



POLICY 2.09

5-A I recommend that the Board approve development of the proposed **revised** Policy 2.09, entitled “School Advisory Councils.”

[Contact: Denise Doyle, PX 48848.]

Development

CONSENT ITEM

- SAC members shall now register using the Volunteer Tracking System and completing form 1710 (School Advisory Council Membership Report).
- Each school’s SAC will now vote to approve a school improvement plan at a SAC meeting.
- This revision also updates statutory references.

POLICY 2.09

SCHOOL ADVISORY COUNCILS

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2
- 3 1. School Advisory Council.-- Each school in this school district shall have a School
4 Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).
- 5 2. Composition of Councils
- 6 a. Membership of the SAC shall meet the requirements within Fla. Stat. §
7 1001.452(1)(a). These requirements include that the SAC Fla. Stat. §
8 ~~1001.452(1)(a) requires that school advisory council membership include~~ be
9 composed of the school principal/director (who, pursuant to Fla. Stat. §
10 1001.54(2), must provide instructional leadership in the development, revision,
11 and implementation of the school improvement plan) and an appropriately
12 balanced number of teachers, education support employees, students (where
13 appropriate), parents, and business and community representatives.
- 14 i. Middle and junior high schools must include student representation on
15 their SACs.
- 16 ii. Vocational-Technical centers and high schools must include student
17 representatives on their SACs.
- 18 iii. Vocational-Technical centers and adult education centers are not
19 required to have parent participation on the SACs.
- 20 iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education
21 support employee" as used herein refers to any person who is employed
22 by a school who is not defined as instructional or administrative personnel
23 pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or
24 more hours in each normal working week.
- 25 v. For purposes of school advisory council membership, the term "teacher"
26 includes classroom teachers, certified student services personnel, and
27 media specialists pursuant to Fla. Stat. § 1001.452(1)(a).
- 28 b. ~~As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one~~
29 ~~(50% + 1)) of the members of the SAC shall be persons who are not employed~~
30 ~~by the school.~~
- 31 c. ~~Membership shall be representative of the ethnic, racial, and economic~~
32 ~~community served by the school, as required by Fla. Stat. § 1001.452(1)(a).~~
- 33 3. Selection of Council Members

- 34 a. All council members shall be elected by their respective peer group, except for
35 business and community representatives and the school principal/director. The
36 SAC bylaws will establish the term of membership and a process for ensuring
37 staggered terms to provide continuity on the SAC.
- 38 b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall
39 be elected by their respective peer group in a fair and equitable manner
40 through an election as set forth in the bylaws of the SAC. Procedures in the
41 bylaws should include the means of ensuring wide notice of vacancies and
42 elections through such means as the school marquee, school newsletter,
43 Parent Teacher Association/Parent Teacher Organization (PTA/PTO)
44 meetings, and announcements at open house, etc.
- 45 i. Teacher(s) shall be elected by teachers;
- 46 ii. Education support employee(s) shall be elected by education support
47 employees;
- 48 iii. Student(s), when appropriate, shall be elected by students; and
- 49 iv. Parent(s) members shall be elected by parents in general, with all parents
50 having an opportunity to participate in voting for any parent as set forth in
51 the bylaws of the SAC.
- 52 c. Any SAC member may recommend the appointment of business and
53 community member(s) to serve on the SAC. The procedures in the SAC
54 bylaws will include the means of ensuring wide notice of vacancies through
55 methods such as school marquee, school newsletter, and instructional
56 television, and of taking input on possible members from local business,
57 chambers of commerce, community and civic organizations and groups, and
58 the public at large. Business and community members will be appointed by the
59 principal following the advice and consent of the SAC.
- 60 d. The bylaws of the SAC must set forth a process for appointment of additional
61 SAC members if the election process does not produce representative
62 membership as provided within Fla. Stat. § 1001.452(1)(a) specified above. If
63 the process set forth in the SAC bylaws still does not produce representative
64 membership, the Board will appoint additional SAC members, as set forth in
65 Paragraph 5 below.
- 66 e. Each school year and prior to or at the beginning of the first SAC meeting,
67 each SAC member shall register as: a) a volunteer using the Volunteer
68 Tracking System, subject to the provisions within School Board Policy 2.53 -
69 Volunteers in Public Schools; and b) a SAC member for that school by
70 submitting online a completed PBSD e-form 1710.

71 4. SAC Governance

72 a. Each SAC shall be governed by the Sunshine Law (Fla. Stat. § 286.011), the
73 Public Records Law (Fla. Stat. Chapter 119), the SAC Statute (Fla. Stat. §
74 1001.452), and other relevant Florida statutes and State Board of Education
75 Rules relating to SACs.

76 b. Each SAC will adopt bylaws, including membership selection procedures, that
77 meet the requirements of Florida Statutes, State Board of Education Rule, and
78 this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must
79 establish procedures for the following:

80 i. Requiring a quorum to be present before a vote may be taken by the
81 school advisory council. A majority of the membership of the council
82 constitutes a quorum.

83 ii. Requiring at least three (3) business days' advance notice in writing to all
84 members of the advisory council of any matter that is scheduled to come
85 before the council for a vote. (This notice to members is in addition to the
86 meeting notice for the general public under the Sunshine Law).

87 iii. Scheduling meetings when parents, students, teachers, businesspersons,
88 and members of the community can attend.

89 iv. Replacing any member who has two consecutive unexcused absences
90 (as determined by the SAC Chair) from SAC meetings scheduled
91 according to the procedures in the bylaws.

92 v. Recording minutes of meetings (and, as required by Fla. Stat. §
93 1001.452(1)(d)5, the School Board shall maintain a record of minutes of
94 council meetings).

95 c. The SAC shall annually review its bylaws to ensure alignment with current
96 statutes and Board Policy.

97 d. The SAC shall submit the SAC bylaws when submitting the school
98 improvement plan for Board approval.

99 5. Validation of SAC Membership Composition

100 a. The Superintendent/designee will validate each school's membership
101 composition, including reviewing whether "schools have maximized their
102 efforts to include minority persons and persons of lower socioeconomic
103 status," pursuant to Fla. Stat. § 1001.452(1)(a).

104 b. The Superintendent shall annually submit the membership lists of all SACs to

105 the School Board for review during a regular or special Board meeting in, or
106 before, December of each school year.

107 i. The School Board shall review the SAC membership composition to
108 determine if it is representative of the ethnic, racial, and economic
109 community served by the school, as required by Fla. Stat. §
110 1001.452(1)(a).

111 ii. If necessary to achieve proper representation, the School Board, based
112 on the recommendation of the Board member in whose district the school
113 is located, shall vote to appoint additional members to a SAC.

114 6. SAC Powers and Duties

115 a. Each SAC has the authority to exercise the functions and duties provided to
116 SACs by the Florida Statutes and State Board of Education rules, but has no
117 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §
118 1001.452(1)(a), the SAC shall be the sole body responsible for final decision-
119 making at the school relating to implementation of §§ 1001.42(18) and
120 1008.345, regarding school improvement and accountability.

121 b. Each SAC shall assist in the preparation and evaluation of the school
122 improvement plan required by Fla. Stat. § 1001.42(18). Technical assistance
123 from the DOE may be requested as needed.

124 c. Each SAC shall assist in the preparation of the school's annual budget and
125 plan as required by § 1001.452(2) and 1008.385(1).

126 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used
127 for purposes listed in [§ 1008.36](5) as determined jointly by the school's staff
128 and school advisory council." For purposes of this subsection, "school staff"
129 means all employees assigned to that school at the time of the decision,
130 including that school's instructional, paraprofessional, clerical, facilities, and
131 food service personnel, consistent with Fla. Stat. § 1012.01(2), (3), (6), (7).

132 i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds must can be
133 used for any of the following:

134 A. Nonrecurring bonuses to the faculty and staff;

135 B. Nonrecurring expenditures for educational equipment or materials to
136 assist in maintaining and improving student performance; or

137 C. Temporary personnel for the school to assist in maintaining and
138 improving student performance.

139 ii. ~~The following suggested steps could be used for joint determination of the~~
140 ~~use of school recognition funds: A) the staff and SAC creates proposals~~
141 ~~for expenditure of the funds; B) the SAC approves by majority vote~~
142 ~~(50%+1) the final ballot which indicates approval of the proposals on the~~
143 ~~ballot; BC) the written proposals ballot including plus a choice of "None of~~
144 ~~the Above" are is presented to the staff three business days prior to the~~
145 ~~vote; CD) school staff vote by secret ballot on the proposals; and DE) the~~
146 ~~proposal with the majority of most votes is implemented (but if no~~
147 ~~proposal, or "None of the Above," receives at least 50%+1 of the most~~
148 ~~votes, the staff and SAC reconvenes and creates different proposals to~~
149 ~~be presented to staff). This paragraph is illustrative only; different~~
150 ~~procedures may be used for joint determination of the use of funds.~~

151 ii. Pursuant to Fla. Stat. § 1008.36(4), if ~~if~~ school staff and the school
152 advisory council cannot reach agreement by the date specified in the
153 Statute, November 1, "the awards must be equally distributed to all
154 classroom teachers currently teaching in the school." The term
155 "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff
156 members assigned the professional activity of instructing students in
157 courses in classroom situations, including basic instruction, exceptional
158 student education, career ~~and technical~~ education, and adult education,
159 including substitute teachers" who are assigned to that school as of the
160 November 1 deadline stated above. (The term does not include other
161 instructional personnel which are separately defined in § 1012.01(2)(b)-
162 (e)).

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

165 7. School Improvement Plan (SIP)

166 a. Each SAC shall assist in the preparation and evaluation of the school
167 improvement plan pursuant to Fla. Stat. §§ 1001.42(18) ~~and~~ 1001.452(2),
168 24.121(5), and 1008.33. Each school must have an approved school
169 improvement plan, pursuant to § 1001.42(18), after one (1) full school year of
170 planning and development, as required by § 1008.345(6)(c). Accordingly, new
171 schools must have a school improvement plan upon completing one full school
172 year of operation.

173 b. The school improvement plan shall address single school culture as well as
174 appreciation of multicultural diversity, and shall include all matters required by
175 federal law, Fla. Stat. § 1001.42(18)(a) and other Florida Statutes, the State
176 Board of Education, or the Florida Department of Education. The student
177 performance standards to be addressed include both Florida state standards
178 and the federal No Child Left Behind Act.

- 179 c. ~~Although the school improvement plan is for one year, SACs are also~~
180 ~~encouraged to adopt long-range goals and objectives that cover a multiyear~~
181 ~~time frame.~~
- 182 d. ~~The school improvement plan must have annual objectives based on an~~
183 ~~annual analysis of student achievement and other school performance data.~~
- 184 c. Each school's SAC shall vote to approve the SIP at a SAC meeting. The
185 individual school Principal and with its SAC consent shall verify and save
186 submit the school improvement plan on the Florida Department of Education
187 (DOE) school improvement plan template by the last Friday in September ~~to~~
188 ~~the Superintendent/designee by the last Friday in October of each year~~
189 (absent extenuating circumstances) or as required by DOE, whichever is
190 earlier. The Principal and SAC Chairperson(s) shall verify, sign, and send the
191 school improvement plan checklist (PBSD 2248) to the designated Supervisor.
- 192 d. The Supervisor/designee shall review and verify respective school
193 improvement plans, as well as the school's SAC bylaws, by submitting PBSD
194 e-form 2250, to the School District's Department of School Improvement.
- 195 e. The Superintendent shall submit the school improvement plan for each school
196 to the Board for approval by December 31st of each year, and the Board must
197 annually approve and require implementation of a new, amended, or
198 continuation school improvement plan for each school in the district, as
199 required by Fla. Stat. § 1001.42(18)(a).
- 200 f. The Board shall provide school improvement funds to schools for developing
201 and implementing school improvement plans pursuant to Fla. Stat. §
202 1001.42(18)(c).
- 203 i. Such funds shall include those funds appropriated for the purpose of
204 school improvement pursuant to Fla. Stat. § 24.121(5)(c).
- 205 ii. School improvement funds provided under Fla. Stat. § 24.121(5)(c) may
206 be expended only on programs or projects selected by the SAC for
207 enhancing school performance through development and implementation
208 of a school improvement plan. As stated in § 24.121(5)(c), the school
209 principal may not override the recommendations of the SAC on use of
210 these funds.
- 211 iii. These moneys may not be used for capital improvements, nor may they
212 be used for any project or program that has a duration of more than one
213 (1) year; however, as allowed by § 24.121(5)(c), a SAC may
214 independently determine that a program or project formerly funded under
215 this paragraph should receive funds in a subsequent year.

- 216 8. Waiver of Local or State Regulation-- Should a school identify a local or state
217 regulation that presents a barrier to improved student achievement and
218 implementation of the school improvement plan, the SAC may submit a request to
219 the ~~District~~ District's School Waiver Committee (SWC), a committee that is subject
220 to Florida's Sunshine Law.
- 221 a. The SWC may recommend a waiver of School Board Policy to the Board
222 pursuant to Fla. Stat. § 1001.42(19)(b), as long as the waiver would not be
223 inconsistent with the underlying state statutes or State Board of Education
224 rules.
- 225 i. Following a vote of the SAC, the principal submits the waiver request for
226 review to the area superintendent/designee and
227 Superintendent/designee.
- 228 ii. The Superintendent/designee forwards the waiver to the ~~District~~ SWC
229 Committee. The Committee consists of:
- 230 A. Principals selected by their respective Principals Associations;
- 231 B. Department representation as appointed by the Superintendent and
232 as appropriate for the waiver;
- 233 C. The Classroom Teacher's Association (CTA), with representative
234 membership on the District's School Waiver Committee, shall review
235 each waiver pursuant to the standards set forth in the CTA
236 Bargaining Agreement, to determine if the waiver constitutes a
237 change in employee hours, terms or conditions of employment (the
238 CTA Board of Directors is the governing body authorized to accept
239 waivers, reject waivers, or accept waivers with conditions if they
240 require a waiver of contract standards);
- 241 D. Representative from The Association of Educational Secretaries and
242 Office Personnel (AESOP); and
- 243 E. Representative from ~~National Conference of Firemen and Oilers,~~
244 ~~(NCFO)~~ Florida Public Services Union-Service Employees
245 International Union, Local 1227 (FPSU-SEIU).
- 246 b. The ~~D~~SWC will review and make recommendations to the Superintendent/
247 designee on each waiver, considering the following factors:
- 248 i. Whether the waiver of School Board Policy under Fla. Stat. §
249 1001.42(19)(b) is possible without incurring inconsistency with the
250 underlying state statutes or State Board of Education rules;

- 251 ii. Whether the waiver is focused on maximizing student outcomes;
- 252 iii. Whether the waiver is based on research and best practices.
- 253 c. If the waiver is not recommended, the principal and SAC will be notified by the
254 Superintendent/designee of any issues or questions the ~~SWC District Waiver~~
255 ~~Committee~~ has regarding the waiver and will have an opportunity to amend
256 the waiver for further consideration.
- 257 d. If the waiver of Board Policy is recommended by the ~~DSWC~~, the
258 Superintendent may submit the waiver request(s) to the Board for approval.
- 259 e. If the requested waiver of Board Policy would be inconsistent with the
260 underlying state statutes or State Board of Education rules, the ~~DSWC~~ may
261 transmit the request to the Charter District Advisory Committee as a possibility
262 for the School Board to pursue as an exemption under charter district status.

263 9. Training and Support

- 264 a. Training, support, and written materials shall be available for SAC members
265 that include state and local requirements for SACs, roles and responsibilities
266 of SAC members, use of data for decision-making, the budget process, and
267 timelines for developing the school improvement plan. All SAC members are
268 encouraged to review the SAC materials posted on the web site of the
269 District's Department of School Improvement.
- 270 b. If a SAC member or other member of the school community has a concern
271 about the SAC's operation or compliance with this Policy, such person may
272 contact the District's Department of School Improvement. The Department of
273 School Improvement will coordinate resolution of the issue, with the advice
274 and assistance of appropriate sources as needed, such as the principal, area
275 superintendent, Chief Academic Officer, or Department of Legal Services.

276 10. School Budget

- 277 a. Each SAC shall assist in the preparation of the school's annual budget, which
278 is prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and
279 1008.385(1).
- 280 b. To facilitate this budgeting process, the SAC will have the school's previous
281 year's June 30th Budget Status Summary with supporting documentation, the
282 current fiscal year's Budget Status Summary with supporting documentation,
283 and the proposed fiscal year's budget, as provided by Budget Services.
- 284 c. The school's current fiscal year's Budget Status Summary, prepared by
285 Budget Services, will be provided to the SAC on an annual basis in

286 accordance with Fla. Stat. § 1001.452(2) and 1008.385(1).

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

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

294 11. District-Wide Meetings

295 a. The Superintendent shall schedule at least two (2) district-wide meetings
296 regarding school improvement and SACs each school year. One meeting in
297 the summer/fall will provide school improvement training ~~for SAC members~~,
298 and one meeting in the spring will provide school advisory council
299 improvement training ~~for SAC members~~ and also provide an opportunity for
300 SAC members to give input on school improvement to the
301 Superintendent/designee.

302 b. These meetings are intended for SAC members, Reform Panel members as
303 established by the CTA Collective Bargaining Agreement, and School Board
304 members to exchange programs, ideas, and other information on school
305 improvement.

306 12. Sample SAC Bylaws. Sample bylaws that are consistent with Florida Statutes and
307 Board policy are provided on the Web site of the Department of School
308 Improvement to assist SACs in the development of their bylaws. These bylaws
309 serve only as an example, although some content is required by the cited statutes.

310 13. All forms referenced within this Policy are incorporated herein by reference as part
311 of this Policy and can be found on the [District Forms website](#).

312 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2), 1001.42(17), (25)

313 LAWS IMPLEMENTED: Fla. Stat. §§ 24.121(5)(c); 1000.03(5); 1001.54(2); 1008.33;
314 1008.345(6); 1008.36(4), (5); 1008.385(1); 1001.42(18); 1001.42(19)(b); 1001.452

315 HISTORY: 7/21/1982; 02/25/2002; 12/8/2003; 7/13/2005; 9/13/2006; 8/22/2007;
316 / /09

Legal Signoff:

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

Attorney

Date