

## 2125 - SCHOOL ADVISORY COUNCILS

The School Board establishes a School Advisory Council (SAC) in each District school to serve in an advisory capacity to the school principal and in the preparation and evaluation of the school improvement plan required pursuant to F.S. 1001.452.

The principal shall receive and consider SAC advice; however, the principal remains responsible for making decisions necessary for administering and supervising the school. The principal shall promote communication among students, staff, parents, and community.

The SAC is the sole body responsible for final school-level decision-making relating to school improvement and accountability statutes. SACs shall not assume any of the powers or duties now reserved by Florida statutes for the Board or its administrative or instructional staff.

### **Membership**

Each council shall be composed of the principal and an appropriate balanced number of teachers, education support employees, students, parents, and other business and community citizens.

The SAC membership shall be representative of the ethnic, racial, and economic community served by the school. The term community shall refer to the geographic area served by the school. While the composition of the SAC shall represent the ethnic, racial, and economic community served by the school, there need not be a precise percentage or ratio of each ethnic, racial, and economic group within the community equal to the percentage of the general population served. The Board shall monitor and review the membership composition of SACs. Should the Board determine that the membership elected by the school is not representative, the Board shall appoint additional members to achieve proper representation.

A vacancy in any membership category, as defined by each individual SAC, may be filled utilizing the regular election/selection process. The principal will inform the Superintendent or designee in writing of any replacement members.

If not specified in the SAC bylaws, the principal shall determine the size of the SAC which is most functional for that particular school and which allows for all categories to be represented. Student representation shall be required for SACs established at career-technical centers and high schools and may be included for SACs serving middle schools. Elementary school SACs shall not include student representatives.

The principal is a member of the SAC not included in the above percentages. A majority of the members of each SAC must be persons who are not District employees.

### **Nominations and Elections**

Each principal is to facilitate a nomination and election process (including, but not limited to, peer nomination and self-nomination) to determine from within the school and community those individuals willing to make a commitment to participate on the SAC.

- A. The principal will inform the school community, including parents of upcoming students, that nominations to the SAC are invited. The principal may notify potential members by using a variety of written and oral communications. Schools should maximize recruiting efforts to be inclusive of the school community. Documentation of recruitment strategies should be kept.

- B. The invitation for nomination must clearly note the deadline, membership categories, and the process by which the vote shall be taken. The election process shall encourage the participation of each peer group.
- C. The following SAC members shall be elected by their respective peer group in a fair and equitable manner as set forth in the bylaws of the SAC:
  - 1. teacher(s) shall be elected by teachers;
  - 2. education support employee(s) shall be elected by education support employees;
  - 3. student(s), when appropriate, shall be elected by students; and,
  - 4. parent(s) shall be elected by parents.
- D. If these elections do not fulfill statutory requirements, the principal shall recommend additional members to provide proper representation.

Documentation of the nomination and election process will be maintained at the school as a public record.

### **Duties**

The SAC shall:

- A. perform such functions as may be prescribed by the Board;
- B. assist in the preparation, implementation, and evaluation of the school improvement plan required by Florida statutes;  
  
The plan shall address issues relative to budget, training, instructional materials, technology, staffing, student support services, and other resource allocations as determined by the Board.
- C. promote communication among students, staff, parents, administration, and the community;
- D. assist in the preparation of the school's annual budget;
- E. request waivers of Board policies, Florida statutes, or State Board of Education rules which will allow the SAC plan to be implemented or school personnel to establish innovative educational practices and methods; and
- F. serve as a resource for the principal and perform such other functions as are requested by the principal.

### **Operational Procedures**

Bylaws shall be established and adopted by members of the SAC.

- A. The bylaws shall:
  - 1. state the functions and governance of the SAC;
  - 2. indicate the procedure for electing and appointing members as specified herein;

3. provide procedures for the removal of members for just cause including replacing any member who has two (2) unexcused consecutive absences from properly noticed meetings;

A member's absence is considered unexcused if the member does not notify the school that they must be absent and, when contacted by the school, no valid reason is given for their absence. The final determination of an unexcused absence rests with the school's SAC.

4. state that when a vote is taken a quorum must be present;

A majority of the SAC membership constitutes a quorum.

5. require three (3) days advance notice in writing to all members of the SAC of any matter scheduled to come before the SAC for a vote;

6. define the scope of and procedures for SAC involvement in assisting with budget preparation as specified herein;

7. establish procedures for recording minutes of SAC meetings;

A record of these minutes shall be maintained at each school.

- B. All meetings of the SAC shall be open, public, and advertised to the school community. Meetings shall be scheduled when all stakeholders can attend.
- C. The Board may review all SAC bylaws.

### **Approval of the School Improvement Plan**

With the mutual approval of the principal and SAC, each school shall submit a new, amended, or continuation school improvement plan to the Board for approval.

### **Training and Development**

The Board recognizes that training and development are important to SACs. Training and development shall be provided to local SACs and local SAC members shall be responsible for participating in such training.

F.S. 24.121(5), 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.452, 1008.345