

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL ADVISORY COUNCIL

2.30

1. The purpose of the School Advisory Council 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 and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. The MAS School Advisory Council will use the guidelines provided by the MCSB and/or the Florida Department of Education to assist the school advisory council. The School Advisory Council 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 Councils
 - a. Pursuant to the School's Charter effective from 2008 to 2013, the School Board was identified as the initial School Advisory Council ("SAC"). By formal vote on September 1, 2009, the School Board adopted formal bylaws for the SAC and removed the Board membership as the initial SAC committee to allow the committee to operate independently from the School Board.
 - 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 council.
 - 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.
 - g. 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 adopted and/or amended by the school advisory council.

3. 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.
 - i. A teacher(s) shall be elected by teachers;
 - ii. An education support employee(s) shall be elected by education support employees;
 - iii. 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.
 - i. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school advisory council.
 - (1) 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.
 - (2) Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
 - (3) 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).
 - ii. Subsequent to the initial selection as described in Section 3.b.i. herein, the 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 School Board for review to determine compliance with Section 2 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.

4. Confirmation of the School Advisory Council - The School Board shall determine if a school advisory council meets criteria specified in Section 2 herein. The Board should endeavor to appoint additional members when it is required to achieve the proper representation on the school advisory council.
5. 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.
 - c. Define adequate progress for each school goal; if necessary or desired, obtain public and parental input when defining adequate progress for school goals; 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.
 - 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. Identify other duties and functions of the school advisory council.
6. Operation of Council - Bylaws shall be established and mutually agreed upon by members of the school advisory council, if not established prior to the adoption of this policy.
- a. The bylaws shall
 - i. State the duties and functions of the council.
 - ii. Indicate the procedure for electing council 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 council members for each peer group for the purpose of achieving an appropriately balanced council.
 - 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 council meeting that is noticed according to established procedures in the bylaws.
 - viii. Record minutes of meetings.
 - 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. All meetings shall be open, public, and subject to Chapter 286, Florida Statutes.
 - e. 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.
 - f. 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 any parties to such agreement(s).

- g. Only members elected to the council shall have voting rights.
- 7. After receiving input from the SAC, the principal/director will prepare budgets for the School Board's approval using any funds allotted to the SAC.
- 8. Final approval of the annual School improvement Plan rests with the School Board based on a recommendation from the Principal/Director. After approval by the Board, the Principal shall submit a School Improvement Plan to the Marion County School Board designed to achieve the state education priorities pursuant to Section 1000.03(5), Florida Statutes, each year in the same time frame as other Marion County District Schools.

STATUTORY AUTHORITY (if applicable):

1002.33, F.S.

HISTORY:

ADOPTED: _____