

**POLICY 2.09**

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

[Contact: Dr. Linda Cartlidge, 434-8239.]

**Development**

**CONSENT ITEM**

- 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.

**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.~~

40

- 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) shall be elected by parents, with in which all parents having have an  
78 opportunity to participate as set forth in the bylaws of the SAC.
- 79
- 80 c. Any SAC member may recommend the appointment of business and community  
81 member(s) to serve on the SAC. The procedures in the SAC bylaws will include  
82 the means of ~~insuring~~ ensuring wide notice of vacancies through methods such  
83 as school marquee, school newsletter, and instructional television, and of ~~for~~  
84 taking input on possible members from local business, chambers of commerce,

85 community and civic organizations and groups, and the public at large. Business  
86 and community members will be ~~selected~~ appointed by the principal following the  
87 advice and consent of the SAC.  
88

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

95 **4. SAC Government Governance**  
96

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

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

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

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

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

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

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

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

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

131  
132 5. Validation of SAC Membership Composition

- 133  
134 a. The Superintendent/designee will validate each school's membership  
135 composition, including reviewing whether "schools have maximized their efforts  
136 to include minority persons and persons of lower socioeconomic status,"  
137 pursuant to Fla. Stat. § 1001.452(1)(a).  
138  
139 b. The Superintendent shall annually submit the membership lists of all SACs to the  
140 School Board for review during a regular or special Board meeting ~~in November~~  
141 in, or before, December of each school year.  
142  
143 i. The School Board ~~will~~ shall review the SAC membership composition to  
144 determine if it is representative of the ethnic, racial, and economic community  
145 served by the school, as required by law. Fla. Stat. § 1001.452(1)(a).  
146  
147 ii. If necessary to achieve proper representation, ~~The~~ School Board, based on  
148 the recommendation of the Board member in whose district the school is  
149 located, shall vote to appoint additional members to a SAC ~~to achieve proper~~  
150 representation, if necessary.

151  
152 6. SAC Powers and Duties

- 153  
154 a. Each SAC has the authority to exercise the functions and duties provided to  
155 SACs by the Florida Statutes and State Board of Education rules, but has no  
156 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §  
157 1001.452(1)(a), the SAC shall be the sole body responsible for final  
158 decisionmaking at the school relating to implementation of §§ 1001.42(16) and  
159 1008.345, regarding school improvement and accountability.  
160  
161 b. Each SAC shall assist in the preparation and evaluation of the school  
162 improvement plan required by Fla. Stat. § 1001.42(16). Technical assistance  
163 from the DOE may be requested as needed.  
164  
165 c. Each SAC shall assist in the preparation of the school's annual budget and plan  
166 as required by § 1001.452(2) and 1008.385(1).  
167  
168 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used  
169 for purposes listed in [§ 1008.36](5) as determined jointly by the school's staff  
170 and school advisory council." For purposes of this subsection, "school staff"  
171 means all employees assigned to that school at the time of the decision,

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

174  
175 i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds can be used for  
176 any of the following:

177  
178 A. Nonrecurring bonuses to the faculty and staff;

179  
180 B. Nonrecurring expenditures for educational equipment or materials to  
181 assist in maintaining and improving student performance; or

182  
183 C. Temporary personnel for the school to assist in maintaining and improving  
184 student performance.

185  
186 ii. The following suggested steps could be used for joint determination of the  
187 use of school recognition funds: A) the SAC creates proposals for expenditure  
188 of the funds; B) the written proposals plus a choice of "None of the Above"  
189 are presented to the staff three business days prior to the vote; C) school staff  
190 vote by secret ballot on the proposals; and D) the proposal with the majority  
191 of votes is implemented (but if no proposal, or "None of the Above," receives  
192 at least 50%+1 of the votes, the SAC reconvenes and creates different  
193 proposals to be presented to staff). This paragraph is illustrative only;  
194 different procedures may be used for joint determination of the use of funds.

195  
196 iii. Pursuant to Fla. Stat. § 1008.36(4), "If school staff and the school advisory  
197 council cannot reach agreement by November 1, the awards must be equally  
198 distributed to all classroom teachers currently teaching in the school." The  
199 term "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff  
200 members assigned the professional activity of instructing students in courses  
201 in classroom situations, including basic instruction, exceptional student  
202 education, career and technical education, and adult education, including  
203 substitute teachers" who are assigned to that school as of the November 1  
204 deadline. (The term does not include other instructional personnel which are  
205 separately defined in § 1012.01(2)(b)-(e)).

206  
207 e. Each SAC shall have access to the District's web site as a means of providing  
208 information to the public and other SACs.

209  
210 7. School Improvement Plan

211  
212 a. Each SAC shall assist in the preparation and evaluation of the school  
213 improvement plan required pursuant to Fla. Stat. §§ 1001.42(16) and  
214 1001.452(2) § 230.23(16), F.S. Each school must have an approved school  
215 improvement plan, pursuant to § 1001.42(16), after one (1) full school year of

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

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

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

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

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

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

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

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

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

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

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

262  
263 8. Waiver of Local or State Regulation-- Should a school identify a local or state  
264 regulation that presents a barrier to improved student achievement and  
265 implementation of the school improvement plan, the SAC may submit a request to  
266 the District Waiver Committee (DWC) ~~apply for a waiver from the restrictive state~~  
267 ~~statute or rule or.~~

268  
269 a. The DWC may recommend a waiver of School Board Policy to the Board policy  
270 pursuant to §§ 229.592(9) and 230.23(17)(b) F.S., Fla. Stat. § 1001.42(17)(b), as  
271 long as the waiver would not be inconsistent with the underlying state statutes or  
272 State Board of Education rules as follows.

273  
274 i. Following a vote of the SAC, the principal shall ~~submits~~ the waiver request for  
275 review to the area superintendent/designee and Superintendent/designee.

276  
277 ii. The Superintendent/designee forwards the waiver to the District Waiver  
278 Committee. The Committee consists of:

279  
280 A. Principals selected by their respective Principals Associations;

281  
282 B. Department representation as appointed by the Superintendent and as  
283 appropriate for the waiver;

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

292  
293 D. Representative from The Association of Educational Secretaries and  
294 Office Personnel ("AESOP");

295  
296 E. Representative from National Conference of Firemen and Oilers  
297 ("NCF&O").

298  
299 b. The DWC Committee will review and make recommendations to the  
300 Superintendent/ designee on each waiver, considering the following factors:

301  
302 i. Whether the waiver of School Board Policy under Fla. Stat. § 1001.42(17)(b)  
303 is possible without incurring inconsistency with the underlying state statutes



304                    or State Board of Education rules ~~under Federal and Florida law as specified~~  
305                    ~~in § 229.592(9), F.S.;~~

306  
307                    ii. Whether the waiver is focused on maximizing student outcomes;

308  
309                    iii. Whether the waiver is based on research and best practices.

310  
311                    c. If the waiver is not recommended, the principal and SAC will be notified by the  
312                    Superintendent/designee of any issues or questions the District Waiver  
313                    Committee has regarding the waiver and will have an opportunity to amend the  
314                    waiver for further consideration.

315  
316                    d. If the waiver of Board Policy is recommended by the DWC, the Superintendent  
317                    may submit the waiver request(s) to the Board for approval. ~~Board approval is~~  
318                    ~~sufficient to waive Board policy.~~

319  
320                    e. If the requested waiver of Board Policy would be inconsistent with the underlying  
321                    state statutes or State Board of Education rules, the DWC may transmit the  
322                    request to the Charter District Advisory Committee as a possibility for the School  
323                    Board to pursue as an exemption under charter district status. ~~Request(s) to~~  
324                    ~~waive state statute or rule requires Board approval followed by the approval of~~  
325                    ~~the Commissioner of Education prior to implementation of the exemption waiver~~  
326                    ~~by the school.~~

327  
328                    9. Training and Support

329  
330                    Training, support, and written materials shall be available for SAC members that  
331                    include state and local requirements for SACs, roles and responsibilities of SAC  
332                    members, use of data for decision-making, the budget process, and timelines for  
333                    developing the school improvement plan ~~shall be available to SAC members.~~

334  
335                    10. School Budget

336  
337                    a. Each SAC shall assist in the preparation of the school's annual budget, which is  
338                    prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and  
339                    1008.385(1) 229.58, F.S.

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

346  
347                    c. The school's current fiscal year's Budget Status Summary, prepared by Budget

348 Services, will be provided to the SAC on an annual basis in accordance with as  
349 ~~required by § 229.58, F.S. Fla. Stat. § 1001.452(2) and 1008.385(1).~~

- 350
- 351 d. Information regarding other resources of the school, such as internal accounts,  
352 will be shared with the SAC on an annual basis for information purposes only.
- 353
- 354 e. If requested by a majority vote of the SAC, quarterly reports of the current year's  
355 budget by project, function and object, including a percentage comparison of  
356 amended budgets spent to date, will be provided by Budget Services. This  
357 These reports can be used to compare the current year's budget with the  
358 previous year's budget.
- 359

360 **11. District-Wide Meetings**

- 361
- 362 a. The Superintendent shall schedule at least two (2) district-wide meetings  
363 regarding school improvement and SACs each school year. One meeting in the  
364 fall will provide school improvement training for SAC members, and one meeting  
365 in the spring will provide school improvement training for SAC members and also  
366 provide an opportunity for SAC members to give input on school improvement to  
367 the Superintendent/designee.
- 368
- 369 b. These meetings are intended for SAC members, Reform Panel members, as  
370 established by the CTA Collective Bargaining Agreement, and School Board  
371 members, to exchange programs, ideas, and other information on school  
372 improvement.
- 373

374 **12. SAC Sample Bylaws**

375

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

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382 -----

383 **Sample SAC Bylaws**

384 -----

385

386

387 **Bylaws of School Advisory Council**

388

389 [Name of School]

390

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

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**Article I**

**Name of Organization**

The name of this organization shall be *The School Advisory Council of [Name of School]*.<sup>1</sup>

**Article II**

**Purpose and Function**

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

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

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

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

**Article III**

**Representation and Membership**

In accordance with Florida Statute ~~229.58(1)(a)~~ 1001.452, which outlines the establishment of SACs:<sup>4</sup>

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

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

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

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

<sup>4</sup> Guidelines for election processes are included in ~~FS 229.58~~ Fla. Stat. § 1001.452(1)(a)

435  
436 **Section 2:** The majority (50% + 1) of the members of the SAC shall be non-school employees.  
437

438 **Section 3:** The SAC membership shall be *appropriately* balanced.<sup>5</sup>  
439  
440

#### Article IV

##### Membership Selection

441  
442  
443  
444 **Section 1:** The SAC membership shall be constituted as follows:  
445

- 446  
447 1. Parents, teachers, students and support employees will be elected by their respective  
448 groups through an election in which all parents have an opportunity to participate. There  
449 will be wide notice of SAC vacancies and elections through methods to include school  
450 marquee, school newsletter, PTA/PTO meetings, announcements at Open House, etc.  
451 The names of parents persons willing to serve on the SAC will be listed on a ballot which  
452 will be distributed to all parents who will vote on the nominees.  
453
- 454 2. Business and community members will be selected based on the new procedures  
455 adopted by the School Board.  
456
- 457 3. Replacement members shall be elected by appropriate constituencies.  
458
- 459 4. The principal is automatically a member by legal mandate.  
460

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

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

#### Article V

##### Tenure

467  
468  
469  
470 **Section 1:** The term of office shall be staggered to provide continuity from year-to-year.  
471

472 **Section 2:**<sup>7</sup> SAC members, other than those designated to complete unexpired terms, shall be  
473 elected to [set number]-year terms.  
474  
475

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

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

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

476  
477 **Section 3:** Council members shall serve no more than [set number] terms in an elected  
478 position.

479  
480 **Section 4:** No member may miss more than [set number] two (2) unexcused consecutive SAC  
481 meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of recurring two unexcused  
482 consecutive absences from a properly noticed SAC meeting, the SAC Chairperson shall  
483 arrange for the replacement of the member by election as specified in Membership Selection,  
484 **Article IV, Section 1.** Such individuals will fill the remainder of the term to which they were  
485 elected.

486  
487  
488 **Meetings**

489  
490 All SAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public  
491 meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable  
492 public notice (seven days' notice is generally recommended); openness of SAC meetings to the  
493 general public, in a location accessible to the public; and taking minutes of the meeting, which  
494 must be made available for public inspection following the meeting. This public notice is in  
495 addition to the minimum three (3) business days' advance written notice required by Fla. Stat. §  
496 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC  
497 for a vote.

498  
499 **Section 1:** There shall be a council meeting at least [once per month].<sup>8</sup>

500  
501 **Section 2:** SAC meetings shall be held on [the second Tuesday of each month, from 7:00 p.m.-  
502 9:00 p.m.]<sup>9</sup> As required by Fla. Stat. § 1001.452(1)(d)3, SAC meetings must be scheduled  
503 when parents, 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  
506 public notice.

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

509  
510  
511 **Officers**

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

516

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

<sup>9</sup> See Footnote 8

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

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

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

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**Section 1:** *Chairperson.*-- The chairperson [and co-chairperson] shall preside at all meetings  
526 of the Council and shall be a de facto member of all committees.<sup>12</sup>  
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**Section 2:** *Vice-Chairperson.*-- The vice-chairperson shall act as an aide to the chairperson  
529 and preside in the absence of the chairperson. In the case of a vacancy in the office of  
530 chairperson, the vice-chairperson shall become the chairperson for the remainder of the  
531 unexpired term.  
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**Section 3:** *Secretary.*-- The secretary shall keep minutes [available to the public per FS Fla.  
534 Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is  
535 delegated to him/her by the chairperson. The secretary shall also document activities,  
536 decisions, and attendance of the Council and its committees for accountability. The School  
537 Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. §  
538 1001.452(1)(d)5.  
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**Section 4:** *Historian.*-- The historian shall document the past, present, and future progress of  
541 the SAC and its committees. The historian shall maintain the minutes of previous years, any  
542 anecdotal records, and the SAC archives.  
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**Section 5:** *Principal*<sup>13</sup>-- The principal shall provide information regarding the school  
545 educational plan, including the school budget. The role of the principal includes the  
546 development, through positive actions, of feelings of trust and mutual regard among the SAC,  
547 the community, and the staff. The principal arranges for presentations of interest to the SAC  
548 and encourages leadership from within the Council.  
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**Section 6:**<sup>14</sup> *Faculty and School Staff Representatives.*-- The members of the school staff  
551 shall represent the views and interests of the total school staff. They will act as resources for  
552 the SAC by making available specialized information about educational programs, innovative  
553 ideas, and available resources. School staff representatives serve as a communication link  
554 between the SAC and the school staff, informing others of actions and activities of the Council.  
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<sup>11</sup> These are recommended positions and duties – additional and/or different offices and duties may need to be included to better serve your SAC's vision and objectives.

<sup>12</sup> Required by implication in FS 229.58 Fla. Stat. § 1001.452.

<sup>13</sup> Required by implication in FS 229.58 Fla. Stat. § 1001.452.

<sup>14</sup> 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."

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

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563 **Section 8: Student Representatives**<sup>16</sup>.-- The student representatives of the SAC shall serve  
564 as voting representatives of all students. They relaying suggestions and recommendations from  
565 members of the student body and the Student Council to the SAC for consideration. [See FS  
566 229.58 Fla. Stat. § 1001.452(1)(a)].

## Article VII

### Voting Body

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574 The SAC is the formal council that is responsible for voting upon and implementing the  
575 decisions for the organization. The SAC will be comprised of an elected membership and will  
576 require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1.  
577 A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. §  
578 1001.452(1)(d)2, all SAC members will receive at least three (3) business days' notice in writing  
579 of any matter that is scheduled to come before the SAC for a vote.

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

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

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<sup>15</sup> 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.

<sup>16</sup> 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.

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

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

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

### Article VIII

#### Rules of Order<sup>18</sup>

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

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

#### Consensus

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

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

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

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

### Article IX

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



640 **Amendments**

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

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

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656 STATUTORY AUTHORITY: §§ ~~230.22(2)~~ 1001.41(2), ~~230.23(17)~~ 1001.42(17), ~~(22)~~,  
657 230.23005, Fla. Stat.

658 LAWS IMPLEMENTED: §§ ~~229.58~~ 24.121(5)(c); 1000.03(5); 1008.345(6);  
659 1008.36(4), (5); 1008.385(1); 1001.42(17)(b);  
660 1001.42(16); 1001.452, Fla. Stat.

661 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