

POLICY 2.09

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

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Adoption

CONSENT ITEM

- As requested by the Board at the Policies meeting on October 13, 2003, the voting procedures in the sample bylaws have been clarified at lines 460-467; and a section regarding resolution of concerns has been added at lines 336-346. A second adoption notice was published on Nov. 10.
- This revision brings the Policy into compliance with the new K-20 Education Code that took effect on January 7, 2003, and with legislative amendments that took effect on July 1, 2002.
- This revision also clarifies questions that have been raised by SACs since the existing version was adopted in February 2002. Several principals commented on the proposed revisions, and their suggestions were implemented to the extent practicable while maintaining consistency with the statutes.
- Because school improvement waivers from the Commissioner of Education were eliminated in the new Education Code (and a separate Policy could be developed regarding procedures for Charter District exemptions), some of the section on waivers in this Policy has been removed, although SACs can request waivers from certain Board Policies under Fla. Stat. § 1001.42(17)(b) or can make suggestions for exemptions under Charter District status.
- The Board approved this revision as a first reading for development on September 8, 2003. The first adoption notice was published on September 15, 2003.

POLICY 2.09

SCHOOL ADVISORY COUNCILS

- 1 1. School Advisory Council-- Each school in this school district shall have a School
2 Advisory Council ("SAC") as set forth in ~~Florida Statute § 229.58~~ Fla. Stat. §
3 1001.452(1)(a).
4
- 5 2. Composition of Councils
6
 - 7 a. ~~Florida Statute § 229.58~~ Fla. Stat. § 1001.452(1)(a) requires that school advisory
8 council membership include the school principal/director and an appropriately
9 balanced number of teachers, education support employees, students (where
10 appropriate), parents, and business and community representatives.
11
 - 12 i. Middle and junior high schools may include student representation on their
13 SACs.
 - 14 ii. Vocational-Technical centers and high schools must include student
15 representatives on their SACs.
 - 16 iii. Vocational-Technical centers and adult education centers are not required to
17 have parent participation on the SACs.
 - 18 iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support
19 employee" as used here refers to any person who is employed by a school
20 who is not defined as instructional or administrative personnel pursuant to
21 Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in
22 each normal working week.
 - 23 v. For purposes of school advisory council membership, the term "teacher"
24 includes classroom teachers, certified student services personnel, and media
25 specialists pursuant to Fla. Stat. § 1001.452(1)(a).
 - 26 b. As required by Fla. Stat. § 1001.452(1)(a), ~~The~~ majority (fifty percent plus one
27 (50% + 1)) of the members of the SAC shall be ~~non-school employees~~ persons
28 who are not employed by the school.
 - 29 c. Membership shall be representative of the ethnic, racial, and economic
30 community served by the school, as required by ~~law~~ Fla. Stat. § 1001.452(1)(a).
31
 - 32 d. ~~Vocational-Technical centers and high schools must include student~~
33 ~~representatives on their SACs.~~

41 ~~e. Middle and junior high schools may include student representation on their~~
42 ~~SACs.~~

43
44 ~~f. Vocational-Technical centers and adult education centers are not required to~~
45 ~~have parent participation on the SACs.~~

46
47 ~~g. The term "educational support employee" as used herein refers to any person~~
48 ~~who is employed by a school who is not defined as instructional or administrative~~
49 ~~personnel pursuant to § 228.041, F.S., whose duties require twenty (20) or more~~
50 ~~hours in each normal working week pursuant to § 229.58, F.S.~~

51
52 ~~h. The term "teacher" as used herein includes classroom teachers, certified student~~
53 ~~services personnel, and library media specialists pursuant to § 229.58, F.S.~~

54
55 3. Selection of Council Members

56
57 a. All council members shall be elected by their respective peer group, except for
58 business and community representatives and the school principal/director. The
59 SAC bylaws will establish the term of membership and a process for ensuring
60 staggered terms to provide continuity on the SAC.

61
62 b. As required by Fla. Stat. § 1001.452(1)(a), ~~T~~the following council members shall
63 be elected by their respective peer group in a fair and equitable manner through
64 an election as set forth in the bylaws of the SAC. Procedures in the bylaws
65 should include the means of ~~i~~nsuring wide notice of vacancies and elections
66 through such means as ~~use~~ of the school marquee, school newsletter, Parent
67 /Teacher Association/Parent/Teacher Organization (PTA/PTO) meetings, and
68 announcements at open house, etc.

69
70 i. Teacher(s) shall be elected by teachers;

71
72 ii. Educational support employee(s) shall be elected by educational support
73 employees;

74
75 iii. Student(s), when appropriate, shall be elected by students; and

76
77 iv. Parent(s) members shall be elected by parents in general, with in which all
78 parents having ~~have~~ an opportunity to participate ~~to vote~~ in voting for any
79 parent as set forth in the bylaws of the SAC.

80
81 c. Any SAC member may recommend the appointment of business and community
82 member(s) to serve on the SAC. The procedures in the SAC bylaws will include
83 the means of ~~insuring~~ ensuring wide notice of vacancies through methods such
84 as school marquee, school newsletter, and instructional television, and of ~~for~~

85 taking input on possible members from local business, chambers of commerce,
86 community and civic organizations and groups, and the public at large. Business
87 and community members will be ~~selected~~ appointed by the principal following the
88 advice and consent of the SAC.

- 89
- 90 d. The bylaws of the SAC must set forth a process for appointment of additional
91 SAC members if the election process does not produce representative
92 membership as specified above. If the process set forth in the SAC bylaws still
93 does not produce representative membership, the Board will appoint additional
94 SAC members.

95

96 4. SAC Government Governance

- 97
- 98 a. Each SAC shall be governed by ~~the Sunshine Law, Florida Statutes Chapter Fla.~~
99 Stat. § 286.011, Fla. Stat. Chapter 119, Fla. Stat. § 1001.452, and other relevant
100 Florida statutes and State Board of Education Rules relating to SACs.

- 101
- 102 b. Each SAC will adopt bylaws, including membership selection procedures, that
103 meet the requirements of Florida Statutes, State Board of Education Rule, and
104 this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must
105 establish procedures for the following:

106

107 i. Requiring a quorum to be present before a vote may be taken by the school
108 advisory council. A majority of the membership of the council constitutes a
109 quorum.

110

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

115

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

118

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

122

123 v. Recording minutes of meetings (and, as required by Fla. Stat. §
124 1001.452(1)(d)5, the School Board shall maintain a record of minutes of
125 council meetings).

- 126
- 127 c. The SAC shall annually review its bylaws to ensure alignment with current
128 legislation statutes and Board Policy.

- 129
130 d. The SAC shall submit the SAC bylaws when submitting the school improvement
131 plan for Board approval.
132

133 5. Validation of SAC Membership Composition
134

- 135 a. The Superintendent/designee will validate each school's membership
136 composition, including reviewing whether "schools have maximized their efforts
137 to include minority persons and persons of lower socioeconomic status,"
138 pursuant to Fla. Stat. § 1001.452(1)(a).
139
140 b. The Superintendent shall annually submit the membership lists of all SACs to the
141 School Board for review during a regular or special Board meeting ~~in November~~
142 in, or before, December of each school year.
143
144 i. The School Board ~~will~~ shall review the SAC membership composition to
145 determine if it is representative of the ethnic, racial, and economic community
146 served by the school, as required by law. Fla. Stat. § 1001.452(1)(a).
147
148 ii. If necessary to achieve proper representation, ~~the~~ School Board, based on
149 the recommendation of the Board member in whose district the school is
150 located, shall vote to appoint additional members to a SAC ~~to achieve proper~~
151 representation, if necessary.
152

153 6. SAC Powers and Duties
154

- 155 a. Each SAC has the authority to exercise the functions and duties provided to
156 SACs by the Florida Statutes and State Board of Education rules, but has no
157 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §
158 1001.452(1)(a), the SAC shall be the sole body responsible for final
159 decisionmaking at the school relating to implementation of §§ 1001.42(16) and
160 1008.345, regarding school improvement and accountability.
161
162 b. Each SAC shall assist in the preparation and evaluation of the school
163 improvement plan required by Fla. Stat. § 1001.42(16). Technical assistance
164 from the DOE may be requested as needed.
165
166 c. Each SAC shall assist in the preparation of the school's annual budget and plan
167 as required by § 1001.452(2) and 1008.385(1).
168
169 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used
170 for purposes listed in [§ 1008.36](5) as determined jointly by the school's staff
171 and school advisory council." For purposes of this subsection, "school staff"
172 means all employees assigned to that school at the time of the decision.

173 including instructional, paraprofessional, clerical, facilities, and food service
174 personnel, consistent with Fla. Stat. § 1012.01(2), (3), (6), (7).

175
176 i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds can be used for
177 any of the following:

178
179 A. Nonrecurring bonuses to the faculty and staff;

180
181 B. Nonrecurring expenditures for educational equipment or materials to
182 assist in maintaining and improving student performance; or

183
184 C. Temporary personnel for the school to assist in maintaining and improving
185 student performance.

186
187 ii. The following suggested steps could be used for joint determination of the
188 use of school recognition funds: A) the SAC creates proposals for expenditure
189 of the funds; B) the written proposals plus a choice of "None of the Above"
190 are presented to the staff three business days prior to the vote; C) school staff
191 vote by secret ballot on the proposals; and D) the proposal with the majority
192 of votes is implemented (but if no proposal, or "None of the Above," receives
193 at least 50%+1 of the votes, the SAC reconvenes and creates different
194 proposals to be presented to staff). This paragraph is illustrative only;
195 different procedures may be used for joint determination of the use of funds.

196
197 iii. Pursuant to Fla. Stat. § 1008.36(4), "If school staff and the school advisory
198 council cannot reach agreement by November 1, the awards must be equally
199 distributed to all classroom teachers currently teaching in the school." The
200 term "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff
201 members assigned the professional activity of instructing students in courses
202 in classroom situations, including basic instruction, exceptional student
203 education, career and technical education, and adult education, including
204 substitute teachers" who are assigned to that school as of the November 1
205 deadline. (The term does not include other instructional personnel which are
206 separately defined in § 1012.01(2)(b)-(e)).

207
208 e. Each SAC shall have access to the District's web site as a means of providing
209 information to the public and other SACs.

210 211 7. School Improvement Plan

212
213 a. Each SAC shall assist in the preparation and evaluation of the school
214 improvement plan required pursuant to Fla. Stat. §§ 1001.42(16) and
215 1001.452(2) § 230.23(16), F.S. Each school must have an approved school
216 improvement plan, pursuant to § 1001.42(16), after one (1) full school year of

217 planning and development, as required by § 1008.345(6)(c). Accordingly, new
218 schools must have a school improvement plan upon completing one full school
219 year of operation.

221 b. As required by Fla. Stat. § 1001.42(16)(a), the school improvement plan shall
222 be designed to achieve the state education priorities in Fla. Stat. § 1000.03(5)
223 and student performance standards and must also address budget, training,
224 instructional materials, technology, staffing, student support services, specific
225 school safety and discipline strategies, technology, and other matters of resource
226 allocation as determined by Board Policy. The student performance standards to
227 be addressed include both Florida state standards and the federal No Child Left
228 Behind Act.

230 c. Although the school improvement plan is for one year, SACs are also
231 encouraged to adopt long-range goals and objectives that cover a multiyear time
232 frame.

234 d. The school improvement plan must have annual objectives based on an annual
235 analysis of student achievement and other school performance data.

237 e. The individual school and its SAC shall submit the school improvement plan to
238 the Superintendent/designee by the last Friday in October of each year.

240 f. The Superintendent shall submit the school improvement plan for each school to
241 the Board for approval by December 31st of each year, and the Board must
242 annually approve and require implementation of a new, amended, or continuation
243 school improvement plan for each school in the district, as required by Fla. Stat.
244 § 1001.42(16)(a).

246 g. The Board shall provide school improvement funds to schools for developing and
247 implementing school improvement plans pursuant to Fla. Stat. § 1001.42(16)(f).

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

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

258 iii. These moneys may not be used for capital improvements, nor may they be
259 used for any project or program that has a duration of more than one (1) year;
260 however, as allowed by § 24.121(5)(c), a SAC may independently determine

261 that a program or project formerly funded under this paragraph should receive
262 funds in a subsequent year.

263
264

265 8. Waiver of Local or State Regulation-- Should a school identify a local or state
266 regulation that presents a barrier to improved student achievement and
267 implementation of the school improvement plan, the SAC may submit a request to
268 the District Waiver Committee (DWC) ~~apply for a waiver from the restrictive state~~
269 ~~statute or rule or.~~

270

271 a. The DWC may recommend a waiver of School Board Policy to the Board policy
272 pursuant to §§ 229.592(9) and 230.23(17)(b) F.S., Fla. Stat. § 1001.42(17)(b), as
273 long as the waiver would not be inconsistent with the underlying state statutes or
274 State Board of Education rules as follows.

275

276 i. Following a vote of the SAC, the principal ~~shall submit~~ the waiver request for
277 review to the area superintendent/designee and Superintendent/designee.

278

279 ii. The Superintendent/designee forwards the waiver to the District Waiver
280 Committee. The Committee consists of:

281

282 A. Principals selected by their respective Principals Associations;

283

284 B. Department representation as appointed by the Superintendent and as
285 appropriate for the waiver;

286

287 C. The Classroom Teacher's Association ("CTA"), with representative
288 membership on the District Waiver Committee, shall review each waiver
289 pursuant to the standards set forth in the CTA Bargaining Agreement, to
290 determine if the waiver constitutes a change in employee hours, terms or
291 conditions of employment. The CTA Board of Directors is the governing
292 body authorized to accept waivers, reject waivers, or accept waivers with
293 conditions if they require a waiver of contract standards.

294

295 D. Representative from The Association of Educational Secretaries and
296 Office Personnel ("AESOP");

297

298 E. Representative from National Conference of Firemen and Oilers
299 ("NCF&O").

300

301 b. The DWC ~~Committee~~ will review and make recommendations to the
302 Superintendent/ designee on each waiver, considering the following factors:

303

- 304 i. Whether the waiver of School Board Policy under Fla. Stat. § 1001.42(17)(b)
305 is possible without incurring inconsistency with the underlying state statutes
306 or State Board of Education rules under Federal and Florida law as specified
307 in § 229.592(9), F.S.;
- 308
- 309 ii. Whether the waiver is focused on maximizing student outcomes;
- 310
- 311 iii. Whether the waiver is based on research and best practices.
- 312
- 313 c. If the waiver is not recommended, the principal and SAC will be notified by the
314 Superintendent/designee of any issues or questions the District Waiver
315 Committee has regarding the waiver and will have an opportunity to amend the
316 waiver for further consideration.
- 317
- 318 d. If the waiver of Board Policy is recommended by the DWC, the Superintendent
319 may submit the waiver request(s) to the Board for approval. ~~Board approval is~~
320 ~~sufficient to waive Board policy.~~
- 321
- 322 e. If the requested waiver of Board Policy would be inconsistent with the underlying
323 state statutes or State Board of Education rules, the DWC may transmit the
324 request to the Charter District Advisory Committee as a possibility for the School
325 Board to pursue as an exemption under charter district status. ~~Request(s) to~~
326 ~~waive state statute or rule requires Board approval followed by the approval of~~
327 ~~the Commissioner of Education prior to implementation of the exemption waiver~~
328 ~~by the school.~~

329

330

331 9. Training and Support

332

- 333 a. Training, support, and written materials shall be available for SAC members that
334 include state and local requirements for SACs, roles and responsibilities of SAC
335 members, use of data for decision-making, the budget process, and timelines for
336 developing the school improvement plan ~~shall be available to SAC members.~~ All
337 SAC members are encouraged to review the SAC materials posted by the
338 District's Office of School Improvement at [www.palmbeach.k12.fl.us/](http://www.palmbeach.k12.fl.us/schoolimprovement/sip_sac.htm)
339 schoolimprovement/sip_sac.htm.
- 340
- 341 b. If a SAC member or other member of the school community has a concern about
342 the SAC's operation or compliance with this Policy, such person may contact the
343 District's Office of School Improvement. The Office of School Improvement will
344 coordinate resolution of the issue, with the advice and assistance of appropriate
345 sources as needed, such as the principal, area superintendent, Chief Academic
346 Officer, or Department of Legal Services.
- 347

348 10. School Budget

349

350 a. Each SAC shall assist in the preparation of the school's annual budget, which is
351 prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and
352 1008.385(1) 229.58, F.S.

353

354 b. To facilitate this budgeting process, the SAC will have access to the school's
355 previous year's June 30th Budget Status Summary with supporting
356 documentation, the current fiscal year's Budget Status Summary with supporting
357 documentation, and the proposed fiscal year's budget, as provided by Budget
358 Services.

359

360 c. The school's current fiscal year's Budget Status Summary, prepared by Budget
361 Services, will be provided to the SAC on an annual basis in accordance with as
362 required by § 229.58, F.S. Fla. Stat. § 1001.452(2) and 1008.385(1).

363

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

366

367 e. If requested by a majority vote of the SAC, quarterly reports of the current year's
368 budget by project, function and object, including a percentage comparison of
369 amended budgets spent to date, will be provided by Budget Services. ~~This~~
370 These reports can be used to compare the current year's budget with the
371 previous year's budget.

372

373 11. District-Wide Meetings

374

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

381

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

386

387 12. SAC Sample Bylaws

388

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

392 -----
393 **Sample SAC Bylaws**
394 -----

395
396 **Bylaws of School Advisory Council**

397
398 [Name of School]

399
400 Prepared by: Principal and School Advisory
401 Council (or subcommittee thereof) – [Date]

402
403 **Article I**

404
405 **Name of Organization**

406
407 The name of this organization shall be *The School Advisory Council of* [Name of School].¹

408
409
410 **Article II**

411
412 **Purpose and Function**
413

414
415 **Section 1:** The School Advisory Council (SAC) is a resource for the school, its teachers,
416 parents and principal. Its function is to develop and oversee the implementation of a School
417 Improvement Plan (SIP) that will serve as a framework for school improvement.

418
419 **Section 2:** The primary function of the SAC is to provide all of the stakeholders an opportunity
420 to be active participants in the assessment of needs, development of priorities, and identification
421 and use of resources based on an analysis of multiple sources of available school data.

422
423 Specific functions include, but may not be limited to, the following:

- 424
425 1. Develop and review the implementation of the School Improvement Plan.
426 2. Enlist, promote, and support greater interaction between school and community.
427 3. Provide input in matters concerning disbursement of school improvement funds and
428 other monies related to school improvement, and to ensure that such expenditures are
429 consistent with the School Improvement Plan.
430 4. Consult with peripheral constituency groups when making decisions concerning
431 educational practices within the school.²
432 5. Consult with people or departments needed to support the School Improvement Plan.³
433
434

¹ "Each school advisory council shall include in its name the words 'school advisory council.'" ~~FS 229.58~~ Fla. Stat. § 1001.452(1)(a).

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

³ See Footnote 2.

435 Article III

436
437 Representation and Membership

438
439 In accordance with Florida Statute ~~229.58(1)(a)~~ 1001.452, which outlines the establishment of
440 SACs:⁴

441
442 **Section 1:** The membership shall be representative of the student body and community served
443 by the school. The SAC shall have an appropriately balanced number of teachers, parents,
444 support employees, students, business and community members.

445
446 **Section 2:** The majority (50% + 1) of the members of the SAC shall be non-school employees.

447
448 **Section 3:** The SAC membership shall be *appropriately* balanced.⁵

449
450 Article IV

451
452 Membership Selection

453
454 **Section 1:** The SAC membership shall be constituted as follows:

- 455
456
- 457 1. Parents, teachers, students and support employees will be elected by their respective
458 groups through an election in which all parents have an opportunity to participate.
459
 - 460 i. Teachers shall be elected by teachers;
 - 461 ii. Education support employees shall be elected by education support employees;
 - 462 iii. Students, when appropriate, shall be elected by students; and
 - 463 iv. Parent members shall be elected by parents in general, with all parents having an
464 opportunity to participate in voting for any parent on the ballot.
 - 465 2. There will be wide notice of SAC vacancies and elections through methods to include
466 school marquee, school newsletter, PTA/PTO meetings, announcements at Open
467 House, etc. The names of parents ~~persons~~ willing to serve on the SAC will be listed on
468 a ballot which will be distributed to all parents who will vote on the nominees.
 - 469 3. Business and community members will be selected based on the new procedures
470 adopted by the School Board.
 - 471 4. Replacement members shall be elected by appropriate constituencies.
- 472
473
474
475
476
477
478

⁴ Guidelines for election processes are included in ~~FS 229.58~~ 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.

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

480
481 **Section 2:** Elections shall be held in [month] of each year and the installation of new members
482 shall follow immediately.⁶

483
484 **Section 3:** Each parent of [Name of School] will be notified of SAC elections in accordance
485 with F.S. Fla. Stat. § 286.011, "Public meetings and records; public inspection."

Article V

Tenure

486
487
488
489
490
491 **Section 1:** The term of office shall be staggered to provide continuity from year-to-year.

492
493 **Section 2:**⁷ SAC members, other than those designated to complete unexpired terms, shall be
494 elected to [set number]-year terms.

495
496 **Section 3:** Council members shall serve no more than [set number] terms in an elected
497 position.

498
499 **Section 4:** No member may miss more than [set number] two (2) unexcused consecutive SAC
500 meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of recurring two unexcused
501 consecutive absences from a properly noticed SAC meeting, the SAC Chairperson shall
502 arrange for the replacement of the member by election as specified in Membership Selection,
503 **Article IV, Section 1.** Such individuals will fill the remainder of the term to which they were
504 elected.
505

Meetings

506
507
508 All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public
509 meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable
510 public notice (seven days' notice is generally recommended); openness of SAC meetings to the
511 general public, in a location accessible to the public; and taking minutes of the meeting, which
512 must be made available for public inspection following the meeting. This public notice is in
513 addition to the minimum three (3) business days' advance written notice required by Fla. Stat. §
514 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC
515 for a vote.

516
517 **Section 1:** There shall be a council meeting at least [once per month].⁸
518
519

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.

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

520
521 **Section 2:** SAC meetings shall be held on [the second Tuesday of each month, from 7:00 p.m.-
522 9:00 p.m.]⁹ As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled
523 when parents, teachers, businesspersons, and members of the community can attend.

524
525 **Section 3:** The SAC chairperson, on occasion, may call a special meeting, with reasonable
526 public notice.

527
528 **Section 4:** Subcommittees will meet as needed. (See **Article VII**)

529
530
531 **Officers**

532
533 **Section 1:** The officers of this Council shall be a chairperson, or co-chairperson, a vice-
534 chairperson, a secretary, and an historian. In the event of a vacancy in a Council office during
535 an existing term, the vacancy will be filled by SAC member election.¹⁰

536
537 **Section 2:** The Council shall elect its own officers at the first regular meeting. Officers shall
538 serve a maximum of two terms.

539
540
541 **Article VI**

542
543 **Duties of Officers**¹¹

544
545 **Section 1: Chairperson.--** The chairperson [and co-chairperson] shall preside at all meetings
546 of the Council and shall be a de facto member of all committees.¹²

547
548 **Section 2: Vice-Chairperson.--** The vice-chairperson shall act as an aide to the chairperson
549 and preside in the absence of the chairperson. In the case of a vacancy in the office of
550 chairperson, the vice-chairperson shall become the chairperson for the remainder of the
551 unexpired term.

552
553 **Section 3: Secretary.--** The secretary shall keep minutes [available to the public per ~~FS~~ Fla.
554 Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is
555 delegated to him/her by the chairperson. The secretary shall also document activities,
556 decisions, and attendance of the Council and its committees for accountability. The School
557 Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. §
558 1001.452(1)(d)5.

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.

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 ~~FS 229.58~~ Fla. Stat. § 1001.452.

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

563
564 **Section 5: *Principal***¹³.-- The principal shall provide information regarding the school
565 educational plan, including the school budget. The role of the principal includes the
566 development, through positive actions, of feelings of trust and mutual regard among the SAC,
567 the community, and the staff. The principal arranges for presentations of interest to the SAC
568 and encourages leadership from within the Council.
569

570 **Section 6:**¹⁴ *Faculty and School Staff Representatives*.-- The members of the school staff
571 shall represent the views and interests of the total school staff. They will act as resources for
572 the SAC by making available specialized information about educational programs, innovative
573 ideas, and available resources. School staff representatives serve as a communication link
574 between the SAC and the school staff, informing others of actions and activities of the Council.
575

576 **Section 7: *Parents, Business, and Community Representatives***¹⁵.-- The parent, business, and
577 community members of the SAC shall represent the view of the parents, citizens, and business
578 and community organizations of the school community. They shall act as resource persons for
579 the SAC in the areas of community-related issues that affect the school and its students. They
580 shall serve as a communications link between the SAC, business, community, and parent
581 groups.
582

583 **Section 8: *Student Representatives***¹⁶.-- The student representatives of the SAC shall serve
584 as voting representatives of all students. ~~They~~ relaying suggestions and recommendations from
585 members of the student body and the Student Council to the SAC for consideration. [See FS
586 ~~229.58~~ Fla. Stat. § 1001.452(1)(a)].
587
588

Article VII

Voting Body

591
592 The SAC is the formal council that is responsible for voting upon and implementing the
593 decisions for the organization. The SAC will be comprised of an elected membership and will
594 require a quorum if any formal action is to be taken. as required by Fla. Stat. § 1001.452(1)(d)1.
595 A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. §
596
597

¹³ Required by implication in FS 229.58 Fla. Stat. § 1001.452.

¹⁴ Required by FS 229.58 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 FS 229.58 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.

¹⁶ Required by FS 229.58 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.

598 1001.452(1)(d)2, all SAC members will receive at least three (3) business days' notice in writing
599 of any matter that is scheduled to come before the SAC for a vote.
600

601 **Committees**¹⁷.-- Committees are formed to research and make recommendations regarding
602 specific areas that affect the organization. Committees may be constituted in several
603 configurations.
604

- 605 ▪ **Standing Committees.**-- Standing committees are created for long-term, on-going
606 functions and are expected to schedule regular meetings. The standing committees focus
607 on "large" issues, such as school safety, curriculum, professional development or student
608 needs. The SAC chairperson will appoint the chairman~~person~~ of a standing committee. A
609 standing committee will study issues and make recommendations to the voting body.
610
- 611 ▪ **Ad Hoc Committee - (Task Force).**-- These committees are formed to deal with specific,
612 short-term concerns that are not appropriately assigned to the standing committees. An
613 example of an ad hoc committee would be a uniform committee, a committee formed to deal
614 with a bus problem, etc.
615

616 *If the standing committees are properly organized, the need for Ad Hoc committees*
617 *should be infrequent.*
618

619 *The use of various sub-committees serves several functions. It will allow greater*
620 *participation of those who wish to serve, while limiting the actual voting membership of*
621 *the SAC to a manageable number (such as 12 or less). Additional benefits include a*
622 *wider variety of ideas and greater sense of ownership by the constituents.*
623

Article VIII

Rules of Order¹⁸

628
629 **Section 1:** SAC decisions shall be reached by consensus or vote whenever possible. (See
630 *Consensus, Section 1*) If the SAC is deadlocked, decisions will be made according to the
631 deadlock process. (See *Consensus, Section 2*)
632

633 **Section 2:** The SAC need not operate under Parliamentary Procedures or such as Robert's
634 Rules of Order. However, rules that will be used to govern decision-making must be specified.
635

Consensus

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.

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

643
644 **Section 2:** The deadlock resolution procedure will be used when the membership has been
645 polled and consensus is not reached. When time deadlines permit further deliberations, the
646 SAC should be polled to determine if there is agreement to refer the issue to a standing
647 committee for further study.

648
649 If not referred, the deadlock process shall be as follows:

- 650 ▪ Every member of the SAC shall be given notice that a vote will be held at the next
651 meeting on the issue.
- 652
- 653 ▪ If a majority of the total SAC voting body votes to adopt a position on the issue at the
654 meeting, that position shall be the official position of the SAC.
- 655
- 656

Article IX

Amendments

660
661 **Section 1:** The bylaws may be amended at any regular meeting of the SAC committee by a
662 two-thirds majority (recommended by Robert's Rules of Order) of the members present and
663 voting. Written notice to the members of the proposed amendment shall be at least 30 business
664 days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting
665 for action to be taken. All SAC meetings shall be held in accordance with ~~Florida Statute Fla.~~
666 Stat. § 286.011 – “Public meetings and records; public inspection.”

667
668 **Section 2:** A committee shall be appointed to review, and when appropriate, recommend
669 revisions of the Council Bylaws at least once every three years. The adoption of revised bylaws
670 shall follow the procedure for amendments.

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672
673 -----

674
675
676 STATUTORY AUTHORITY: §§ ~~230.22(2)~~ 1001.41(2), ~~230.23(17)~~ 1001.42(17), (22),
677 ~~230.23005~~, Fla. Stat.

678 LAWS IMPLEMENTED: §§ ~~229.58~~ 24.121(5)(c); 1000.03(5); 1008.345(6);
679 1008.36(4), (5); 1008.385(1); 1001.42(17)(b);
680 1001.42(16); 1001.452, Fla. Stat.

681 HISTORY: 7/21/82; 02/25/2002; ___ / ___ / 03

Legal Signoff:

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

Attorney

Date