal shall provide information regarding the school educational plan,
542 including the school budget. The role of the principal includes the development, through positive actions,
543 of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal
544 arranges for presentations of interest to the SAC and encourages leadership from within the Council.
545

546 **Section 6:**¹⁴ *Faculty and School Staff Representatives.*-- The members of the school staff shall
547 represent the views and interests of the total school staff. They will act as resources for the SAC by
548 making available specialized information about educational programs, innovative ideas, and available
549 resources. School staff representatives serve as a communication link between the SAC and the school
550 staff, informing others of actions and activities of the Council.
551

552 **Section 7: Parents, Business, and Community Representatives**¹⁵-- The parent, business, and community
553 members of the SAC shall represent the view of the parents, citizens, and business and community
554 organizations of the school community. They shall act as resource persons for the SAC in the areas of
555 community-related issues that affect the school and its students. They shall serve as a communications
556 link between the SAC, business, community, and parent groups.
557

¹¹ 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.

558 **Section 8: Student Representatives**¹⁶.-- The student representatives of the SAC shall serve as voting
559 representatives of all students. They relay suggestions and recommendations from members of the student
560 body and the Student Council to the SAC for consideration. [See Fla. Stat. § 1001.452(1)(a)].
561

562
563
564
565

Article VII

Voting Body

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

573
574 **Committees**¹⁷.-- Committees are formed to research and make recommendations regarding specific areas
575 that affect the organization. Committees may be constituted in several configurations.
576

- 577
- 578 ▪ **Standing Committees**.-- Standing committees are created for long-term, on-going functions and are
579 expected to schedule regular meetings. The standing committees focus on "large" issues, such as
580 school safety, curriculum, professional development or student needs. The SAC chairperson will
581 appoint the chairperson of a standing committee. A standing committee will study issues and make
582 recommendations to the voting body.
583
 - 584 ▪ **Ad Hoc Committee - (Task Force)**.-- These committees are formed to deal with specific, short-term
585 concerns that are not appropriately assigned to the standing committees. An example of an ad hoc
586 committee would be a uniform committee, a committee formed to deal with a bus problem, etc.
587

588 *If the standing committees are properly organized, the need for Ad Hoc committees should be*
589 *infrequent.*
590

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

596
597
598

Article VIII

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. Middle and Junior High Schools MAY include student representatives.

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

599 **Rules of Order**¹⁸
600

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

605 **Section 2:** The SAC need not operate under Parliamentary Procedures such as Robert’s Rules of Order.
606 However, rules that will be used to govern decision-making must be specified.
607

608
609
610 **Consensus**
611

612 **Section 1:** Consensus will be the primary decision-making method to be used by the SAC. Consensus is
613 reached when **all members** *understand the decision, will support it, and are willing to implement the*
614 *decision.*
615

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

620 If not referred, the deadlock process shall be as follows:
621

- 622 ▪ Every member of the SAC shall be given notice that a vote will be held at the next meeting on the
623 issue.
- 624
- 625 ▪ If a majority of the total SAC voting body votes to adopt a position on the issue at the meeting, that
626 position shall be the official position of the SAC.
627

628
629 **Article IX**
630

631 **Amendments**
632

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

640 **Section 2:** A committee shall be appointed to review, and when appropriate, recommend revisions of the
641 Council Bylaws at least once every three years. The adoption of revised bylaws shall follow the
642 procedure for amendments.
643

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.

644 -----

645

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

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

648 1008.36(4), (5); 1008.385(1); 1001.42(17)(b); 1001.42(16); 1001.452, Fla. Stat.

649 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