

## **CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

2.04

### **SCHOOL ADVISORY COUNCILS**

#### **POLICY:**

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 in order to ensure their active role in school site decision making. 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.

- (1) Composition and Selection of Councils - Council members shall include the school 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 served by the council.
  - (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 and junior high 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.

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- (d) The term *teacher* as used herein shall include classroom teachers, certified student services personnel, and media specialists.
  - (e) A majority of members must be persons who are not employed at the school.
  - (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. 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 bylaws establishing procedures adopted by each school advisory council.
- (2) Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- (a) The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the bylaws of the school advisory council.
    - (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 at PTO Meetings.
  - (b) The school advisory council shall select a 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.

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- (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.
  - (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 guidelines 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.
- (3) 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. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.
- (4) Responsibilities of Councils - Each school advisory council shall
  - (a) Review the results of any needs assessments conducted by the school administration.

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- (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 and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
- (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 school's annual 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.

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- (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.
- (5) 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:
    - (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.
    - (5) Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
  - (b) Regular meetings shall be held. The council shall determine the date, time, and place of the meetings.
  - (c) The agenda shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting.
  - (d) 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.
  - (e) All meetings shall be open, public, and subject to Florida Statutes.

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- (f) 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.
- (g) 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.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43 1001.452, 1008.345, 1012.01, F.S.**

**HISTORY:**

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**FORMERLY: 2.31**