

MANATEE COUNTY SCHOOL DISTRICT



SCHOOL ADVISORY COUNCIL MANUAL

Manatee County
School Advisory Council
Manual
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Florida Statute Requirements

School Advisory Councils (SAC) were established by the Florida Legislature to ensure parent involvement in school decision-making.

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.

DISTRICT POLICY

2125 SCHOOL ADVISORY COUNCILS **FOR SCHOOL IMPROVEMENT AND ACCOUNTABILITY**

Florida statutes provide that 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, provided that vocational-technical center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. A majority of members of each council must be persons not employed by the School District. A simple majority is defined as fifty-one percent (51%) of the membership or one-half (1/2) of the number of members plus one (1). The council will be limited to ten (10) voting members. The principal is responsible for providing that the elections take place and the composition of the school advisory council (SAC) complies with the law. If the election process does not yield a SAC that reflects the racial, ethnic, and economic diversity of the student population at the school, the principal may appoint additional members to achieve the appropriate representation. The number of parent representatives shall at least be equal to the number of teacher representatives.

The School Board shall review the membership composition of each advisory council. School advisory councils for school improvement and accountability will comply with procedures set forth in Florida statutes and Florida State Board of Education Administrative Rules including but not limited to the Sunshine Law and the Public Records Act.

Membership

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.

Business and other community members shall be selected by the school according to the written procedures for the school advisory councils for school improvement and accountability.

Election of Members

Written procedures for advisory councils shall include the following procedures for elections:

- A. Advance notice of election with a specific election date and an opportunity for write-in nominations and ballots for those unable to be present at the election;

- B. Ample advance notice will be given for nominations of all interested persons in the following categories before elections are held;
- C. Teachers shall be elected by teachers;
- D. Education support employees shall be elected by education support employees;
- E. Students shall be elected by students; and
- F. Parents shall be elected by parents.

Participation of Members

Written procedures for advisory councils shall include criteria for active participation by members of the council, and procedures for replacement of council members who fail to meet these requirements.

School Improvement Plans

A. School Improvement Plans Approval Process

1. School improvement plans are submitted to the Board for approval. Any District review or revision of the school improvement plan in preparation for presentation to the Board must be done with the collaboration and approval of the school advisory council.
2. The Board approves or declines to approve each plan. If all plans are approved, the Superintendent and Board Chairman certify to the Commissioner of Education that the plans have been approved for the coming year together with any necessary report that a school has not made adequate progress. The plans themselves are not submitted to the Commissioner.
3. If a Board declines to approve a plan, in returning the plan to the school advisory council for revision it must state: (a) the elements within the plan it found to be problematic, and (b) recommendations for change which would enable the plan to be approved. The school advisory council is to then take the comments of the Board and consider revising and resubmitting the plan based upon the Board feedback. The Board then approves or disapproves any revision.
4. If the school advisory council determines that the Board's suggested changes are not consistent with their goals and/or does not desire to modify the plan, then the council and Board are asked to mutually agree to use a dispute resolution process. The Board is strongly encouraged to involve representatives of all the stakeholders in developing

such a dispute resolution rule, and to offer the broadest range of options.

5. The dispute resolution process is implemented in an effort to resolve the conflict. If the conflict is not resolved, then formal notice is given by the Board to the Department of Education that additional assistance will be required. The school advisory council may also notify the Department of Education.

B. Conflict/Dispute Resolution Process

Should the Board decide not to approve a plan, in returning the plan to the school advisory council, the Board shall state the elements within the plan found to be problematic and recommend changes. The school advisory council shall consider revising and resubmitting the plan based upon the Board's feedback. The Board shall approve or disapprove the school improvement plan. A plan that still does not receive Board approval shall be reviewed by a mediation committee.

1. The mediation committee shall be composed of the school principal, the advisory council chairperson or designated school advisory council member, Board Chairman or designated Board member, the Superintendent or designee, and a facilitator to be mutually agreed upon by the committee members.
2. The mediation committee shall work with the school advisory council to reach resolution.
3. Upon resolution the school advisory council shall submit the revised school improvement plan to the Board for approval in accordance with State mandated deadlines.
4. Should the Board not approve the school improvement plan after exhausting this process, the Department of Education shall be notified of the need for assistance. The school advisory council may also notify the Department of Education.

Legal: F.S. 1001.42
 F.S. 1001.452
 F.A.C. 6A-1.09982

Adopted June 27, 2017

ROLE OF THE SAC CHAIR

Work closely with school administrators to create the agenda for each meeting.

Facilitate the SAC meetings and understand his/her role as Chair. According to Robert's Rules, the Chair facilitates the meeting and should not debate excessively. The role is more of a neutral presider who can keep the meeting moving according to the agenda and ensure that quorums are met, motions are properly made and seconded, and that votes are properly taken on any decisions before the Council. Anyone planning to debate issues throughout the year should not run for the SAC Chair position. See <https://robertsrules.org/rror-10.htm#58>

Tips/Tools to keep SAC running smoothly:

- Require members to raise hands and be recognized by Chair before speaking at meetings.
- Limit debate/comments to specific time limits (3 minutes is standard) per speaker at meetings.
- Give members the opportunity to write down questions/issues they would like to have addressed at the following meeting. This allows for input without unnecessarily extending the current meeting. It also allows the Chair and the administration time to add items to the next meeting's agenda and respond appropriately.
- Keep members informed. Make sure every member knows how to locate the Florida state statute establishing SAC:
(http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1001/Sections/1001.452.html) and has a copy of the school's SAC By-Laws.
- Instead of a handwritten sign-in sheet, consider a form with all members listed alphabetically, and a space for members to initial their attendance for each meeting date. This allows everyone to easily see regularity of attendance.

Tips for Increasing/Maintaining SAC Participation

- Have a sign-up sheet and SAC representatives available at every Open House and Back to School Night. Make sure to ask for contact information (email addresses and phone numbers).
- For elementary and middle school SACs, ask to speak at the first and last PTO meetings of the school year.
- Use social media such as NextDoor, Facebook and Instagram to identify potential business members. Many local parents also own businesses within the community and can satisfy the requirement of business/community citizens. If necessary, canvas local businesses to seek members.
- Consider asking school personnel such as safety officers, cafeteria personnel, bus drivers, and clinic staff to become members. These individuals may bring unique perspectives and helpful information to SAC meetings.
- Consider whether the date/time of meetings prevents membership from growing. Consider alternating dates and times of meetings throughout the year to make it easier for more members to become involved. N.B. The statute indicates that SAC By-laws shall establish procedures to replace any members who have two unexcused consecutive absences.
- Adopt a meeting schedule early on (preferably at the first SAC meeting of the year) and post it prominently on the school website. Make sure members understand they have committed to attend meetings and to provide notice when they cannot attend. Notice can simply be an email to the SAC Chair or school administrator.
- Consider whether including an interpreter at meetings would help grow membership.
- Ask parents about any other barriers to participation and consider ways to address those barriers.
- Ensure that SAC meetings are noted on the school calendar.
- Post SAC meeting notices/reminders on school notice boards/electronic signage.
- Ensure that meeting agendas and minutes are promptly posted on school website.
- Ask school administrators for a few minutes to speak at Open Houses and Back to School nights and other schoolwide events about SAC.
- Have SAC meeting notices/reminders added to weekly calls/emails by school administration.

Five Star School Award

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 percent of the established criteria in the following categories.

- Business partnerships
- Family Involvement
- Volunteerism
- Student Community Service
- **School Advisory Councils**
 1. A minimum of eight (8) meetings are held per year. Attendance averages 80% of members.
 2. Annual presentation of School Improvement Plan is made to school community after public notice to all stakeholders (e.g., school marquee, flyers, school website).
 3. Evidence of ongoing training and/or development of the School Advisory Council is available.
 4. School Improvement Plan reflects one new idea that involves the community in its implementation.
 5. School Advisory Council participates in the development and/or interpretation of the needs assessment data.
 6. Training provided for staff and SAC members on collaborative partnering and shared decision-making.

Five Star Applications are reviewed and processed annually through the Office of Communications, Family, and Community Involvement.

Additional information for the Five Star School Award can be found at <http://www.fldoe.org/schools/family-community/activities-programs/volunteer-community-involvement/the-five-star-school-award.stml>

Sample SAC Agenda

School Advisory Council Meeting

School Name

Location

Date

Handouts: Agenda
Data Charts
(Add Any Others)

Protocols: Take Care of yourself
Listen thoughtfully
Be fully present and engaged
Place cell phones on vibrate

AGENDA

- ❖ Approval of Minutes
- ❖ Special Presentation (grade level or content area teacher share highlights)
- ❖ School Improvement Updates
 - Leadership Team Report
 - Data Team Report
- ❖ Principal Report -School Improvement Updates/Redirection
- ❖ Review Student Performance Information
- ❖ Open Discussion/Recommendation in response to Reports

OUTCOMES

Notes

FOLLOW-UP REQUIRED

Notes

Sample School Advisory Council Bylaws

Adapted from Duval County

Article I: Name

The name of this organization is the _____ School Advisory Council.

Article II: Purpose

Section 1. The functions of the School Advisory Council are:

- a. assist in the preparation and ongoing evaluation of the school improvement plan
- b. assist in the preparation of educational improvement proposals for implementing an educational improvement grant

Section 2: Other board functions of the School Advisory Council are:

- a. participate in planning and monitoring of school buildings and grounds
- b. initiate activities or programs that generate greater cooperation between the community and the school
- c. assist in the development of educational goals and objectives
- d. recommend various support services in the school
- e. assist in the preparation of the accreditation report
- f. review the impact of property development and zoning changes in the vicinity of the school as they relate to the safety, welfare and educational opportunities of the students
- g. perform any such functions as prescribed by the regulation of the School board
- h. assist in the preparation and ongoing evaluation of the School Improvement Plan required by Florida Statutes, and annually reviewing, amending, or continuing such school improvement plan as required by Florida Statutes
- i. review the budget to be sure it is aligned with the School Improvement Plan
- j. Perform other functions as requested by the principal

Article III: Membership

Section 1. The principal shall assure that the membership shall be representative of the ethnic, racial and economic community served by the school.

Section 2. This council shall include parents, teachers, education support employees, community members, and the principal. A majority of the membership shall be non-district employees.

Section 3. For purposes of SAC membership, parents shall be defined as anyone who has a student currently enrolled at the school.

Section 4.

- a. Peer election shall be used to select parent, education support staff, student, and teacher members of the SAC.
- b. Such elections shall be held at the beginning of each school year (after the first day of school) such that the membership list is ready to submit to the office of School Improvement by September 15.

Section 5. Community members shall be appointed by the principal. (optional)

Section 6. Community members shall be appointed by the principal.

Section 7. Term of office for newly elected members shall be for a period of _____year(s).

Section 8. Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents, teachers, educational support personnel and students will be filled by peer election. Elections to fill vacant positions may be held as necessary throughout the year.

Section 9. Membership in the SAC shall be limited to _____voting members. SAC is a sunshine organization and non-members are encouraged to attend meetings but may not vote. Voting in SAC meetings shall be limited to duly elected/appointed school board approved members.

Section 10. The PTA president may be a member of the SAC. (Optional)

Article IV: Responsibilities

Section 1. The School Advisory Council is a resource to the school and the principal. The term “advisory” is intended to mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

Section 2. The School Advisory Council, since it is advisory only, has some limitations. 1) It may not dictate school board or local school center policy, and 2) it must deal with issues rather than particular person, whether they are administrators, teachers, students, citizens, or parents.

Article V: Officers

Section 1. Officers and their election:

- a. The officers of the School Advisory Council shall be a chairperson, _____vice chairperson(s), and a secretary. All officers must be members of the SAC.
- b. These officers shall be elected, by written ballot, at the first meeting of SAC at the beginning of the school year provided notice of election has been served.

Article VI: Roles of the Principal and SAC Members

Section 1. The Principal

- a. serves as a resource providing information regarding the local school education program
- b. appoints all non-elected SAC members
- c. maintains the appropriate statutory composition of the SAC
- d. notifies the office of School Improvement when modifications are necessary
- e. acts as an active resource
- f. encourages leadership from within the council
- g. assists in training members in leadership skills
- h. arranges for presentations of interest to the council
- i. informs the SAC of county policies, curriculum, etc. Establishes, maintains, and consults with the SAC on a regular basis involving it in decisions in accordance with state purposes and policies
- j. develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- k. serves as the administrator in charge of the school with total responsibility to arrange all affairs

of the school including general control and supervision of its employees

Section 2. The Chairperson

- a. works closely with the administrator and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting
- b. calls the meetings to order, maintains order, and sees that the meeting is properly adjourned
- c. instructs the secretary and other officers in their duties
- d. sees that minutes are taken, prepared, read, approved and properly filed in the school
- e. sees that business is ordered, considered and disposed of properly
- f. is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members

Section 3. The Secretary

- a. Keeps accurate and complete minutes and files them for inspection. A copy of the minutes should be provided to the principal for the school file.
- b. Keeps accurate records of council membership, attendance, duties and special assignments

Section 4. Parents and other community representatives

- a. act as a council member according to established procedures by making suggestions and recommendations representative of the views of parents, citizens and community organizations of the school community
- b. participate regularly in SAC meetings and carry out council assignments
- c. become knowledgeable about personnel and material resources of the school and community and the school's education program
- d. act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students
- e. assist in obtaining community resources to aid the school's education program
- f. serve as a communication link between SAC, the community and the school
- g. participate in activities aimed at obtaining parent and community support and assistance for school related programs

Section 5. Faculty and school staff representatives:

- a. act as members of the council to represent the views and interest of the school staff
- b. participate regularly in SAC meetings and carry out council assignments
- c. act a resource person for the SAC by making available specialized information about the educational programs, innovative ideas, and available resources
- d. assist in identifying community resources which can aid in the school's educational programs
- e. serve as a communication link between the SAC and the school staff, and keep the staff informed of actions can activities of the council
- f. participate in efforts to encourage school staff support for goals and activities of the School Advisory Council

Article VII: Committees

The SAC may create such committees as necessary to carry on the work of the council.

Article VIII: Meetings

Section 1. The SAC shall meet as often as necessary to perform its duties, but no less than *four* times per year. The first meeting shall be held in September.

- a. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend.
- b. All meetings shall be open to the public.

Section 2. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum.

Section 3. Three days' written notice will be given to members concerning any item that will be voted on at the upcoming meeting.

Article IX: Amendments to Bylaws

Section 1. These bylaws shall be amended at any regular meeting of the SAC by a majority of the membership.

Section 2. The amendment shall become effective immediately upon passage.

Article X: Ratification of Bylaws

The bylaws of the SAC will be ratified by a majority of its members.

Article XI: Parliamentary Authority

Section 1. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.

Section 2. The chairperson has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.

Sunshine Law and School Advisory Councils

1. What is the Sunshine Law?

The law applies to any gathering of two or more members of the same board or committee to discuss some matter, which will in the foreseeable future, come before the School Board or committee for a vote.

2. Who does it apply to?

The Law applies to any School Board appointed committees including School Advisory Councils and their working committees.

3. What does it mean to me?

SAC members may not participate in any communications (in person, on the phone and/or by email) about issues that are coming up for a vote. No part of any SAC proceedings can be secret.

4. What is required to properly notice a meeting?

All School Advisory Council business must be discussed in meetings that have been announced publicly no less than 2 weeks prior to the meeting. The notice should contain the time, place and agenda of the meeting, and should be prominently displayed at the school. If at all possible, some form of written or oral notice should be sent home or published in the local media. Members must have at least 3 days advance notice of any matter that is scheduled to come before the council for a vote.

5. What kind of minutes and records must be kept?

The law requires that all meeting minutes be promptly recorded and should include all votes taken. Roll call votes do not have to be taken. Sound recordings may be made but are not required. Meeting minutes and the School Improvement Plan are to be kept in a safe place accessible by the public.

6. Where are committee meetings held?

All meetings must be held in a facility or location that does not discriminate on the basis of sex, age, race, creed, color, origin or economic status. The location cannot restrict public access in any way.

Roberts Rules of Order - Cheat Sheet

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to many. The following guide serves as a cheat sheet for running effective meetings.

MEETING STRUCTURE

The following outlines the structure of a typical meeting using this method.

1. Call to order.
2. Roll call of members present (voting delegate to respond).
3. Reading of the minutes of the last meeting.
 - Meeting leader typically will ask if there are any additions or changes to the minutes.
 - This typically will be followed by a vote to approve the minutes.
4. T.E.A.M. reports – reports to the Core Team
 - These are simply updates and do not include votes.
5. Old business
 - This is important business previously planned for discussion at the current meeting.
 - This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote.
 - Old business can include votes.
6. Regular business
 - This is any item listed on the agenda as regular business for the body to discuss.
 - The body can vote on each issue listed on the agenda.
 - The body cannot vote on any item not listed on the agenda.
 - The body also can vote to table discussion of any item until a later meeting, but they must either set a date for more discussion or postpone indefinitely.
7. New business
 - Any new business or resolutions before the body that requires a vote.
 - This must also include a description on the agenda.
8. Announcements
 - These are announcements from the body, but do not include votes.
9. Adjournment
 - The meeting leader will move for adjournment, signifying the end of the meeting.

TYPES OF MOTIONS

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six basic types of motions:

1. Main Motions:
 - Introduces items to the membership for their consideration.
 - They cannot be made when any other motion is on the floor.
2. Subsidiary Motions:
 - Change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions:
 - Bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions:
 - Provide a means of questioning procedure concerning other motions and must be considered before the other motion.
5. Motion to Table:
 - Used in the attempt to "kill" a motion.
6. Motion to Postpone:
 - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
 - Also, debate is once again open on the main motion.
 - This can be a postponement until a set date or indefinitely.

HOW TO PRESENT A MOTION

Motions are presented by:

1. Obtaining the floor
 - Wait until the last speaker has finished.
 - Rise and address the President by saying, "Mr. (or Ms.) President" (or whatever title/term you use)
 - Wait until the President recognizes you.
2. Make Your Motion using "I move that we..."
3. Wait for Someone to Second Your Motion
 - Another member can second your motion or the President will call for a second.
4. If there is no second to your motion, it is lost.

"Cheat Sheet" adapted from a document developed by the American Association of Civil Engineers Available at: [www.cemidatlantic.org/assets/Resources-Documents/Roberts-Rules-of-Order-](http://www.cemidatlantic.org/assets/Resources-Documents/Roberts-Rules-of-Order-Cheat-Sheet.pdf)

Cheat-Sheet.pdf

NOTES