

POLICY 2.09

4-C I recommend the Board adopt the proposed revisions of Policy 2.09, to be entitled "School Advisory Councils."

Changes from previous drafts recommended by Board members found at lines 17, 24, 27, 97, 130.

Adoption

PROPOSED REVISIONS TO POLICY 2.09

SCHOOL ADVISORY COMMITTEES COUNCILS

~~The Superintendent shall develop guidelines and procedures for the annual establishment of school center advisory committees for the purposes defined by law.~~

1. School Advisory Council

Each school in this school district shall have a school advisory council ("SAC") as set forth in Florida Statute § 229.58.

2. Composition of Councils

a. Florida Statute § 229.58 requires that school advisory council membership include the school principal/director and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.

b. The majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be non-school employees.

c. Membership shall be representative of the ethnic, racial, and economic community served by the school as required by law.

d. Vocational-Technical centers and high schools must include student representatives on their SACs.

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

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

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

41 _____
42 h. The term "teacher" as used herein includes classroom teachers, certified student
43 services personnel, and library media specialists pursuant to § 229.58, F.S.
44

45 3. Selection of Council Members
46

47 a. All council members shall be elected by their respective peer group, except for
48 business and community representatives and the school principal/ director. The
49 SAC bylaws will establish the term of membership and a process for ensuring
50 staggered terms to provide continuity on the SAC.
51

52 b. The following council members shall be elected by their respective peer group
53 in a fair and equitable manner through an election as set forth in the bylaws of
54 the SAC. Procedures in the bylaws should include the means of insuring wide
55 notice of vacancies and elections through such means as use of the school
56 marquee, school newsletter, Parent/Teacher Association/Parent/Teacher
57 Organization ("PTA/PTO") meetings, open house, etc.
58

59 i. Teacher(s) shall be elected by teachers;
60

61 ii. Educational support employee(s) shall be elected by educational support
62 employees;
63

64 iii. Student(s), when appropriate, shall be elected by students; and
65

66 iv. Parent(s) shall be elected by parents, in which all parents have an
67 opportunity to participate as set forth in the bylaws of the SAC.
68

69 c. Any SAC member may recommend the appointment of business and
70 community member(s) to serve on the SAC. The procedures in the SAC bylaws
71 will include the means of insuring wide notice of vacancies through methods
72 such as school marquee, school newsletter, and instructional television and for
73 taking input on possible members from local business, chambers of commerce,
74 community and civic organizations and groups and the public at large.
75 Business and community members will be selected by the principal following
76 the advice and consent of the SAC.
77

- 78 d. The bylaws of the SAC must set forth a process for appointment of additional
79 SAC members if the election process does not produce representative
80 membership as specified above. If the process set forth in the SAC bylaws still
81 does not produce representative membership, the board will appoint additional
82 SAC members

83
84 4. SAC Government

- 85
86 a. Each SAC shall be governed by Florida Statutes Chapter 286 and other relevant
87 Florida statutes and State Board of Education Rules relating to SACs
88
89 b. Each SAC will adopt bylaws, including membership selection procedures, that
90 meet the requirements of Florida Statutes, State Board of Education Rule, and
91 board policy.
92
93 c. The SAC shall annually review its bylaws to ensure alignment with current
94 legislation and board policy.
95
96 d. The SAC shall submit the SAC bylaws when submitting the school improvement
97 plan for board approval.

98
99 5. Validation of SAC Membership Composition

- 100
101 a. The superintendent/designee will validate each school's membership
102 composition.
103
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
106 November of each school year.
107
108 c. The board will review the SAC membership to determine if it is representative
109 of the ethnic, racial, and economic community served by the school as required
110 by law.
111
112 d. The board, based on the recommendation of the board member in whose
113 district the school is located, shall vote to appoint additional members to a SAC
114 to achieve proper representation, if necessary.
115

116 6. SAC Powers and Duties

117
118 a. Each SAC has the authority to exercise the functions and duties provided to
119 SACs by the statutes and rules, but has no powers or duties now reserved by
120 law to the board.

121
122 b. Each SAC shall have access to the district's website as a means of providing
123 information to the public and other SACs

124
125 7. School Improvement Plan

126
127 a. Each SAC shall assist in the preparation and evaluation of the school
128 improvement plan required pursuant to § 230.23(16), F.S.

129
130 b. The school improvement plan must address budget, training, materials, staffing,
131 student services, specific school safety and discipline strategies, technology, and
132 other matters of resource allocation.

133
134 c. SACs are encouraged to adopt long range goals and objectives that cover a
135 multi-year time frame.

136
137 d. The school improvement plan must have annual objectives based on an annual
138 analysis of student achievement and other school performance data.

139
140 e. The SAC shall submit the school improvement plan to the superintendent/
141 designee by October of each year.

142
143 f. The superintendent shall submit the school improvement plan for each school
144 to the board for approval by December 31st of each year.

145
146 8. Waiver of Local or State Regulation

147
148 Should a school identify a local or state regulation that presents a barrier to improved
149 student achievement and implementation of the school improvement plan, the SAC
150 may apply for a waiver from the restrictive state statute or rule or board policy pursuant
151 to §§ 229.592(9) and 230.23(17)(b), F.S., as follows:

152
153 a. Following a vote of the SAC, the principal shall submit the waiver request for
154 review to the area superintendent/designee and superintendent/designee.

155

156 b. The superintendent/designee forwards the waiver to the *District Waiver*
157 *Committee*. The *Committee* consists of:

158
159 i. Principals selected by their respective Principals Associations;

160
161 ii. Department representation as appointed by the superintendent and as
162 appropriate for the waiver;

163
164 iii. The Classroom Teacher's Association ("CTA"), with representative
165 membership on the *District Waiver Committee*, shall review each waiver
166 pursuant to the standards set forth in the *CTA Bargaining Agreement*, to
167 determine if the waiver constitutes a change in employee hours, terms
168 or conditions of employment. The CTA Board of Directors is the
169 governing body authorized to accept waivers, reject waivers, or accept
170 wavers with conditions if they require a waiver of contract standards.

171
172 iv. Representative from The Association of Educational Secretaries and
173 Office Personnel ("AESOP");

174
175 v. Representative from National Conference of Oilers and Firemen
176 ("NCF&O").

177
178 c. The *Committee* will review and make recommendations to the superintendent/
179 designee on each waiver, considering the following factors:

180
181 i. Whether the waiver is possible under Federal and Florida law as
182 specified in §229.592(9), F.S.;

183
184 ii. Whether the waiver is focused on maximizing student outcomes

185
186 iii. Whether the waiver is based on research and best practices

187
188 d. If the waiver is not recommended, the principal and SAC will be notified by the
189 superintendent/designee of any issues or questions the *District Waiver*
190 *Committee* has regarding the waiver and will have an opportunity to amend the
191 waiver for further consideration.

192
193 e. If the waiver is recommended, the superintendent may submit the waiver
194 request(s) to the board for approval.

195

196 f. Board approval is sufficient to waive board policy.

197
198 g. Request(s) to waive state statute or rule requires board approval followed by the
199 approval of the Commissioner of Education prior to implementation of the
200 waiver by the school.

201
202 9. Training and Support

203
204 Training, support and written materials shall be available for SAC members that include
205 state and local requirements for SACs, roles and responsibilities of SAC members, use
206 of data for decision-making, the budget process, and timelines for developing the
207 school improvement plan shall be available for SAC members.

208
209 10. School Budget

210
211 a. Each SAC shall assist in the preparation of the school's annual budget, which
212 is prepared by Budget Services, as required by § 229.58, F.S.

213
214 b. To facilitate this process, the SAC will have access to the school's previous
215 year's June 30th Budget Status Summary with supporting documentation, the
216 current fiscal year's Budget Status Summary with supporting documentation,
217 and the proposed fiscal year's budget, as provided by Budget Services.

218
219 c. The school's current fiscal year's Budget Status Summary, prepared by Budget
220 Services, will be provided to the SAC on an annual basis as required by §
221 229.58, F.S.

222
223 d. Information regarding other resources of the school, such as internal accounts,
224 will be shared with the SAC on an annual basis for information purposes only.

225
226 e. If requested by a majority vote of the SAC, quarterly reports of the current year's
227 budget by project, function and object, including a percentage comparison of
228 amended budgets spent to date, will be provided by Budget Services. This
229 report can be used to compare the current year's budget with the previous
230 year's budget.

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232 11. District-Wide Meetings.
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234 a. The superintendent shall schedule at least two (2) district-wide meetings
235 regarding school improvement and SACs each school year. One meeting in the
236 fall will provide school improvement training for SAC members, and one
237 meeting in the spring will provide school improvement training for SAC
238 members and also provide an opportunity for SAC members to give input on
239 school improvement to the superintendent/designee.
240

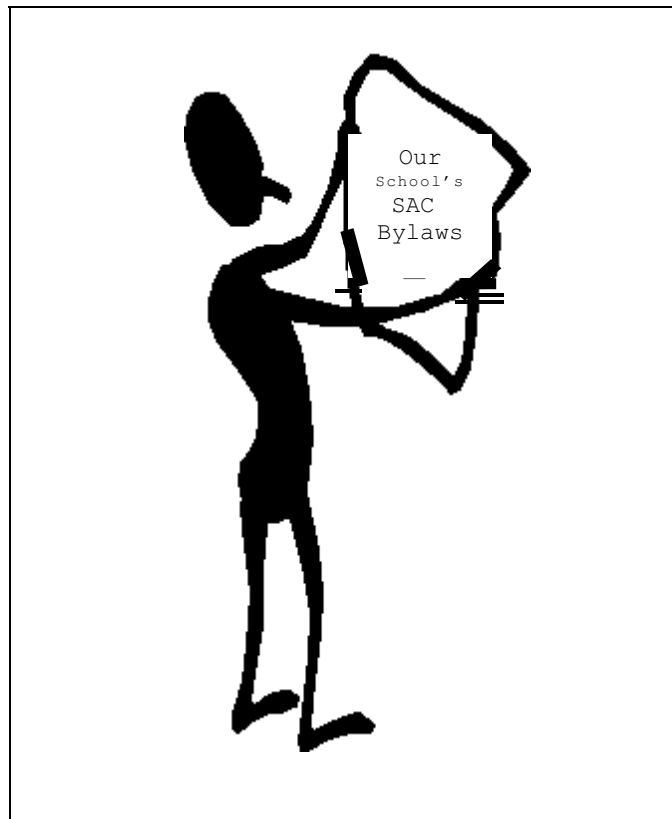
241 b. These meetings are intended for SAC members, Reform Panel members, as
242 established by CTA Bargaining Agreement, and board members, to exchange
243 programs, ideas, and other information on school improvement.
244

245 12. SAC Sample Bylaws
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247 The following sample bylaws which incorporate Florida Statute and board policy are
248 provided to assist SACs in the development of their bylaws. These bylaws serve only
249 as an example.
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SAC Sample By-Laws



292
293 Bylaws of School Advisory Council

294 [Name of School]

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

296
297 Article I

298
299 Name of Organization

300
301 The name of this organization shall be *The School Advisory Council of [Name*
302 *of School]*.¹

303
304 Article II

305
306 Purpose and Function

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308 Section 1:

309
310 The School Advisory Council (SAC) is a resource for the school, its teachers, parents and
311 principal. Its function is to develop and oversee the implementation of a School
312 Improvement Plan (SIP) that will serve as a framework for school improvement.

313
314 Section 2:

315 The primary function of the SAC is to provide all of the stakeholders an opportunity to be
316 active participants in the assessment of needs, development of priorities, and identification
317 and use of resources based on an analysis of available school data.

318
319 Specific functions include, but may not be limited to, the following:

- 320 _____
- 321 1. Develop and review the implementation of the School Improvement Plan.
 - 322 2. Enlist, promote, and support greater interaction between school and
323 community.
 - 324 3. Provide input in matters concerning disbursement of school improvement
325 funds and other monies related to school improvement, and to ensure that
326 such expenditures are consistent with the School Improvement Plan.
 - 327 4. Consult with peripheral constituency groups when making decisions
328 concerning educational practices within the school.²

¹ "Each advisory council shall include in its name the words 'school advisory council.'" FS229.58(1)(a)

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

- 329 5. Consult with people or departments needed to support the School
330 Improvement Plan.³
331

332 **Article III**

333
334 **Representation and Membership**

335
336 **In accordance with Florida Statute 229.58(1)(a) which outlines the establishment of**
337 **SACs**⁴
338

339 **Section 1:**

340 The membership shall be representative of the student body and community served by the
341 school. The SAC shall have an appropriately balanced number of teachers, parents,
342 support employees, students, business and community members.
343

344 **Section 2:**

345 The majority (50% + 1) of the members of the SAC shall be non-school employees.
346

347 **Section 3:**

348 The SAC membership shall be *appropriately* ⁵balanced.
349

350 **Article IV**

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352 **Membership Selection**

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354 **Section 1:**

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356 The SAC membership shall be constituted as follows:
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- 358 1. Parents, teachers, students and support employees will be elected by their
359 respective groups through an election in which all parents have an
360 opportunity to participate. There will be wide notice of SAC vacancies and
361 elections through methods to include school marquee, school newsletter,
362 PTA/PTO meetings, Open House, etc. The names of persons willing to serve

³See Footnote 2.

⁴Guidelines for election processes are included in FS 229.58(1)(a)

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

363 on the SAC will be listed on a ballot which will be distributed to all parents
364 who will vote on the nominees

365
366 2. Business and community members will be selected based on the new
367 procedures adopted by the school board.

368
369 3. Replacement members shall be elected by appropriate constituencies.
370

371 4. The principal is automatically a member by legal mandate.
372

373 **Section 2:**

374 Elections shall be held in [month] of each year and the installation of new members shall
375 follow immediately.⁶
376

377 **Section 3:**

378 Each parent of [Name of School] will be notified of SAC elections in accordance with F.S.
379 286.011 Public meetings and records; public inspection.
380

381
382 **Article V**

383 **Tenure**

384
385 **Section 1:**

386 The term of office shall be staggered to provide continuity from year-to-year.
387

388 **Section 2⁷:**

389 SAC members, other than those designated to complete unexpired terms, shall be elected
390 to [set number]-year terms.
391

392 **Section 3:**

393 Council members shall serve no more than [set number] terms in an elected position.
394
395

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

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

396 **Section 4:**
397 No member may miss more than [set number] SAC meetings. In the event of recurring
398 absences, the SAC Chairperson shall arrange for the replacement of the member by
399 election as specified in Membership Selection, **Article IV, Section 1.** Such individuals will
400 fill the remainder of the term to which they were elected.

401
402 **Meetings**
403 All SAC meetings shall be held in accordance with Florida Statute 286.011 -- Public
404 meetings and records; public inspection.

405
406 **Section 1:**
407 There shall be a council meeting at least [once per month].⁸

408
409 **Section 2:**
410 SAC meetings shall be held on [the second Tuesday of each month, from 7:00 p.m.-9:00
411 p.m.]⁹

412
413 **Section 3:**
414 The SAC chairperson, on occasion, may call a special meeting.

415
416 **Section 4:**
417 Subcommittees will meet as needed. (See **Article VII**)

418
419 **Officers**

420
421 **Section 1:**
422 The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, a
423 secretary, and an historian. In the event of a vacancy in a Council office during an existing
424 term, the vacancy will be filled by SAC member election.¹⁰

425
426 **Section 2:**
427 The Council shall elect its own officers at the first regular meeting. Officers shall serve a
428 maximum of two terms.

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

⁹See Footnote 8

¹⁰Although 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.

430 **Article VI**

431
432 **Duties of Officers¹**

433
434 **Section 1:**

435 **Chairperson¹²**

436 The chairperson [and co-chairperson] shall preside at all meetings of the Council and be a
437 de facto member of all committees.

438
439 **Section 2:**

440 **Vice-Chairperson**

441 The vice-chairperson shall act as an aide to the chairperson and preside in the absence of
442 the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson
443 shall become the chairperson for the remainder of the unexpired term.

444
445 **Section 3:**

446 **Secretary**

447 The secretary shall keep minutes [available to the public per FS 286.011] of the meetings
448 and shall be responsible for such correspondence as is delegated to him/her by the
449 chairperson. The secretary shall also document activities, decisions, and attendance of the
450 Council and its committees for accountability.

451
452 **Section 4:**

453 **Historian**

454 The historian shall document the past, present, and future progress of the SAC and its
455 committees. The historian shall maintain the minutes of previous years, any anecdotal
456 records, and the SAC archives.

457
458 **Section 5:**

459 **Principal¹³**

460 The principal shall provide information regarding the school educational plan, including
461 the school budget. The role of the principal includes the development, through positive
462 actions, of feelings of trust and mutual regard among the SAC, the community, and the
463 staff. The principal arranges for presentations of interest to the SAC and encourages
464 leadership from within the Council.

¹¹These 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.

¹²Required by FS 229.58

¹³Required by FS 229.58

465 **Section 6:**¹⁴

466 **Faculty and School Staff Representatives**

467 The members of the school staff shall represent the views and interests of the total school
468 staff. They will act as resources for the SAC by making available specialized information
469 about educational programs, innovative ideas, and available resources. School staff
470 representatives serve as a communication link between the SAC and the school staff,
471 informing others of actions and activities of the Council.

472
473 **Section 7:**

474 **Parents, Business, and Community Representatives**¹⁵

475 The parent, business, and community members of the SAC shall represent the view of the
476 parents, citizens, and business and community organizations of the school community.
477 They shall act as resource persons for the SAC in the areas of community-related issues that
478 affect the school and its students. They shall serve as a communications link between the
479 SAC, business, community, and parent groups.

480
481 **Section 8:**

482 **Student Representatives**¹⁶

483 The student representatives of the SAC shall serve as voting representatives of all students,
484 relaying suggestions and recommendations from members of the student body and the
485 Student Council to the SAC for consideration. [See FS 229.58 (1)(a)].

486
487 **Artide VII**

488
489 **Voting Body**

490 The SAC is the formal council that is responsible for voting upon and implementing the
491 decisions for the organization. The SAC will be comprised of an elected membership and
492 will require a quorum if any formal action is to be taken. A quorum is a majority (50% +
493 1) of the SAC membership.

¹⁴Required by FS 229.58 – Please note that, “A majority of the members of each school advisory council must be persons who are not employed by the school.”

¹⁵Required by FS 229.58 – 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.

¹⁶Required by FS 229.58 – 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.

495 **Committees**¹⁷
496 Committees are formed to research and make recommendations regarding specific areas
497 that affect the organization. Committees may be constituted in several configurations.
498

499 ■ **Standing Committees**

500 Standing committees are created for long-term, on-going functions and are
501 expected to schedule regular meetings. The standing committees focus on
502 “large” issues, such as school safety, curriculum, professional development
503 or student needs. The SAC chairperson will appoint the chairman of a
504 standing committee. A standing committee will study issues and make
505 recommendations to the voting body.
506

507 ■ **Ad Hoc Committee - (Task Force)**

508 These committees are formed to deal with specific, short-term concerns that are not
509 appropriately assigned to the standing committees. An example of an Ad Hoc
510 committee would be a uniform committee, a committee formed to deal with a bus
511 problem, etc.
512

513 *If the standing committees are properly organized the need for Ad Hoc committees*
514 *should be infrequent.*
515

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

521 **Article VIII**

522
523 **Rules of Order**¹⁸

524
525 **Section 1:**

526 SAC decisions shall be reached by consensus whenever possible. (See Consensus, Section
527 1) If the SAC is deadlocked, decisions will be made according to the deadlock process.
528 (See Consensus, Section 2)
529

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

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

530 **Section 2:**

531 The SAC need not operate under Parliamentary Procedures or Robert's Rules of Order.
532 However, rules that will be used to govern decision-making must be specified.

533
534 **Consensus**

535
536 **Section 1:**

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

540
541 **Section 2:**

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

546
547 If not referred, the deadlock process shall be as follows:

- 548 ■ Every member of the SAC shall be given notice that a vote will be held at the
549 next meeting on the issue.
- 550
551 ■ If a majority of the total SAC voting body votes to adopt a position on the
552 issue at the meeting, that position shall be the official position of the SAC.

553
554 **Article IX**

555 **Amendments**

556 **Section 1:**

557 The by-laws may be amended at any regular meeting of the SAC committee by a two-thirds
558 majority of the members present and voting. Notice of the proposed amendment shall be
559 30 days prior to the meeting at which it is to be voted upon. A quorum is required at any
560 meeting for action to be taken. All SAC meetings shall be held in accordance with Florida
561 Statute 286.011 -- Public meetings and records; public inspection.

562
563 **Section 2:**

564 A committee shall be appointed to review, and when appropriate, recommend revisions of
565 the Council By-laws at least once every three years. The adoption of revised by-laws shall
566 follow the procedure for amendments

567
568 STATUTORY AUTHORITY: §§ 230.22(2), 230.23(17), 230.23005, Fla. Stat.

569
570 LAWS IMPLEMENTED: § 229.58, Fla. Stat.

571 HISTORY: 7/21/82; / /2002

Legal Signoff

proof of withdrawal notice

Proof of publishing development notice

Proof of adoption notice

estimated cost form