

The School Advisory Council Requirements

Pursuant to Florida Statutes 1001.452, each district elementary school, middle school, high school, and vocational-technical center is required to form a School Advisory Council and approve by-laws and election procedures in alignment with statute. Each school is required to review and revise their current by-laws by September 30, 2016 to align with State Statute. By-laws will be presented to the District School Board for approval and must include the following:

MEMBERSHIP

The composition of SAC is defined in statute as “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 ... The district school board must review the membership composition of each advisory council” (Florida Statutes 1001.452).

- The principal is a member of the School Advisory Council (SAC).
- High schools and Vocational/Technical schools must have voting student members.
- Middle and elementary schools may have voting student members.
- A majority of the members of each SAC must be persons who are not employed by the school district.
- 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.

ELECTION PROCESS

The principal is responsible for ensuring that the elections take place each school year and the composition of the SAC complies with the law. In order to comply with statute requiring schools to maximize “their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status,” the procedure for electing SAC members must be clearly defined in the bylaws and must include language outlining the following:

- **Formal nominations.** Clearly define the process by which the principal will inform the school and community that nominations for the school year to the school’s advisory council are invited. Include parents of upcoming students. The invitation for nomination must clearly note a deadline, membership categories, and the process (time, date, event) by which the vote shall be taken. Options for parent notification include but are not limited to
 - Connect Ed
 - School website
 - Nomination forms at front desk
 - Nomination forms with registrar
 - Nomination forms available at parent meetings in the spring for the following year.
- **Formal Elections.** Clearly define the process for voting to include notification of each peer group of the time and date for each election. Documentation of the nomination and election process must be maintained at the school as a public record. Copies must also be provided to the Director of School Improvement.
- **Vacancies.** Include within the bylaws procedures for filling vacancies in any membership category during the year that ensures wide notice of vacancies. Documentation of the election process and names of new and replaced members must be provided to the Director of School Improvement.

- **Community Members.** Describe procedures for including “members from local business, chambers of commerce, community, and civic organizations and groups, and the public at large.

SCHOOL BOARD REVIEW OF MEMBERSHIP.

Based on Florida Statute 1001.452, “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.”

- After elections have taken place, the principal must submit the list of elected members using the SAC Membership Roster form (which includes name and ethnic/racial category), a copy of the ballots, and the dates and times of the election(s) to the Director of School Improvement for submission to the district school board approval.
- Once Council membership is approved by the School Board, a copy of the approved roster must be posted on the school website.

BY-LAWS

The district school board may review all proposed by-laws of a school advisory council and shall maintain a record of minutes of council meetings. Each school advisory council must adopt bylaws establishing procedures for

- **Quorum.** A quorum to be present before a vote may be taken by the SAC. A majority of the membership is a quorum.
- **Advance Notice of Voting.** SAC members must be provided three (3) days advance notice in writing of any matter that is scheduled to come before the council for a vote.
- **Setting Meeting Times.** SAC meetings must be scheduled when parents, students, and community members can attend.
- **Non-attendance of Members.** Procedures for replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the by-laws must be established.
- **Documentation.** Each SAC shall maintain a record (including agendas, minutes, and sign-in sheets) of all decisions, activities, and meetings, including attendance and voting records. Copies of minutes must be forwarded to the Director of School Improvement.

RESPONSIBILITIES OF SCHOOL ADVISORY COUNCILS

- Assist with the preparation and evaluation of the school improvement plan (1001.42 (18)).
- Ensure that the funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.
- Assist in the preparation of the school’s annual budget (FS 1001.452) with technical assistance from the Department of Education (1001.452 (2)).