



serving middle schools. Student representation is not required for School Advisory Councils serving elementary schools.

- D. School Advisory Council positions classified as "parent" or "community member" shall not be filled with persons who are employees of the school.
  - E. School Advisory Council positions classified as "community member" shall not be filled with persons who are regularly employed by the school system.
  - F. Membership shall be representative of the ethnic, racial, and socio-economic community served by the school.
  - G. The Principal of the school is a member of the School Advisory Council.
- II. Selection of School Advisory Council Members, - New Council members shall be elected by their respective peer group, except for community representatives and the school principal. Through a countywide public announcement by the School Board, all stakeholders (parents, teachers, education support staff, students, and community people) shall be notified of upcoming drive for SAC membership. Those interested would be urged to contact their local school for vacancies and nomination/ election procedures. This announcement would be made by September 1 of each year. By September 15th annually, each SAC will analyze the School Advisory Council membership to determine vacancies. If vacancies exist, the school will initiate and election/selection process as detailed below.
- A. Nomination:
    - 1. Upon determination of vacancy, the chairperson shall notify the respective peer group(s) of the vacancy.
    - 2. The SAC shall post a vacancy notification in a prominent location as well as place the vacancy notification in a least two general notifications to the peer group.
    - 3. A school's nomination process shall require only the candidate's name, address, contact information, and peer group affiliation. Parents will submit grade levels of their students and a list of applicable school groups to which they belong.
    - 4. The SAC shall set a deadline for submittal of nominations.
  - B. Upon completion of the nomination process, the SAC shall establish a ballot of nominees in each peer group in alphabetical order.

### C. Election:

The following council members shall be nominated and elected in a fair and equitable manner as determined by their respective peer group:

1. Teachers shall be elected by teachers through an election process as determined by the SAC through
  - a. Faculty meetings at large or
  - b. Departments/grade level/academic teams or sub-committees.
2. Education support employee(s) shall be elected by education support employees through an election process facilitated by the school principal.
3. Student(s), shall be elected by the Student Council. At the middle school level, the Student Council shall determine if there should be representation by students.
4. Parents shall be elected by parents through an election process hosted by one of the following options:
  - a. PTA/PTO, or
  - b. Ballots or mailings or
  - c. Open House, or
  - d. Any option approved by SAC and documented in their public records.

Note: If Option d. is selected, the following required documentation must be provided:

- The venue, which SAC would use as an alternative.
  - SAC records which reflect the current membership and/or return rates of previous mailings of the first four options.
  - A numeric analysis of why this alternative is proven to be a better venue for a SAC election.
  - A narrative paragraph describing why the alternative was chosen.
  - The results of the vote for this alternative.
5. The School Advisory Council shall select a community member(s) to serve on the School Advisory Council after reviewing the list of nominees prepared by the school. Community representatives shall be selected initially through a nomination and selection process facilitated by the school principal and SAC of each school.
    - a. Prior to the election of School Advisory Council members each year, the school will advertise the notice of vacancies and delineate specific procedures for ensuring input regarding possible members from local businesses, chambers of

commerce, community and civic organizations and the public at large.

- b. The school and SAC shall seek candidates who are interested in making a commitment to participate on the School Advisory Council by representing businesses and/or the community. Notice may include press releases, direct contact, either by letter or telephone, and/or public service announcements.
- c. The school SAC shall prepare a list of those interested individuals seeking nomination to the School Advisory Council and shall present the list to the School Advisory Council for the selection of the community representative(s).

6. In the event of a resignation or two consecutive, non-excused absences as determined by the SAC, the SAC must appoint a community member to fill the vacancy for the balance of that school year.

D. By October 15 of each year, the principal shall submit a complete list of recommended School Advisory Council members to the Office of Accountability & Staff and School Renewal for submission to the School Board for appointment. The membership list shall contain the name of each Council member, race, the peer group represented and a description of how the Council members were nominated and elected.

III. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval by November 30 of each year the membership list for each School Advisory Council in the District. Each School Advisory Council shall be duly constituted until a new School Advisory Council is approved by the School Board. Each SAC shall serve, and shall be considered duly constituted, until a new SAC is approved by the School Board. Such approval will take place on or before November 30 of each year. Should the School Board determine that a School Advisory Council's membership does not meet the provisions of Section I of this policy, the Board shall appoint additional members to achieve proper representation. The Office of Accountability & Staff and School Renewal shall randomly review the SAC compositions.

IV. Responsibilities of Councils - Each School Advisory Council shall:

A. Assist in the preparation, implementation, monitoring and evaluation of the School Improvement Plan (F.S.229.58(2)) and the Annual Report of Educational Improvement.

B. Provide assistance in the preparation of the school budget.

- C. Determine how the school improvement funds allocated to the school for projects or programs included in the School Improvement Plan are to be spent.
  - D. Oversee with staff input the allocation of (applicable) School Recognition A+ monies.
- V. Operation of Councils - Operational guidelines shall be established and mutually agreed upon by members of the School Advisory Council and shall comply with all Florida Statutes and School Board policies.
- A. The guidelines shall:
- 1. State the duties and functions of the Council;
  - 2. Indicate the procedure for nominating and electing Council members and the nomination process for selecting community representatives. The procedures shall reference at least two (2) notifications in languages as determined by the needs of the school and shall occur at least two (2) weeks prior to elections. Notifications shall reference election timelines, scheduled orientation meetings as well as proposed scheduled SAC meeting times;
  - 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 membership terms;
  - 5. Establish the size of the Council and the ratio of representatives among the peer groups, excluding the school principal;
  - 6. Establish regular meetings and call for at least eight meetings each school year. The Council shall determine the date, time, and place of the meetings. At least half the meetings shall be scheduled outside the Monday through Friday, 9:00 a.m. to 5:00 p.m. time period;
  - 7. Call for at least five (5) days advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote;
  - 8. Assure that all meetings of the School Advisory Council shall be open to the public, reasonable notice of such meeting shall be given, and minutes of the meetings must be taken, as per the Government in the Sunshine Law, pursuant to Florida Statutes 286.011.

9. Note that 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, and Florida Statutes 119 and 286.011. Every person has the right to inspect or copy SAC documents within five (5) business days of the original written request or within five (5) business days after the SAC meeting. Any charge for the copying of documents should be within district guidelines. The school principal (or his/her designee) is responsible for the maintenance of and access to SAC public records. For clarification, copies of applicable Constitution and Florida State Statute language shall be attached to SAC Operations Manuals. The following applicable Florida State Statutes shall include: 24.121(5), 229.58, 229.555(1), 229.591, 229.592, 230.23(16), 286.011, 119.01, 119.011, 119.01, 110.07.
10. Indicate that parent participation is encouraged on all standing and ad hoc committees.
11. Establish a quorum for conducting business.
12. Provide an orientation opportunity for all prospective candidates. This orientation should occur during a regularly scheduled event (e.g., Open House or PTA/PTO meeting) and shall cover topics such as statutes, election procedures, and member responsibilities.

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