

SCHOOL ADVISORY  
COUNCIL HANDBOOK  
2021-2022



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OKALOOSA COUNTY SCHOOL DISTRICT 120 Lowery Place, Fort Walton Beach, FL 3248



### **VISION STATEMENT:**

- We inspire a lifelong passion for learning.

### **MISSION STATEMENT:**

- We prepare all students to achieve excellence by providing the highest quality education while empowering each individual to positively impact their families, communities, and the world.

### **CORE VALUES:**

- **Accountability:** We, working in conjunction with students' families, accept responsibility to ensure student learning, to pursue excellence, and to hold high standards for all.
- **Citizenship:** We prepare all students to exercise the duties, rights, and privileges of being a citizen in a local community and global society.
- **Excellence:** We pursue the highest academic, extracurricular, and personal/professional standards through continuous reflection and improvement.
- **Integrity:** We embrace a culture in which individuals adhere to exemplary standards and act honorably.
- **Personal Growth:** We promote the acquisition of knowledge, skills, and experience to develop individuals with the aspiration, perseverance, and resilience to be lifelong learners.
- **Respect:** We show regard and consideration for all through a culture of dignity, diversity, and empathy.
- **Leadership:** We provide guidance and direction to accomplish tasks while being a moral compass to others.

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# SCHOOL ADVISORY COUNCIL GUIDELINES

## 1. Establishment of Membership

According to Section 1001.452(1) (a), Florida Statutes and Chapter 3.16 of the School Improvement and Accountability of the Okaloosa County School Board, the Board shall establish a school advisory council in each district school to serve in an advisory capacity to the school 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 council shall be comprised of teachers, students, parents, education support employees, the principal, and other citizens who are representative of the ethnic, racial, and economic makeup of the community served by the school (within +/-10 percentage points). School advisory councils of career centers and adult education centers are not required to include parents as members.

A majority of the members of each school advisory council must be persons who are not employed by the school district.

Student representation shall be required for school advisory councils established at vocational-technical centers and high schools and may be included for councils serving middle schools. Elementary school students shall not serve as voting members of school advisory councils.

## 2. Size

Each council shall have an odd number of members with the minimum of eleven members unless the council bylaws indicate a lower number of members.

### Nomination and Election of Members

The principal shall ensure that the selection of the School Advisory Council is made in a democratic manner adhering to guidelines and policy established by the School Board. All parents, school district employees, business/community members and students at the secondary and vocational/technical levels are eligible to be nominated. The composition of the council shall be representative of the community that the school serves.

The School Advisory Council shall notify all stakeholders of the nomination and election process in a timely manner in order to ensure widespread participation. Prospective members must be nominated and elected by their peer groups, except for community members and the school principal.

- a. Parents must be elected by parents.
- b. Students must be elected by students.

- c. Teachers must be elected by teachers.
- d. Education support employees must be elected by education support employees.

The Council will use the following process for electing new members:

- a. The school principal and School Advisory Council Chair will seek candidates who are interested in making a commitment to participate on the council.
- b. Letters, newsletters, Internet, telephone, or other media releases shall be used to seek candidates; however, a prospective candidate may also nominate himself/herself.
- c. The school principal shall prepare lists of nominees (parents, students, teachers, educational support personnel) seeking election to the council, create a ballot, and submit each list to the appropriate group for voting; ballots to elect parents may be sent home and returned to school with students, may be cast at the school site in a public location such as the front office or media center, or may be cast during a public meeting.
- d. Election to the council shall not be determined through a vote that also determines the outcome of other elected positions, such as class or club officer in the case of students or PTO or booster club officer in the case of parents.

After reviewing the list of nominees prepared by the school principal and School Advisory Council, the Council shall ratify business/community members to serve on the council.

The following are the steps for selecting business/community members:

- a. The school principal and School Advisory Council Chair will seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and/or the community.
- b. Letters, newsletters, telephone, Internet, or other media releases shall be used by the school principal to seek candidates; however, a prospective candidate may also nominate himself/herself.
- c. School principals and School Advisory Council Chair shall take input on possible members from local businesses, chambers of commerce, community and civic organizations, and groups, and the public at large.
- d. The school principal shall prepare a list of all individuals seeking to be a member of the council and shall present the list of business and community members to the council for their ratification.

After the election and ratification processes, if membership is not representative of the ethnic, racial, and economic population of the school community, the school principal will recommend to the School Board additional members in order to achieve that representation.

Annually, **prior to September 30**, the school principal shall submit the list of council members to the district School Advisory Contact on the MIS 1411 form to determine compliance.

**The Superintendent shall submit the completed MIS 1411 for each school advisory council in the district to the School Board for approval. The School Board shall determine if a school advisory council meets criteria specified in *Section 1: Establishment of Membership*; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.**

If, after School Board approval of the council roster, membership falls below eleven or the minimum number established by the local council's bylaws, the school advisory council shall provide for the replacement through an election process as outlined above in *Section 3: Nomination and Election of Members*.

### **3. Duties**

Each School Advisory Council shall perform such functions as are prescribed by regulations of the School Board or are requested by the school principal; however, no School Advisory Council shall have any of the powers and duties now reserved by law to the School Board.

The intended function of the School Advisory Council is to provide all stakeholders an opportunity to actively participate in the development of educational priorities, assessment of the school's needs and identification of resources.

Each School Advisory Council shall provide input into the school's budget under leadership from the school principal.

Each School Advisory Council shall provide input into the school's educational plan (School Improvement Plan) and approve the completed plan prior to submission to the district School Advisory Council Contact on or before September 30 annually.

Each School Advisory Council shall assist in the preparation and evaluation of the school's educational plan improvement plan required pursuant to Florida Statutes. Each School Advisory Council shall define

adequate progress for the school and for each school goal in the school improvement plan and shall assist in the preparation of reports regarding the performance of students and educational programs.

Each School Advisory Council shall approve all expenditures from the General Appropriations Act allocated to the school for use in implementing the school improvement/performance plan. The school principal may not override the recommendations of the School Advisory Council for these funds. These monies may not be used for capital improvements, nor may be used for any project or program that has a duration of more than 1 year; however, a School Advisory Council may independently determine a program or project formerly funded under this paragraph should receive funds in a subsequent year.

Each School Advisory Council shall work collaboratively with the school staff to determine the dispersion of A+ School Recognition funds pursuant to FS.1008.36 (4).

In schools where there is a dance and/or cheerleading team, by School Board policy, 4-39: Cheerleaders and Dance Teams, the Council shall establish and annually review procedures for eligibility and tryouts in cheerleading and dance teams.

Middle and high school extra-curricular eligibility and participation guidelines, by School Board policies, require action by each school's School Advisory Council. See board policies below:

- 4-17 (E) (Middle) Schools may elect to use more rigorous academic criteria for the selection and continued participation of students in any extracurricular activity, including but not limited to athletics. *Such additional criteria must be reviewed and approved by the School Advisory Council at each school on an annual basis*, and
- 4-18, (C) (High) Schools may elect to use more rigorous academic criteria for the selection and continued participation of students in any extracurricular activity, including but not limited to athletics. *Such additional criteria must be reviewed and approved by the School Advisory Council at each school on an annual basis.*

#### **4. Operational Procedures**

Operational guidelines shall be established and mutually agreed upon by members of the School Advisory Council.

- a) Each School Advisory Council must develop bylaws. The bylaws will be reviewed and voted on by the Council annually prior to submission to the School Board for approval.
- b) The officers of each School Advisory Council shall be elected by vote and include, but not be limited to, the following: chair, vice-chair, and secretary. **A roster of the membership with delineation of the officers shall be posted in the school's front office or school website where it is viewable by the public or available upon request.**
- c) The duties of all officers shall be described in the bylaws.
- d) Each School Advisory Council meeting shall be documented by, but not limited to, the following:
  - (1) notice of meetings; (2) agenda; (3) sign-in sheet; and (4) minutes of meetings.
    - a. **A master calendar of council meetings shall be posted in the school's front office or school website where it is viewable by the public or available upon request, and in addition, shall also be housed with the district School Advisory Council Contact. At least three (3) days before a scheduled meeting, each school is responsible for notifying the district contact if a meeting date, time, or location must be changed.**
    - b. Each Council will establish an agenda subcommittee whose responsibility will be to prepare the agenda's content prior to the next meeting. **The agenda will be posted a minimum of seven (7) days prior to each meeting and shall include the date, time, and signature of the person posting it.**
    - c. All stakeholders of the school may submit items for the agenda. These requests are submitted to the agenda committee who will screen requests and determine placement on the agenda. Items eligible for the agenda must pertain to the overall purpose of the School Advisory Council as defined in *Section 1: Establishment of Membership*.
- e) **Minutes of each meeting must be posted in the school's front office or school website where it is viewable by the public or available upon request. All schools are required to submit the agenda and approved minutes to the district School Advisory Council Contact.** Approved meeting minutes should contain the word APPROVED and the secretary's initials and date of the approval in the HEADER or a line can be provided at the bottom of the last page of minutes for the APPROVAL DATE and secretary's initials. (See page 22 for an example of meeting minutes template)
- f) Each Council shall set operational rules for meetings in accordance with the Sunshine Laws, F.S. 286.011, and Robert's Rules of Order.



**Each School Advisory Council shall hold a minimum of four (4) meetings per school year.**

- i. A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the Council constitutes a quorum. Members who are present may abstain from voting **only** if there is a conflict of interest.
- j. ii. At least three (3) days' advance notice in writing must be provided to all members of the School Advisory Council of any matter that is scheduled to come before the Council for a vote.
- iii. Meetings should be scheduled when parents, students, teachers and staff, businesspersons, and members of the community can attend.
- iv. Any member who has two unexcused consecutive absences from a school advisory council meeting may be replaced according to the procedures in the bylaws.

## **5. Length of Term**

Elections for school advisory council shall be held between April and September each year. Each council shall determine a term of service not to exceed three years in length; term of a service must be addressed in the council's bylaws. Consecutive terms may be served if the member is re-elected.

Members who have two unexcused consecutive absences from properly noticed meetings may be replaced. The council's bylaws shall define what constitutes an unexcused absence.

Vacancies on the council shall be filled by an election process as outlined in *Section 3: Nomination and Election of Members*.

## **6. Removal of Member**

Any member of a school advisory council may be removed for cause at any time by vote of the School Board.

## **7. Training and Development**

Training shall be available based on the needs identified and requested by the School Advisory Council.

Training may involve, but not be limited to, the following:

- Purpose of the School Advisory Council
- Parliamentary procedures
- Understanding the budget
- Understanding the scores of the assessment system
- Understanding the school improvement process

## MAJOR DUTIES OF THE SCHOOL ADVISORY COUNCIL

***1. Actively participate in the development of educational priorities, assessment of the school's needs, and the identification of resources.***

[District Strategic Plan](#)

Parent Satisfaction Survey

AdvancED Accreditation

***2. Assist in the preparation and evaluation of the School Improvement Plan (SIP) or School Performance Plan.***

<http://www.floridacims.org/>

[Okaloosa County School District School Performance Plans](#)

***3. Be knowledgeable about the Florida Accountability System (School Grade).***

<http://schoolgrades.fldoe.org/>

***4. Provide input into the school's budget.***

Contact your school's principal for resources.

***5. Approve all SAC expenditures from the Educational Enhancement (Lottery) Trust Fund.***

If funds are available, schools will be notified by the Finance Department.

<http://www.fldoe.org/core/fileparse.php/7507/urlt/Lotbook.pdf>

***6. Join with the school principal and staff in awarding the A+ recognition funds when the school grade improves by one letter grade or is an "A".***

Florida Department of Education link: <http://www.fldoe.org/evaluation/schrmain.asp>

Okaloosa County School District's Finance website: <http://www.okaloosa.k12.fl.us/finance/>

## **ROLES OF SAC MEMBERS**

### **The Principal:**

- Serves as a resource providing information regarding the local school educational program.
- Is not a passive resource person, or a dominant figure.
- Encourages leadership from within the council.
- Assists in training members in leadership skills.
- Arranges for presentations of interest to the council.
- Keeps the council apprised of county policies, curriculum, etc.
- Establishes, maintains, and regularly consults with the council, involving it in decisions in accordance with stated purposes and policies.
- Develops, through positive actions, feelings of trust and understanding among council members, community and staff.
- Facilitates the distribution of council minutes and agendas.
- Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision.

### **The Chairperson:**

- Works closely with the principal and the council subcommittee to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- Calls the meeting to order, maintains order, and sees that the meeting is properly adjourned.
- Instructs the secretary and other officers in their duties.
- Sees that minutes are taken, prepared, read, approved, and properly filed in the school and district offices.
- Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.

### **The Secretary:**

- Keeps accurate, complete minutes and files them for inspection by members. A copy of the minutes should be provided to the principal for the school file. A copy of the **approved** minutes and agenda must also be kept on file with the district School Advisory Council contact.
- Keeps accurate records of council membership, attendance, duties and special assignments.
- Prepare copies of the agenda and distributes to council members, along with minutes of the last meeting.

**Parent and Community Representatives:**

- Function as council members according to established procedures by making suggestions and recommendations representative of the view of parents, citizens and community organizations of the school community.
- Participate regularly in council meetings and carry out council assignments.
- Become knowledgeable about the personnel and material resources of the school and community and the school's educational program.
- Act as resource persons for the council, especially in the solutions of community-related problems that affect the school and its students.
- Assist in obtaining community resources to aid the school's educational program.
- Serve as a communications link between the council, the community, and the school.
- Participate in activities aimed at obtaining parent and community support and assistance for school-related programs.

**Faculty and Staff Representatives:**

- Function as members of the council to represent the views and interests of the school staff.
- Participate regularly in council meetings and carry out council assignments.
- Act as resource persons for the council by making available specialized information about the educational program, innovative ideas and available resources.
- Assist in identifying community resources that can aid in the school's educational program.
- Accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- Serve as a communication link between the council and the school staff, keeping the staff informed of actions and activities of the council.
- Participate in efforts to encourage school staff support for goals and activities of the School Advisory Council.

**Student Representatives:**

- Serve as representatives of all students securing suggestions and recommendations from members of the student body for consideration by the council.
- Function as members of the council in accordance with established procedures.
- Participate regularly in council meetings and carry out council assignments.
- Assist in obtaining community resources to aid in the educational program.

- Assist in securing the support of students in programs planned to deal with problems affecting students.
- Serve as a communications link between the council, the community and the student body.
- Participate in activities aimed at obtaining parent and community support for the school.

## **SCHOOL ADVISORY COUNCIL DOCUMENTATION**

Section 1001.452 (1) (d), Florida Statutes, requires district school boards to maintain a record of all School Advisory Council minutes and agendas. The district School Advisory Council Contact will be responsible for collecting the approved minutes and agendas for the School Board of Okaloosa County. A copy of each school's meeting agenda and approved minutes should be forwarded to this office within three (3) days of any School Advisory Council Meeting.

The school must maintain the following information onsite:

1. Announcements of Meetings
2. Agendas (Forward a copy to district School Advisory Council Contact)
3. Sign-In Sheets
5. APPROVED Minutes (Forward a copy to district School Advisory Council Contact)

# SAMPLE FORMAT FOR SCHOOL AVISORY COUNCIL BY-LAWS

*[Name of School]*

## SCHOOL ADVISORY COUNCIL BYLAWS

201X-201X

### **ARTICLE I: NAME**

The name of this association is: *[Name of School]* SCHOOL ADVISORY COUNCIL. In these bylaws, the *[Name of School]* School Advisory Council may be referred to as the "Council" or "SAC."

### **ARTICLE II: GOALS AND PURPOSE**

**SECTION 1:** The goals and purpose of the Council are:

- a) To provide parents, teachers, students and the community an opportunity to actively participate in the development of educational priorities, assessment of the schools' needs and development of a School Improvement Plan (SIP).
- b) To bring into closer relation the school, home, and community so that parents, teachers, and community members may cooperate in a positive way for the education of students.
- c) To act as an advisory body to the principal.
- d) Provide a liaison between the school, school organizations and the neighborhood community.
- e) To provide an environment that is drug free and protects students' health, safety and civil rights in the home, school and community.
- f) To assist the School Board in providing a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, science, reading, writing, and the social sciences and appropriate educational materials, equipment and teacher-pupil ratio.
- g) To ensure that students compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy life-long decisions.
- h) To ensure that students are prepared to enter the work force or post-secondary education.
- i) To positively impact student achievement by empowering the community and school personnel to be involved in shared decision making.
- j) To encourage respect for the rights and dignity of others, to appreciate individual and cultural differences, and to enhance the sensitivity necessary for effective interpersonal relationships
- k) To teach an understanding of acceptable and responsible behavior which encompasses a respect for school and social values and the readiness to assume the duties and rights of a democratic society.

- l) To impart an understanding of the significance and responsibilities of the family and of parental obligation to the educational process.

### ***ARTICLE III: POLICY***

**SECTION 1:** The following are basic policies of this Council:

- a) The Council shall comply with Florida's Open Government laws which may be referred to as the "Sunshine" Laws. Some of the "Sunshine Laws" requirements include but are not limited to:
  1. Council meetings are publically noticed,
  2. Open to the public,
  3. Include public participation,
  4. Council records (minutes, bylaws, attendance, and correspondence) are open and available to the public
  5. Council member(s) discussion outside the public council meetings pertaining to council issues are subject to Florida Open Government laws.
- b) The Council shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the Council.
- d) The Council shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e) The Council shall work with the school to provide quality education for all children and youth and participate in the decision-making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education.
- f) The Council shall deal with issues and policy rather than individuals.

### ***ARTICLE IV: DUTIES AND OBLIGATIONS***

**SECTION 1:** The *[Name of School]* School Advisory Council shall exercise the following duties and obligations:

- a) Perform all the functions of a school advisory council as prescribed by the regulations of Florida statutes or the *[Name of County]* School Board. The Council shall not have any of the powers and duties preserved by law to the School Board.
- b) Assist in the preparation, approval, and evaluation of the School Improvement Plan, and any modifications thereto. "The school advisory Council shall be the sole body responsible for final



decision-making at the school relating to implementation of the provisions of ss. 1001.42(18) and 1008.345.”

- c) Determines and approves how all school improvement funds expenditures are spent either through a budget process or individual expenditures in support of the School Improvement Plan as provided by regulation of the *[Name of County]* County School Board and Florida Law. (ss24.102).
- d) Assist in the preparation of the school’s annual budget and plan as required by s. 1008.385(1).
- e) Assist in the determination of how the Florida School Recognition funds are spent jointly with the school’s staff when the school is financially rewarded (ss1008.36).
- f) Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for School Advisory Council by regulation of the *[Name of County]* County School Board or Florida Law.
- g) Ensure that the Council is composed of teachers, staff, students, parents and other citizens who are representative of the ethnic, racial, and economic communities served by the school.

**ARTICLE V: MEMBERS AND ELECTION**

**SECTION 1:** Except as prescribed below, membership in this Council is by election. The constituency of the Council shall be the parents/guardians of students attending *[Name of School]*, employees of *[Name of School]*, and members of clergy, civic organizations, community service agencies, and representatives of the business community. Members shall be representative of the ethnic, racial, and economic community served by the Council. Schools shall maximize their efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

**SECTION 2:** There shall be members elected to the Council from each of the following constituent groups. A majority (51%) of the members of each School Advisory Council must be persons *who are not employees of the district*. The principal and the executive committee will determine the Council maximum number from each group annually. The SAC shall consist of no less than 10 members and no more than 20 members.

- a) The principal, a permanent member of this Council
- b) Teachers, minimum of \_\_\_\_ (ie. 3)
- c) Education Support employees, minimum of one [1]
- d) Students, minimum of one (1)

[Mandatory student representatives from High School & Vo-tech are mandatory; Optional:

Middle/Jr High School student members; Elementary students may not be Council members (ss1001.452)]

- e) Parents/Guardians, minimum of \_\_\_\_\_
- f) Business and Community members, minimum of one (1)
- g) Appointments, those appointed by the principal or school board to comply with Florida Law requiring the Council to be representative of the ethnic, racial, and economic community served by the school
- h) Alternates may be elected from their respective peer groups with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from 2 or more meetings and must be replaced.

**SECTION 3:** Elections shall take place annually, at the (detail here the month or whether it is beginning or end) of the school year for a term of \_\_\_\_\_ year(s). Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.

- a) Teachers: will be nominated and elected at the first faculty meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
- b) Education Support Employees: will be nominated and elected at the first staff meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
- c) Students: will nominate and elect members from the Student Government at the first meeting of the school year. "Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students." [ss.1001.452]
- d) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, school events, and incoming student functions during August. Nominations/volunteers will be accepted for a designated period of 7 days; at that time a letter/ballot will be sent home with students. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child/ward enrolled at [*name of school*].

- e) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by *[name of school]*. Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council.
- f) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

**SECTION 4:** If a vacancy occurs, the position will be filled from within the respective constituent group that the vacancy occurs, for the remainder of the unexpired term.

- a) A vacancy occurs with resignation or absenteeism as defined as two regularly scheduled meetings missed during the school year. A written notice to the Executive Board for emergency situations may excuse the absence. Resignation by a member shall be made in writing to the Principal or the Chairperson.
- b) Vacancies also occur when school employees or students of Council members are transferred.

#### ***ARTICLE VI: OFFICERS AND ELECTION***

**SECTION 1:** SAC officers shall be elected from the current SAC membership in June (or May if there is not a meeting in June) and serve their term through the following school year. Election to an office will automatically extend the SAC membership for the duration of the term. If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s) and will become members representing their respective peer groups.

**SECTION 2:** Officers and their election:

- a) The officers of the Council shall consist of one chair, one vice-chair, one treasurer, one secretary, and one corresponding secretary or two co-chairs, one treasurer, one secretary, and one corresponding secretary as agreed upon by the Council.
- b) Election of SAC officers shall be conducted prior to June 30th of each year; however, the election of SAC officers in a particular year may be postponed until September of a year if two-thirds of a quorum of SAC members votes for such postponement prior to June 30th of that calendar year.
- c) Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until his/her successors are elected.
- d) A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a consensus of the Council.

**SECTION 3:** Nominating committee:

- a) There shall be a nominating committee composed of three (3) members appointed by the chair at a regular meeting at least one month prior to the election of officers.
- b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting at which time additional nominations may be made from the floor.
- c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

**SECTION 4: Vacancies:**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of Council, notice of such election having been given. In case a vacancy occurs in the office of chair, the vice-chair shall assume the chair for the remainder of the term.

***ARTICLE VI: DUTIES OF OFFICERS***

**SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Council. In addition, the Chair:

- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

**SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.

**SECTION 3:** Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer)

- a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.

**SECTION 4:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.

- a) SAC minutes will be available for public inspection and kept on school premises.

b) SAC minutes will record attendance and decisions made by the Council.

**SECTION 5:** Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.

**SECTION 6:** All officers shall deliver to their successors all official materials prior to July 1.

***ARTICLE VIII: EXECUTIVE BOARD***

**SECTION 1:** The executive committee shall consist of the elected officers (chair, vice-chair/co-chairs, treasurer, secretary, and corresponding secretary) and the principal.

**SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between Council meetings, which must be later ratified by the Council by consensus.

**SECTION 3:** The majority of the executive committee shall constitute a quorum.

***ARTICLE IX: STANDING AND SPECIAL COMMITTEES***

**SECTION 1:** The Council may create such school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.

**SECTION 2:** The chair of each school improvement committees shall present a plan of work to the Council for approval.

**SECTION 3:** Ad hoc committees may be established from time to time at the discretion of the Council.

***ARTICLE X: MEETINGS***

**SECTION 1:** Regular meetings of the Council shall be determined at the beginning of the school year for the remainder of the school year by the Council. Members are required to attend all meetings.

**SECTION 2:** The Council will attempt to make all decisions by consensus. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The chairperson will vote on all matters.

**SECTION 3:** A majority of the membership, 51%, of which at least two (2) of whom are school representatives as listed in Article V, Section 7 and at least two (2) of whom are parent/community representatives shall constitute a quorum for the transaction of business in any meeting of this Council.

**SECTION 4:** Meetings will have 3-days' written advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email & fax correspondence will be considered written notice for council members with email capabilities. [ss1001.452]

**SECTION 5:** The chair or vice-chair and the principal or the principal's designee may call special meetings with 3 days written notice having been given. See Article IX, Section 4 above regarding email/fax notification.

**SECTION 6:** All SAC meetings are open to the public and must comply with Florida Open Government [aka "Sunshine"] Laws, ss. 286.011.

**SECTION 7:** Each member of the Council shall have the right to have any issue or matter placed on the agenda of any regular meeting so long as they notify the chairperson of the agenda item at least 4 days before the date of the meeting. The chairperson shall provide to the members an agenda at each meeting which shall include a general topic "Open Agenda" wherein any Council member or public may present an item for future consideration or discussion.

***ARTICLE XI: FISCAL YEAR***

The fiscal year of the Council shall begin on July 1 and end on the following June 30, inclusive.

***ARTICLE XII: PARLIAMENTARY AUTHORITY***

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these bylaws.

***ARTICLE XIII: AMENDMENTS***

**SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present and voting, or by proxy (refer to Article V, Section 3) Notice of the proposed amendment shall be distributed 14 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to State guidelines.

**SECTION 2:** The amendment shall become effective upon receipt of approval from [Name of County] County School Board.

**SECTION 3:** A bylaw committee may be appointed annually to review the bylaws.

[Name of School] School Advisory Council By-laws Adopted: DATE OF ACCEPTANCE

Signature of Principal

Signature of SAC Chairperson

## SAMPLE MEETING MINUTES FORMAT

Highlighted items must occur in meeting minutes.

Name of School

SAC Minutes - (Date)

### Attendance:

#### SAC Members:

#### Guests:

List members and attendees in this area.

(TIP: Have a list of members in table format with dates of meetings in order to check off names to see if there is a quorum present and to monitor absences...secretaries should notify the SAC Chairperson and school principal if a member has more than 2 consecutive unexcused absences to determine if replacement is necessary.)

### Call to Order:

A meeting of the (name of school) School Advisory Council was held in the (place of meeting) on (date). (Name of chairperson) called the meeting to order at (time); (name) will record minutes for this meeting.

### Minutes:

(Name) motions to approve the minutes of (date) with the following corrections (detail the corrections).

Motion is "approved with corrections/amendments" or "unanimous" or outcome of vote.

TIPS: Minutes should be written "promptly" and distributed publicly as per Sunshine Law requirements.

**Important: nothing is ever erased from the minutes.** If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. Corrections are made in the margin and initialed (or if changed in the original Word document shown in some format (bold, italics, upper caps) the change, this is record of the meeting so should reflect in minutes).

When minutes are approved, the word APPROVED and the secretary's initials and date of the approval can be written in the HEADER, or a line can be provided at the bottom of the page for the APPROVAL DATE and secretary's initials.

To correct minutes previously approved require a 2/3 vote (Roberts Rules).

### Old Business:

Guidelines for Minutes which must be used since SAC operates under all Governments in the Sunshine Laws

1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. (AGO 73-264)
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term 'minutes' in ss. 286.011, F.S., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section 286.011(2), Florida Statutes, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

### New Business:

#### How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as type of

*meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment; include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is done, not what is said. Do not reflect the secretary's personal opinion about anything that is said or done. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.*

2. **Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion (Robert's Rules of Order) (individual societies independently may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use motion forms to ensure accurate wording of all motions. Refer to the form for specific wording when completing the minutes. Do not record motions that are withdrawn, all points of order, and appeals.**
3. **Attach long resolutions, reports or other supplementary material to the minutes as an appendix.**
4. **Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. Use a combination of outline form and paragraphs. This helps in examination of minutes for approval at the next meeting - i.e. under "new business" item 1 needs the following correction....**

## **Reports:**

1. **Principal's Report**
2. **Name of any other report (i.e. Treasurers, teachers, students etc...)**

*The report can be stapled or attached to the minutes or just put a couple of sentences of what the report is about and any conclusion, if any.*

## **Open Agenda:**

*Helpful Hints: Public must have an opportunity to participate in SAC meetings, and this section may be used for such, or SAC may allow public participation throughout the entire meeting. Throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda.*

## **Next Meeting Date & Time:**

**The next meeting will be held on (day and time) in the (place of next meeting).**

## **Meeting Adjournment:**

**Motion: (name of person making motion) motioned to adjourn the meeting at (time). Motion carried unanimously.**

## **Submitted by,**

**Name of Recorder**

**Secretary (or if no secretary, name of position on board)**

**Date Submitted**

*(Alternate to Approval in Heading)*

Secretary Signature \_\_\_\_\_

Approval Date: \_\_\_\_\_



## SCHOOL ADVISORY COUNCILS – FLORIDA STATUTES

### **1001.452 District and school advisory councils.--**

#### **(1) ESTABLISHMENT.—**

(a) The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decision making at the school relating to implementation of ss.1001.42 (18) and 1008.345. A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. Teachers shall be elected by teachers.
2. Education support employees shall be elected by education support employees.
3. Students shall be elected by students.
4. Parents shall be elected by parents.

The district school board shall establish procedures to be used by schools in selecting business and community members that include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. The district school board shall review the membership composition of each advisory council. If the district school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the district school board shall appoint additional members to achieve proper representation. The commissioner shall determine if schools have maximized their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000

or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district. For the purposes of school advisory councils and district advisory councils, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists. For purposes of this paragraph, “education support employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal working week.

(b) The district school board may establish a district advisory council representative of the district and composed of teachers, students, parents, and other citizens or a district advisory council that may be comprised of representatives of each school advisory council. Recognized school-wide support groups that meet all criteria established by law or rule may function as school advisory councils.

(c) For those schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, district school boards may establish a district advisory council with appropriate representatives for the purpose of developing and monitoring a district school improvement plan that encompasses all such schools in the district, pursuant to s. 1001.42(18)(a).

(d) Each school advisory council shall adopt bylaws establishing procedures for:

1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
2. Requiring at least 3 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.
3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
4. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
5. Recording minutes of meetings.

The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

**(2) DUTIES.—**

Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. 1001.42(18). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school’s annual budget and plan as required by s. 1008.385(1). A portion of funds provided in the annual General

Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.

History.— s. 1, Ch. 2002-49; s. 59, Ch. 2002-387; s. 73, Ch. 2004-357; s. 10, Ch. 2008-108; s. 5, Ch. 2008-235.

## SUNSHINE LAW

School Advisory Councils are required to operate under the Sunshine Law. This means that the date, time, and location of all meetings must be publicized. Council meetings are open to the public. While the public is welcome to attend council meetings, they do not participate in the business of the council unless the School Advisory Council has voted to offer them the opportunity. Non-members do not vote.

## FLORIDA SCHOOL RECOGNITION PROGRAM

Florida Department of Education link: <http://www.fldoe.org/evaluation/schrmmain.asp>  
Okaloosa County School District's Finance Website: <http://www.okaloosa.k12.fl.us/finance/>

**The School Recognition Program** recognizes the high quality of many of Florida's public schools. As authorized in Section 1008.36, the program provides greater autonomy and financial awards to schools that demonstrate sustained or significantly improved student performance. Schools that receive an "A" or schools that improve at least one performance grade category are eligible for school recognition.

Funds for the Florida School Recognition Program shall be awarded by the Commissioner of Education in the amount of up to \$100 per Full Time Equivalent student for each qualifying school.

The staff and school advisory council at each recognized school jointly decide how to use the financial award. As specified in statute, schools must use their awards for one or any combination of the following:

- Nonrecurring faculty and staff bonuses;
- Nonrecurring expenditures for educational equipment and materials; or
- Temporary personnel to assist in maintaining or improving student performance.

If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

The final yearly amounts distributed to schools through the Florida School Recognition Awards are determined after high school grades are finalized. Complete grades for high schools are not released until several months after grades for elementary and middle schools because data for several of the high school grading components is not available until later in the year.

## **FIVE STAR SCHOOL AWARD**

<http://www.fldoe.org/family/fivestar.asp>

**The Five Star School Award** was created by the Commissioner's Community Involvement Council and is presented annually to those schools that have shown evidence of exemplary community involvement.

In order to earn Five Star school recognition, a school must show documentation that it has achieved 100% of the established criteria in the categories of business partnerships, family involvement, volunteerism, student community service, and School Advisory Councils.

## SCHOOL ADVISORY COUNCIL TIMELINE: 2021-22

August - September	<ul style="list-style-type: none"> <li>• School Advisory Council elections (may be completed at the end of the previous year – <b>51% parent/community members who are non- school district employees.</b>)</li> <li>• Initial SAC Meeting</li> <li>• Review/revise bylaws (<b>send signed copy to Ann Flanagan</b>)</li> </ul>
September - October	<ul style="list-style-type: none"> <li>• <b>SAC Training at school site</b> (Training materials posted to OCSD website under <i>Parents/Students</i> → <i>School Advisory Council</i>)</li> <li>• <b>Submit each of the following to Ann Flanagan, Curriculum &amp; Instruction, Niceville Central Complex by September 23, 2021:</b> <ul style="list-style-type: none"> <li>○ <b>MIS 1411 – School Advisory Council Membership form</b> <ul style="list-style-type: none"> <li>▪ <i>Form must be dated and signed by both principal and SAC Chairperson</i></li> </ul> </li> <li>○ <b>SAC Bylaws</b> <ul style="list-style-type: none"> <li>▪ <i>Bylaws must show approval date and be signed by both principal and SAC Chairperson</i></li> </ul> </li> <li>○ <b>Meeting Schedule</b></li> <li>○ <b>Membership Roster with Officers Identified</b></li> </ul> </li> <li>• <b>Review and approve School Performance Plan (The signed SPP is due to Denise Berry by October 11, 2021)</b></li> <li>• Review student performance data (i-Ready and FSA)</li> </ul>
September - December	<ul style="list-style-type: none"> <li>• <b>Presentation of School Advisory Council Membership submitted to the Superintendent and placed on BoardDocs for School Board Approval.</b></li> <li>• Continue to review interim student performance data</li> <li>• <b>Review SB Policy 4-43 Prohibition of Bullying and Harassment by Nov. 1</b>—send Safe Schools Office a copy of the agenda to Safe Schools by <b>November 15</b> annually</li> <li>• Assist the principal in evaluating the effectiveness of School Performance Plan strategies</li> </ul>
January	<ul style="list-style-type: none"> <li>• Mid-year reviews: Principals and Leadership Teams with Directors and Assistant Superintendent of Curriculum and Instruction</li> <li>• Survey Stakeholders using district “Customer Satisfaction Survey” and other instruments</li> </ul>
March-April	<ul style="list-style-type: none"> <li>• Continue to review interim student performance data</li> <li>• <b>Review Cheerleading and Dance Teams procedures for eligibility and tryouts (SB Policy 4-39)</b>—should be an agenda item and notated in the approved minutes</li> <li>• <b>Review MS/HS extra-curricular eligibility and participation requirements, SB Policy 4-17(E) &amp; 4-18(C)</b>-- should be an agenda item and notated in the approved minutes</li> <li>• Begin the process of developing the School Performance Plan for the upcoming year</li> <li>• Review Customer Satisfaction Survey results</li> </ul>
May - June	<ul style="list-style-type: none"> <li>• Refine the draft budget and School Performance Plan based on information ga</li> </ul>
June - September	<ul style="list-style-type: none"> <li>• SPP/PDSP draft development</li> </ul>

The timeline contains broad intervals. Schools will be notified of specific submission dates throughout the year.

