

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL ADVISORY COUNCILS

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The School Board authorizes the establishment of a School Advisory Council in each District school to assist in the enhancement of school site decision-making, to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the School Improvement Plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist school advisory councils to ensure their active role in school site decision-making (see School Advisory Council Operational Bylaws). School Advisory Councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the District and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations. Each school advisory council shall include in its name the words "school advisory council."

- I. Composition and Selection of Councils - Council members shall include the school's principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
  - A. Members shall be representative of the ethnic, racial, and economic community in the geographic area served by the school.
  - B. Student representation shall be required for School Advisory Councils established at vocational-technical centers and high schools and may be included for School Advisory Councils serving middle schools. Student representation shall not be required for School Advisory Councils serving elementary schools.
  - C. The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
  - D. The term *teacher* as used herein shall include classroom teachers, certified student services personnel, media specialists, and other instructional personnel.
  - E. A majority of members must be persons who are not employed at the school. A non-district member majority must be in place prior to the selection of business and community members.

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- F. *Appropriately balanced* as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal.
  - G. The size of the School Advisory Council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the operational bylaws adopted by each School Advisory Council.
  - H. School Advisory Councils of technical and adult education centers are not required to include parents as members.
- II. Selection of Council Members – The school is responsible for setting up election and appointment procedures, which should be accurately reflected in the school's bylaws. New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- A. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner.
    - 1. A teacher(s) shall be elected by teachers;
    - 2. An education support employee(s) shall be elected by education support employees;
    - 3. A student(s), when appropriate, shall be elected by students; and,
    - 4. A parent(s) shall be elected by parents.
  - B. The School Advisory Council shall select business and community member(s) to serve on the School Advisory Council after reviewing the list of nominees prepared by the school principal.
    - 1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each School Advisory Council.
      - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
      - b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.

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- c. The school principal shall prepare a list of individuals seeking nomination to the School Advisory Council and shall present the list to the School Advisory Council for selecting the business and community representative(s).
    - 2. Subsequent to the initial selection as described in section II.B.1. herein, the operational bylaws of the School Advisory Council shall set forth procedures for nominating business and community representatives to serve on the School Advisory Council.
  - C. The principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with section I. herein. The membership list shall contain the name of each council member and the peer group which is being represented by each member and a description of how the council represents the ethnic, racial, and economic community served by the school.
- II. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each School Advisory Council in the District. The School Board shall determine if a School Advisory Council meets criteria specified in section I. Additional members shall be appointed by the School Board when it is required to achieve the proper representation on the School Advisory Council.
- III. Responsibilities of Councils - Each School Advisory Council shall
- A. Review the results of any needs assessments conducted by the school administration.
  - B. Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The school Advisory Council shall be the final decision-making body at the school relating to school improvement.
  - C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
  - D. Monitor students' and the school's progress in attaining goals by evaluating the appropriateness of the indicators of student progress and the strategies and evaluation procedures which are selected to measure student performance.

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- E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
  - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
  - G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
  - H. Provide input on the annual school budget and the use of school improvement funds, and assist in the preparation of the school budget.
  - I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
  - J. Act as a liaison between the school and the community.
  - K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.
  - L. Identify other duties and functions of the School Advisory Council.
- IV. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the School Advisory Council.
- A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to the following:
    - 1. State the duties and functions of the council.
    - 2. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.
    - 3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
    - 4. Establish the membership term for each peer group.

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5. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
  6. Require a quorum to be present before a vote may be taken by the School Advisory Council. A majority of the membership of the council constitutes a quorum.
  7. Replace any member who has two (2) unexcused consecutive absences from a School Advisory Council meeting that is noticed according to the procedures in the bylaws.
- B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings, scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend. School Advisory Councils should meet a minimum of four times per school year.
- C. The date and time of a meeting, with an accompanying agenda shall be advertised to the school community at least seven (7) calendar days in advance of the scheduled meeting. If no agenda is available, a statement of the general subject matter of the upcoming meeting shall be included.
- D. Meeting notices shall be advertised on each school's website and by way of the school's public call-out system.
- E. Members of the advisory council shall be notified three (3) days in advance, in writing of any matter that is scheduled before the council for a vote.
- F. All meetings shall be open, public, and subject to Florida Statutes and the Florida Sunshine Law. All Council member votes shall be cast in an open meeting forum and not by email.
- G. The School Advisory Council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution. Each School Advisory Council shall record minutes of each meeting of the council. A copy of the minutes of each meeting shall be submitted to the appropriate grade level director in a timely manner. The grade level director shall review the minutes of each council meeting and submit a copy to the Superintendent and to each School Board member.
- H. School Improvement Plans which require waivers of the terms or conditions in negotiated agreement(s) shall be subject to the approval of the Board and Bargaining Agent.

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- I. The records and minutes of the School Advisory Council will be available for public inspection at the school during normal business hours. All members of the school community shall be advised of the availability of the records for inspection.
- J. Guidelines may be revised when such revisions are mutually agreed upon by members of the School Advisory Council. Revisions shall be submitted to the School Board for approval prior to implementation.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1001.452, 1008.385, 1012.01, F.S.**

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