

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL ADVISORY COMMITTEE

2.30

1. The purpose of the School Advisory Committee is to assist in the enhancement of school site decision making, to serve in an advisory capacity to the Principal and the School Board, to assist in the development of the educational program (as requested by the School Board, Principal or other members of the School faculty), and to determine the disposition of any funds received under the Florida School Recognition Program in conjunction with the school's staff. When issues are not addressed herein, the MAS School Advisory Committee shall seek guidance from the School Board. The School Advisory Committee shall not assume any of the powers or duties now reserved by law or the Charter for the School Board.
2. Composition and Selection of Committees
 - a. Pursuant to the School's Charter effective from 2008 to 2013, the School Board was identified as the initial School Advisory Council. By formal vote on September 1, 2009, the School Board adopted formal bylaws for the School Advisory Council, removed the Board membership as the initial School Advisory Council, and turned the School Advisory Council over to a committee to operate independently from the School Board. The committee shall be known as the "School Advisory Committee" (hereinafter "SAC") and shall be a permanent standing committee. The School Advisory Committee shall not be in charge of the preparation and evaluation of the school improvement plan ("SIP") required pursuant to Florida Statutes and the School's Charter.
 - b. From the date of adoption of this policy, or any other date established by the School Board, the SAC members shall include the school principal and should include an appropriately balanced number of teachers, education support employees, parents, and business and community representatives.
 - c. Members should be representative of the ethnic, racial, and economic community served by the Committee.
 - d. The term education support employees as used herein shall refer to any person who is employed by the school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel.
 - e. The term teacher as used herein shall include classroom teachers, certified student services personnel, and media specialists.
 - f. A majority of members must be persons who are not employed at the school.

nominating business and community representatives to serve on the school advisory committee.

- c. After each SAC meeting, the SAC chairperson or an appointed SAC representative shall submit a list of current SAC members along with the minutes of the SAC meeting(s) to the School Board at its next meeting. The membership list shall contain the name of each committee member and the peer group which is being represented by each member and a description of how the committee represents the ethnic, racial, and economic community served by the school.
4. Responsibilities of Committees - Each school advisory committee shall
 - a. Serve in an advisory capacity to the Principal and the School Board.
 - b. Review the results of any needs assessments conducted by the school administration. The results of any needs assessments conducted by the school administration must be submitted to the SAC within two weeks of its compilation.
 - c. Make recommendations to the Principal and School Board on the accumulation and reporting of data that is beneficial to parents.
 - d. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
 - e. Provide input on the school's annual budget.
 - f. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
 - g. Act as a liaison between the school and the community.
 - h. Identify other potential duties and functions of the school advisory committee and advise the School Board of such.
 - i. Conduct annual climate surveys of the staff, teachers, students and parents.
 5. Operation of Committee - Bylaws shall be established and mutually agreed upon by members of the school advisory committee, if not established prior to the adoption of this policy.
 - a. The bylaws shall
 - i. State the duties and functions of the committee.

- ii. Indicate the procedure for electing committee members and the nomination process for selecting business and community representatives.
 - iii. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
 - iv. Establish the membership term for each peer group.
 - v. Specify the proportionate number of committee members for each peer group for the purpose of achieving an appropriately balanced committee.
 - vi. Require a quorum (majority of membership) to be present before a vote may be taken.
 - vii. Replace any member who has two unexcused consecutive absences from a school advisory committee meeting that is noticed according to established procedures in the bylaws.
 - viii. Record minutes of meetings.
 - ix. Determine the procedure for voting on disposition of any funds received under the Florida School Recognition Program in conjunction with the school's staff and as provided for under sec. 1008.36, Florida Statutes (2009), as amended, and/or such other statute or regulation which governs the disposition of such funds.
- b. Regular meetings shall be held, with a minimum of four (4) meetings held each school year. The committee shall determine the date, time, and place of the meetings.
 - c. The agenda shall be advertised to the school community at least five (5) days in advance of the scheduled meeting. Compilation and posting of the agenda shall be the responsibilities of the SAC secretary or such other person appointed by the chairperson to handle said duties.
 - d. All meetings shall be open, public, and subject to Chapter 286, Florida Statutes.
 - e. The school advisory committee shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.
 - f. Only members elected to the committee shall have voting rights.

6. To help accomplish its goals and duties, the SAC chairperson (after receiving input from the committee) may prepare a budget and submit it with a request for funding to the School Board for approval.

HISTORY:

ADOPTED: 7/8/2010