

**POLICY 2.09**

**4-A** I recommend the Board adopt the proposed revised Policy 2.09, entitled "School Advisory Councils."

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

**Adoption**

**CONSENT ITEM**

- The Board approved this revision as a first reading for development on September 8, 2003. The adoption notice was published on September 15, 2003.
- 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
  - 30 c. Membership shall be representative of the ethnic, racial, and economic  
31 community served by the school, as required by ~~law~~ Fla. Stat. § 1001.452(1)(a).  
32
  - 33 d. ~~Vocational-Technical centers and high schools must include student~~  
34 ~~representatives on their SACs.~~  
35

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 ~~T~~eacher 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) members shall be elected by parents in general, with ~~in which~~ all  
78 parents having ~~have~~ an opportunity to participate to vote for any parent as set  
79 forth in the bylaws of the SAC.

80  
81 c. Any SAC member may recommend the appointment of business and community  
82 member(s) to serve on the SAC. The procedures in the SAC bylaws will include  
83 the means of ~~insuring~~ ensuring wide notice of vacancies through methods such  
84 as school marquee, school newsletter, and instructional television, and of ~~for~~

85 taking input on possible members from local business, chambers of commerce,  
86 community and civic organizations and groups, and the public at large. Business  
87 and community members will be ~~selected~~ appointed by the principal following the  
88 advice and consent of the SAC.  
89

- 90 d. The bylaws of the SAC must set forth a process for appointment of additional  
91 SAC members if the election process does not produce representative  
92 membership as specified above. If the process set forth in the SAC bylaws still  
93 does not produce representative membership, the Board will appoint additional  
94 SAC members.  
95

96 4. SAC Government Governance  
97

- 98 a. Each SAC shall be governed by ~~the Sunshine Law, Florida Statutes Chapter Fla.~~  
99 Stat. § 286.011, Fla. Stat. Chapter 119, Fla. Stat. § 1001.452, and other relevant  
100 Florida statutes and State Board of Education Rules relating to SACs.  
101

- 102 b. Each SAC will adopt bylaws, including membership selection procedures, that  
103 meet the requirements of Florida Statutes, State Board of Education Rule, and  
104 this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must  
105 establish procedures for the following:  
106

107 i. Requiring a quorum to be present before a vote may be taken by the school  
108 advisory council. A majority of the membership of the council constitutes a  
109 quorum.  
110

111 ii. Requiring at least three (3) business days' advance notice in writing to all  
112 members of the advisory council of any matter that is scheduled to come  
113 before the council for a vote. (This notice to members is in addition to the  
114 meeting notice for the general public under the Sunshine Law).  
115

116 iii. Scheduling meetings when parents, students, teachers, businesspersons,  
117 and members of the community can attend.  
118

119 iv. Replacing any member who has two consecutive unexcused absences (as  
120 determined by the SAC Chair) from SAC meetings scheduled according to  
121 the procedures in the bylaws.  
122

123 v. Recording minutes of meetings (and, as required by Fla. Stat. §  
124 1001.452(1)(d)5, the School Board shall maintain a record of minutes of  
125 council meetings).  
126

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

129  
130 d. The SAC shall submit the SAC bylaws when submitting the school improvement  
131 plan for Board approval.  
132

133 5. Validation of SAC Membership Composition  
134

135 a. The Superintendent/designee will validate each school's membership  
136 composition, including reviewing whether "schools have maximized their efforts  
137 to include minority persons and persons of lower socioeconomic status,"  
138 pursuant to Fla. Stat. § 1001.452(1)(a).  
139

140 b. The Superintendent shall annually submit the membership lists of all SACs to the  
141 School Board for review during a regular or special Board meeting ~~in November~~  
142 in, or before, December of each school year.  
143

144 i. The School Board ~~will~~ shall review the SAC membership composition to  
145 determine if it is representative of the ethnic, racial, and economic community  
146 served by the school, as required by law. Fla. Stat. § 1001.452(1)(a).  
147

148 ii. If necessary to achieve proper representation, ~~the~~ School Board, based on  
149 the recommendation of the Board member in whose district the school is  
150 located, shall vote to appoint additional members to a SAC ~~to achieve proper~~  
151 representation, if necessary.  
152

153 6. SAC Powers and Duties  
154

155 a. Each SAC has the authority to exercise the functions and duties provided to  
156 SACs by the Florida Statutes and State Board of Education rules, but has no  
157 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat. §  
158 1001.452(1)(a), the SAC shall be the sole body responsible for final  
159 decisionmaking at the school relating to implementation of §§ 1001.42(16) and  
160 1008.345, regarding school improvement and accountability.  
161

162 b. Each SAC shall assist in the preparation and evaluation of the school  
163 improvement plan required by Fla. Stat. § 1001.42(16). Technical assistance  
164 from the DOE may be requested as needed.  
165

166 c. Each SAC shall assist in the preparation of the school's annual budget and plan  
167 as required by § 1001.452(2) and 1008.385(1).  
168

169 d. As required by Fla. Stat. § 1008.36(4), school recognition funds "must be used  
170 for purposes listed in [§ 1008.36](5) as determined jointly by the school's staff  
171 and school advisory council." For purposes of this subsection, "school staff"  
172 means all employees assigned to that school at the time of the decision.

173 including instructional, paraprofessional, clerical, facilities, and food service  
174 personnel, consistent with Fla. Stat. § 1012.01(2), (3), (6), (7).  
175

176 i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds can be used for  
177 any of the following:  
178

179 A. Nonrecurring bonuses to the faculty and staff;  
180

181 B. Nonrecurring expenditures for educational equipment or materials to  
182 assist in maintaining and improving student performance; or  
183

184 C. Temporary personnel for the school to assist in maintaining and improving  
185 student performance.  
186

187 ii. The following suggested steps could be used for joint determination of the  
188 use of school recognition funds: A) the SAC creates proposals for expenditure  
189 of the funds; B) the written proposals plus a choice of "None of the Above"  
190 are presented to the staff three business days prior to the vote; C) school staff  
191 vote by secret ballot on the proposals; and D) the proposal with the majority  
192 of votes is implemented (but if no proposal, or "None of the Above," receives  
193 at least 50%+1 of the votes, the SAC reconvenes and creates different  
194 proposals to be presented to staff). This paragraph is illustrative only;  
195 different procedures may be used for joint determination of the use of funds.  
196

197 iii. Pursuant to Fla. Stat. § 1008.36(4), "If school staff and the school advisory  
198 council cannot reach agreement by November 1, the awards must be equally  
199 distributed to all classroom teachers currently teaching in the school." The  
200 term "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff  
201 members assigned the professional activity of instructing students in courses  
202 in classroom situations, including basic instruction, exceptional student  
203 education, career and technical education, and adult education, including  
204 substitute teachers" who are assigned to that school as of the November 1  
205 deadline. (The term does not include other instructional personnel which are  
206 separately defined in § 1012.01(2)(b)-(e)).  
207

208 e. Each SAC shall have access to the District's web site as a means of providing  
209 information to the public and other SACs.  
210

## 211 7. School Improvement Plan 212

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

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

220

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

229

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

233

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

236

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

239

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

245

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

248

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

251

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

257

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

261 that a program or project formerly funded under this paragraph should receive  
262 funds in a subsequent year.  
263

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

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

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

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

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

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

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

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

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

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

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

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

307

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

309

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

311

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

316

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

320

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

328

## 329 9. Training and Support

330

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

335

## 336 10. School Budget

337

338 a. Each SAC shall assist in the preparation of the school's annual budget, which is  
339 prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and  
340 1008.385(1) 229.58, F.S.

341

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

347

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

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

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

360

361 11. District-Wide Meetings

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

374

375 12. SAC Sample Bylaws

376

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

380

381

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383 -----

384 **Sample SAC Bylaws**

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386

387 **Bylaws of School Advisory Council**

388 [Name of School]

389

390 Prepared by: Principal and School Advisory

391 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.

---

<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)

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

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

440  
441

#### Article IV

#### Membership Selection

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

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

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

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

467  
468

#### Article V

#### Tenure

471  
472  
473 **Section 1:** The term of office shall be staggered to provide continuity from year-to-year.

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

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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.

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

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

487  
488  
489 **Meetings**

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

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

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

505  
506 **Section 3:** The SAC chairperson, on occasion, may call a special meeting, with reasonable  
507 public notice.

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

510  
511  
512 **Officers**

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

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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.

518 **Section 2:** The Council shall elect its own officers at the first regular meeting. Officers shall  
519 serve a maximum of two terms.  
520

## Article VI

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

523  
524  
525  
526 **Section 1: Chairperson.**-- The chairperson [and co-chairperson] shall preside at all meetings  
527 of the Council and shall be a de facto member of all committees.<sup>12</sup>  
528

529 **Section 2: Vice-Chairperson.**-- The vice-chairperson shall act as an aide to the chairperson  
530 and preside in the absence of the chairperson. In the case of a vacancy in the office of  
531 chairperson, the vice-chairperson shall become the chairperson for the remainder of the  
532 unexpired term.  
533

534 **Section 3: Secretary.**-- The secretary shall keep minutes [available to the public per FS Fla.  
535 Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is  
536 delegated to him/her by the chairperson. The secretary shall also document activities,  
537 decisions, and attendance of the Council and its committees for accountability. The School  
538 Board will maintain a record of minutes of all SAC meetings, as required by Fla. Stat. §  
539 1001.452(1)(d)5.  
540

541 **Section 4: Historian.**-- The historian shall document the past, present, and future progress of  
542 the SAC and its committees. The historian shall maintain the minutes of previous years, any  
543 anecdotal records, and the SAC archives.  
544

545 **Section 5: Principal**<sup>13</sup>-- The principal shall provide information regarding the school  
546 educational plan, including the school budget. The role of the principal includes the  
547 development, through positive actions, of feelings of trust and mutual regard among the SAC,  
548 the community, and the staff. The principal arranges for presentations of interest to the SAC  
549 and encourages leadership from within the Council.  
550

551 **Section 6:**<sup>14</sup> *Faculty and School Staff Representatives.*-- The members of the school staff  
552 shall represent the views and interests of the total school staff. They will act as resources for  
553 the SAC by making available specialized information about educational programs, innovative  
554 ideas, and available resources. School staff representatives serve as a communication link  
555 between the SAC and the school staff, informing others of actions and activities of the Council.  
556

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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."

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

563  
564 **Section 8: Student Representatives**<sup>16</sup>.-- The student representatives of the SAC shall serve  
565 as voting representatives of all students. They relaying suggestions and recommendations from  
566 members of the student body and the Student Council to the SAC for consideration. [See FS  
567 229.58 Fla. Stat. § 1001.452(1)(a)].

## 570 Article VII

### 572 Voting Body

573  
574  
575 The SAC is the formal council that is responsible for voting upon and implementing the  
576 decisions for the organization. The SAC will be comprised of an elected membership and will  
577 require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1.  
578 A quorum is a majority (50% + 1) of the SAC membership. As required by Fla. Stat. §  
579 1001.452(1)(d)2, all SAC members will receive at least three (3) business days' notice in writing  
580 of any matter that is scheduled to come before the SAC for a vote.

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

- 585  
586 ▪ **Standing Committees.**-- Standing committees are created for long-term, on-going  
587 functions and are expected to schedule regular meetings. The standing committees focus  
588 on "large" issues, such as school safety, curriculum, professional development or student  
589 needs. The SAC chairperson will appoint the chairman person of a standing committee. A  
590 standing committee will study issues and make recommendations to the voting body.  
591  
592 ▪ **Ad Hoc Committee - (Task Force).**-- These committees are formed to deal with specific,  
593 short-term concerns that are not appropriately assigned to the standing committees. An  
594 example of an ad hoc committee would be a uniform committee, a committee formed to deal  
595 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.

596  
597 *If the standing committees are properly organized, the need for Ad Hoc committees*  
598 *should be infrequent.*  
599

600 *The use of various sub-committees serves several functions. It will allow greater*  
601 *participation of those who wish to serve, while limiting the actual voting membership of*  
602 *the SAC to a manageable number (such as 12 or less). Additional benefits include a*  
603 *wider variety of ideas and greater sense of ownership by the constituents.*  
604

## Article VIII

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

609  
610 **Section 1:** SAC decisions shall be reached by consensus or vote whenever possible. (See  
611 *Consensus, Section 1*) If the SAC is deadlocked, decisions will be made according to the  
612 deadlock process. (See *Consensus, Section 2*)

613  
614 **Section 2:** The SAC need not operate under Parliamentary Procedures or such as Robert's  
615 Rules of Order. However, rules that will be used to govern decision-making must be specified.  
616

### Consensus

617  
618  
619  
620  
621 **Section 1:** Consensus will be the primary decision-making method to be used by the SAC.  
622 Consensus is reached when **all members** *understand the decision, will support it, and are*  
623 *willing to implement the decision.*  
624

625 **Section 2:** The deadlock resolution procedure will be used when the membership has been  
626 polled and consensus is not reached. When time deadlines permit further deliberations, the  
627 SAC should be polled to determine if there is agreement to refer the issue to a standing  
628 committee for further study.  
629

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

- 631
- 632     ▪ Every member of the SAC shall be given notice that a vote will be held at the next  
633 meeting on the issue.
  - 634
  - 635     ▪ If a majority of the total SAC voting body votes to adopt a position on the issue at the  
636 meeting, that position shall be the official position of the SAC.  
637
- 638

## 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.

641 **Amendments**

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

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

653  
654 -----

655  
656  
657 STATUTORY AUTHORITY: §§ ~~230.22(2)~~ 1001.41(2), ~~230.23(17)~~ 1001.42(17), (22),  
658 230.23005, Fla. Stat.

659 LAWS IMPLEMENTED: §§ ~~229.58~~ 24.121(5)(c); 1000.03(5); 1008.345(6);  
660 1008.36(4), (5); 1008.385(1); 1001.42(17)(b);  
661 1001.42(16); 1001.452, Fla. Stat.

662 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