



## Policy 2.09 – School Advisory Councils

### 1. Purpose

This policy is to ensure compliance with Fla. Stat. § 1001. 452 and to clarify the role of School Advisory Councils.

### 2. Applicability

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001. 452 (1)(a).

### 3. Composition of Councils

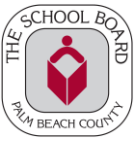
- a. Membership of the SAC shall meet the requirements within Fla. Stat. § 1001. 452(1)(a). These requirements include that the SAC be composed of the school Principal/Director (who, pursuant to Fla. Stat. § 1001.54(2), must provide instructional leadership in the development, revision, and implementation of the School Improvement Plan) and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and business and community representatives.
  - i. Middle schools may include student representation on their SACs
  - ii. Career centers and high schools must include student representatives on their SACs.
  - iii. Career centers and Adult Education Centers are not required to have parent participation on the SACs.
  - iv. In accordance with Fl. Stat. § 1001. 452(1)(a), the term "education support employee" as used herein refers to any person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal working week.
  - v. For purposes of School Advisory Council membership, the term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. § 1001.452(1)(a).
- b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be persons who are not employed by the school district.



- c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

#### 4. Selection of Council Members

- a. All council members shall be elected by their respective peer group, except for business and community representatives and the school Principal/Director. The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.
- b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall be elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws of the SAC. Procedures in the bylaws should include the means of ensuring wide notice of vacancies.
  - i. Teacher(s) shall be elected by teachers;
  - ii. Education support employee(s), shall be elected by education support employees;
  - iii. Student(s), when appropriate, shall be elected by students; and
  - iv. Parent(s) members shall be elected by parents in general, with all parents having an opportunity to participate in voting for any parent as set forth in the bylaws of the SAC.
- c. For the appointment of business and community member(s) to serve on the SAC, the procedures in the SAC bylaws will include the means of ensuring wide notice of vacancies and of taking input on possible members from local businesses, chambers of commerce, community and civic organizations and groups, and the public at large. Business and community members will be appointed by the principal.
- d. SAC bylaws concerning membership selection shall include procedures for the:
  - i. Collecting nominees for membership,
  - ii. Counting these nominees,
  - iii. Voting on these nominees and,



- iv. Counting votes on these nominees.
- e. The bylaws of the SAC must set forth a process for appointment of additional SAC members if the election process does not produce representative membership as provided within Fla. Stat. § 1001.452(1)(a). If the process set forth in the SAC bylaws still does not produce representative membership, the School Board or Superintendent/designee<sup>7</sup> will appoint additional SAC members to achieve proper representation.
- f. Each school year and prior to or at the beginning of the first SAC meeting, each SAC member shall register as: a) a volunteer using the Volunteer Tracking Systems, subject to the provisions within School Board Policy 2.53-Volunteers in Public Schools; and b) a SAC member for that school by submitting online a completed PBSA e-form 1710 (School Advisory Council (SAC) Membership Report), which is attached hereto and incorporated herein as part of this Policy.

## 5. SAC Governance

- a. Each SAC shall be governed by the Sunshine Law (Fla. Stat. § 286.011), the Public Records Law (Fla. Stat. Chapter 119), the SAC Statute (Fla. Stat. § 1001.452), and other relevant Florida statutes and State Board of Education Rules relating to SACs.
- b. Each SAC will adopt bylaws that meet the requirements of Florida Statutes, State Board of Education Rule, and this School Board Policy.
  - i. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must establish procedures for the following:
    - A. 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.
    - B. Requiring at least three (3) business 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. (This notice to members is in addition to the meeting notice for the general public under the Sunshine Law.)
    - C. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.



- D. Replacing any member who has two consecutive unexcused absences (as determined by the SAC chair) from SAC meetings scheduled according to the procedures in the bylaws.
- E. Recording minutes of meetings (and, as required by Fla. Stat. § 1001.452(1)(d)5, the School Board shall maintain a record of minutes of council meetings).
  - ii. Establishing procedures for making proposals; collecting, counting, and narrowing suggestions; and for the resolution of disputes and/or deadlocks.
  - iii. Participation in Meetings Interactive Video or Telephonically. SAC Bylaws shall also state the following:
    - A. SAC members, parents, community, and the public may attend and participate in meetings through the use of an interactive video and/or telephone system, as long as a quorum of voting SAC members are physically present at all times during the meeting in the same location. The Department of School Improvement is available to assist principals with resources regarding the decision to offer a hybrid option for SAC meetings.
    - B. Voting SAC members may participate and vote through the use of an interactive video and/or telephone system to allow a SAC member who is not physically present to attend the meeting, in those instances where the SAC member is confined to home or hospital due to illness or accident, or in situations where the committee member's absence is due to a death or serious illness of an immediate family member. Any other situations which cause a voting member to be absent from a meeting will require a vote by a majority of the committee members physically present, based only on extraordinary circumstances as required by law in the SAC's best judgment, to allow the voting member to participate and vote by the above-referenced technology. This voting procedure needs to take place for all future meetings to determine if any extraordinary circumstance exists.
- c. The SAC shall annually review bylaws to ensure alignment with current Statutes and School Board Policy.
- d. The SAC shall submit the SAC bylaws when submitting the School Improvement Plan for School Board approval.



- e. Sample SAC bylaws that are consistent with Florida Statutes and School Board Policy are provided on the website of the Department of School Improvement to assist SACs in the development of their bylaws. These bylaws serve only as an example, although some content is required by the cited Statutes.

## 6. Validation of SAC Membership Composition

- a. The Superintendent/designee will validate each school's membership composition, including reviewing whether "schools" have maximized their efforts to include minority persons of lower socioeconomic status," pursuant to Fla. Stat. § 1001.452(1)(a).
- b. The Superintendent shall annually submit the membership lists composition of all SACs to the School Board for review during a regular or special Board meeting in, or before, December of each school year.
  - i. The School Board shall review the SAC membership composition to determine if it is representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452 (1)(a).
  - ii. If necessary to achieve proper representation, the School Board or the Superintendent/designee shall appoint additional members to a SAC.

## 7. SAC Powers and Duties

- a. Each SAC has the authority to exercise the functions and duties provided to SACs by the Florida Statutes and State Board of Education Rules, but has no powers or duties now reserved by law to the Board.
- b. Each SAC shall assist in the preparation of the school's annual budget and plan as required by Fla. Stat. § 1001.452(2) and 1008.385(1).
- c. As required by Fla. Stat. § 1008.36(4), school recognition funds (A plus funds) "must be used for purposes listed in Fla. Stat. § 1008.36(5) as determined jointly by the school's staff and School Advisory Council." For purposes of this subsection, "school staff" means all employees assigned to that school at the time of the decision. The SAC bylaws should include procedures for collecting ideas and determining the use of these funds.
  - i. Pursuant to Fla. Stat. § 1008.36(5), school recognition funds must be used for any of the following:
    - A. Nonrecurring bonuses to the faculty and staff;



- B. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
  - C. Temporary personnel for the school to assist in maintaining and improving student performance.
- ii. Pursuant to Fla. Stat. § 1008.36(4), if school staff and the School Advisory Council cannot reach an agreement by the date specified in the Statute, "the awards must be equally distributed to all classroom teachers currently teaching in the school." The term "classroom teachers" is defined in Fla. Stat. § 1012.01(2)(a) as "staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers" who are assigned to that school as of the deadline stated above. (The term does not include other instructional personnel which are separately defined in Fla. Stat. § 1012.01(2)(b)-(e)).
- d. General Appropriations Act: The School Board shall provide School Improvement funds to schools for developing and implementing School Improvement Plans pursuant to Fla. Stat. § 1001.42(18)(d). The SAC bylaws should include procedures for collecting ideas and determining the use of these funds.
- i. Such funds shall include those funds appropriated for the purpose of School Improvement pursuant to Fla. Stat. § 24.121(5)(c).
    - A. School Improvement funds provided under Fla. Stat. § 24.121(5)(c) may be expended only on programs or projects selected by the SAC for enhancing school performance through development and implementation of a School Improvement Plan. As stated in Fla. Stat. § 24.121(5)(c), the school Principal may not override the recommendations of the SAC on use of these funds.
    - B. These monies may not be used for capital improvements, nor may they be used for any project or program that has a duration of more than one (1) year; however, as allowed by Fla. Stat. § 24.121(5)(c), a SAC may independently determine that a program or project formerly funded under this paragraph should receive funds in a subsequent year.



## 8. School Improvement Plan (SIP)

- a. Each SAC at the school level shall assist in the preparation, evaluation, and approval of the School Improvement Plan during a SAC meeting pursuant to Fla. Stat. §§ 1001.42(18); 24.121(5), and 1008.33 to raise student performance. Pursuant to Fla. Stat. 1001.42(18), identified schools must have an approved School Improvement Plan. In addition, the Superintendent can determine on an annual basis that all schools will have a School Improvement Plan. Moreover, consistent with Fla. Stat. § 1008.345(6)(c), new schools must have a School Improvement Plan upon completing one full school year of operation, after one (1) full school year of planning and development.
- b. Schools are required by the Florida Department of Education to complete their School Improvement Plan (SIP) templates with the assistance of their School Advisory Councils. In addition to the content in the SIP template, schools are required to include:
  - i. Single school culture and appreciation of multicultural diversity (applicable to all grade levels).
  - ii. Content as required by Florida Statute 1003.42(2) (Required Instruction) as applicable to appropriate grade levels, (See the matrix within the Student Progression Plan, which is incorporated in School Board Policy 8.01) including but not limited to:
    - A. History of Holocaust,
    - B. History of Africans, and African Americans,
    - C. Hispanic Contributions,
    - D. Women's Contributions,
    - E. Sacrifices of Veterans and the value of Medal of Honor recipients.
  - iii. Alignment, as determined by School District Leadership, to the School District Strategic Plan.
- c. The school principal shall verify completion to the designated Supervisor and submit the School Improvement Plan to the Florida Department of Education (FDOE) as required by the School Board or Superintendent/designee and FDOE.



- d. The principal shall complete PBSD e-form 2248 the SIP Checklist with the requested attachments. This form is attached hereto and incorporated herein as part of this Policy. The form is submitted to the principal's supervisors for review and approval and the final copy is routed to the Superintendent's designee. Prior to the Board meeting to approve the SIPs, the Superintendent designee will make these checklists available to the Board members.
  - e. The Supervisor/designee shall review and verify respective School Improvement Plans, SAC membership compliance, and the school's SAC bylaws.
  - f. The Superintendent shall annually submit the School Improvement Plan for each school to the School Board for approval. The School Board must annually approve and require implementation of a new, amended, or continuation School Improvement Plan for each school in the District that is required to submit a SIP.
9. Waiver of Local or State Regulation-Local Level Decision Making Pursuant to Fla. Stat. § 1001.42(19)(b)
- a. In order to exercise maximum flexibility, should a school identify a District or State policy that it wants to waive, the SAC shall be notified of this process.
    - i. The waiver request must be consistent with federal and state statutes, regulations, and rules.
    - ii. The waiver must be focused on maximizing student outcomes.
    - iii. The waiver must be based on research and best practices.
  - b. Except as provided in sub-section (c) below, the waiver process shall be as follows:
    - i. The school principal submits the waiver request for review and approval by the Regional Superintendent/designee and Superintendent/designee.
      1. If the Superintendent/designee agrees, the matter will be sent to Labor Relations to ensure there are no labor relation issues to be negotiated or that this does not fall under Article IX, Section A of the CTA contract.
    - ii. If Labor Relations has no issue with the waiver, the Superintendent may recommend on a Board meeting agenda that the waiver request be approved by the School Board.





- c. If the School Improvement Plan requires a waiver of the provisions covered by Article IX, Section A of the CTA contract, the waiver process shall include the steps in accordance with that Section A of the CTA contract and:
  - i. The SAC votes on a waiver proposal. If approved, the SAC submits the waiver request for review and approval of the School Principal, Regional Superintendent/designee, and Superintendent/designee. With their approval the SAC may submit the waiver request to the District's Waiver Committee (DWC), a committee that is subject to the Sunshine Law.
  - ii. The DWC consists of:
    - A. One elementary, middle, and high school Principal selected by their respective Associations;
    - B. One department representative as appointed by the Superintendent and when the waiver is applicable to the department;
    - C. One representative from the Classroom Teachers Association (CTA).
  - iii. If approved by the DWC, the Superintendent/designee will submit the waiver proposal to the CTA President.
  - iv. The CTA shall review each waiver pursuant to the standards set forth in the CTA Bargaining Agreement, to determine if the waiver constitutes a change in employee hours, terms or conditions of employment (the CTA Board of Directors is governing body authorized to accept waivers, reject waivers, or accept waivers with conditions if they require a waiver of contract standards).
  - v. If the waiver is not recommended by the DWC, the Principal and SAC will be notified by the Superintendent/designee of any issues or questions the DWC has regarding the waiver and will have an opportunity to amend the waiver for further consideration.
  - vi. If the waiver of Board Policy is recommended by the DWC and approved by the CTA, the Superintendent may submit the waiver request(s) to the School Board for approval.



## 10. Training and Support

- a. Training, support, and written materials shall be available for SAC members that include State and District requirements for SACs, roles and responsibilities of SAC members, use of data for decision-making, the budget process, and timelines for developing the School Improvement Plan. All SAC members are encouraged to review the SAC resources posted on the web site of the District's Department of School Improvement.
- b. If a SAC member or other member of the school community has a concern about the SAC's operation or compliance with this Policy, such person may contact the District's Department of School Improvement office. The Department of School Improvement office will coordinate resolution of the issue, with the advice and assistance of appropriate sources as needed, such as the Principal, Regional Superintendent, Deputy Superintendent Chief of Schools (or appropriate supervisory position), or Office of General Counsel.
- c. The Superintendent/designee shall schedule at least two (2) district-wide meetings regarding School Improvement and SACs each school year. One meeting will provide School Improvement Training, and one meeting will provide School Advisory Council training and also provide an opportunity for SAC members to give input on School Improvement to the Superintendent/designee.

## 11. School Budget

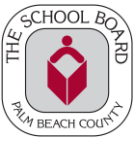
- a. Each SAC shall assist in the preparation of the school's annual budget, which is prepared by Budget Services, as required by Fla. Stat. §§ 1001.452(2) and 1008.385(1) for School Improvement Plan purposes.
- b. To facilitate the budgeting process for the purposes of the School Improvement Plan, the SAC will have the school's current fiscal year's Budget Status Summary as provided by Budget Services.
- c. Information regarding other resources of the school, such as internal accounts, will be shared with the SAC on an annual basis for information purposes only as it relates to the School Improvement Plan if requested by SAC.

**RULEMAKING AUTHORITY:**

Fla. Stat. §§ 120.81 (1) a; 1001.32(2);  
1001.41(1) & (2); 1001.42; 1001.43(6)

**LAWS IMPLEMENTED:**

Fla. Stat. §§ 24.121(5)(c); 1000.03(5);  
1001.42 (18) & (19); 100.452; 1001.54(2);  
1008.33; 1008.345(6); 1008.36(4) & (5)



**HISTORY:**

07/21/1982; 02/25/2002; 12/08/2003;  
07/13/2005; 09/13/2006; 08/22/2007;  
03/03/2010; 08/01/2012; 11/06/2013;  
02/08/2019; 07/20/2022; 07/17/2024