

# **SCHOOL ADVISORY COUNCIL HANDBOOK**

**DUVAL COUNTY PUBLIC SCHOOLS**  
**Jacksonville, Florida**

**Dr. Nikolai P. Vitti, Superintendent**



November 2014

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## INTRODUCTION

As a member of a School Advisory Council (SAC), you are a very important person. You and your fellow council members are entrusted with the improvement of your public school. Underlying the law that created these councils is a belief that all children can learn, and that the public schools can and will change to better prepare students for today's and tomorrow's workplace.

Each public school is unique. It has its own community setting, resources, challenges, and most importantly, a student population unlike any other. The people best suited to decide what will be effective in helping our students learn are the people closest to each school: the principal, faculty and staff, parents, students, local business people, and community members. These "stakeholders" are represented on your advisory council.

The law that created SACs was enacted in 1991 by the Florida Legislature out of concern about the effectiveness of public schools. Today, every public school has a SAC like yours to plan for school improvement and increased student achievement.

### What Is the School Advisory Council's Job?

The School Improvement and Education Accountability system, which includes the SAC, sets up priorities and student performance standards that serve as guiding principles for everything the council does.

Simply put, a SAC's job is to examine aspects of its school as suggested by the priorities and generate a School Improvement Plan (SIP) that addresses targeting the identified priorities and meeting the student performance standards.

The council must consider what is known about its school and decide which areas need improvement. An analysis of student achievement and school performance data should occur. Then the SAC must decide which needs are most important and pressing.

The group will then develop strategies—the "how-to" for improving the areas most important to their school—and decide how to measure the results of the strategies they plan to implement.

At the end of this process, the SAC will have created the SIP, which addresses issues relative to budget, training, instructional materials, technology, staffing, student support services, school safety, discipline strategies, student health and fitness, indoor environmental air quality, and matters of resource allocation.

## DCPS STRATEGIC PLAN

**Vision** - Every student is inspired and prepared for success in college or a career, and life.

**Mission** - To provide educational excellence in every school, in every classroom, for every student, every day.

### Core Values

**Excellence.** We expect the highest standards throughout our organization from the School Board and Superintendent to the student.

**Integrity.** We foster positive relationships based on mutual respect, transparency, honesty, and the consistent demonstration of actions.

**Innovation.** We create dynamic systems and processes that solve problems and overcome challenges.

**Equity.** We promote an environment that ensures equal opportunity, honors differences, and values diversity.

**Collaboration.** We are a community of individuals who share a collective responsibility to achieve our common mission.

### Goals

#### Develop Great Educators and Leaders

- Provide teachers and students with the tools and resources necessary to meet the demands of the Common Core Standards and students' individual needs.
- Recruit, employ, and retain high quality, diverse teachers, instructional leaders, and staff.
- Provide ongoing professional learning and support to develop all teachers, instructional leaders, and staff.

#### Engage Parents, Caregivers, & Community

- Establish and sustain a culture that is collaborative, transparent, and child-centric.
- Create a welcoming, respectful, and responsive environment for all stakeholders that leads to open lines of communication.
- Expand partnerships and ensure alignment between district strategic plan and community, government, non-profit, and business initiatives.

#### Ensure Effective, Equitable, & Efficient Use of Resources

- Ensure the use of district funds is transparent, strategic, and aligned.
- Distribute district-wide programs and resources in an equitable manner.
- Deploy information technology that supports the academic needs of all students, teachers, and staff.

#### Develop the Whole Child

- Facilitate and align effective academic, health, and social-emotional services for students based on needs.
- Address the needs of all students with multiple opportunities for enrichment.
- Encourage positive behavior, respect towards others, and ensure safe environments throughout the school district.

## STATE STATUTE AND SCHOOL ADVISORY COUNCILS

### Section 1001.452, F. S. 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 decisionmaking 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 schoolwide 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.

### SECTION 1012.01, F.S. (Definitions)

Specific definitions shall be as follows, and wherever such defined words or terms are used in the Florida K-20 Education Code, they shall be used as follows:

(1) SCHOOL OFFICERS.--The officers of the state system of public education shall be the Commissioner of Education and the members of the State Board of Education; and, for each district school system, the officers shall be the district school superintendent and members of the district school board.

(2) INSTRUCTIONAL PERSONNEL.--"Instructional personnel" means any staff member whose function includes the provision of direct instructional services to students. Instructional personnel also include personnel whose functions provide direct support in the learning process of students. Included in the classification of instructional personnel are:

(a) Classroom teachers.--Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career and technical education, and adult education, including substitute teachers.

(b) Student personnel services.--Student personnel services include staff members responsible for: advising students with regard to their abilities and aptitudes, educational and occupational opportunities, and personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included in this classification are guidance counselors, social workers, occupational/placement specialists, and school psychologists.

(c) Librarians/media specialists.--Librarians/media specialists are staff members responsible for providing school library media services. These employees are responsible for evaluating, selecting, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.

(d) Other instructional staff.--Other instructional staff are staff members who are part of the instructional staff but are not classified in one of the categories specified in paragraphs (a)-(c). Included in this classification are primary specialists, learning resource specialists, instructional trainers, adjunct educators certified pursuant to s. 1012.57, and similar positions.

(e) Education paraprofessionals.--Education paraprofessionals are individuals who are under the direct supervision of an instructional staff member, aiding the instructional process. Included in this classification are classroom paraprofessionals in regular instruction, exceptional education paraprofessionals, career education paraprofessionals, adult education paraprofessionals, library paraprofessionals, physical education and playground paraprofessionals, and other school-level paraprofessionals.

(3) ADMINISTRATIVE PERSONNEL.--"Administrative personnel" includes personnel who perform management activities such as developing broad policies for the school district and executing those policies through the direction of personnel at all levels within the district. Administrative personnel are generally high-level, responsible personnel who have been assigned the responsibilities of system wide or school wide functions, such as district school superintendents, assistant superintendents, deputy superintendents, school principals, assistant principals, technical center directors, and others who perform management activities. Broad classifications of administrative personnel are as follows:

(a) District-based instructional administrators.--Included in this classification are persons with district-level administrative or policymaking duties who have broad authority for management policies and general school district operations related to the instructional program. Such personnel often report directly to the district school superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, federal programs such as Title I, specialized instructional program areas such as exceptional student education, career and technical education, and similar areas.

(b) District-based noninstructional administrators.--Included in this classification are persons with district-level administrative or policymaking duties who have broad authority for management policies and general school district operations related to the noninstructional program. Such personnel often report directly to the district school superintendent and supervise other administrative employees. This classification includes assistant, associate, or deputy superintendents and directors of major noninstructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

(c) School administrators.--Included in this classification are:

1. School principals or school directors who are staff members performing the assigned activities as the administrative head of a school and to whom have been delegated responsibility for the

coordination and administrative direction of the instructional and noninstructional activities of the school. This classification also includes technical center directors.

2. Assistant principals who are staff members assisting the administrative head of the school. This classification also includes assistant principals for curriculum and administration.

(4) YEAR OF SERVICE.--The minimum time which may be recognized in administering the state program of education, not including retirement, as a year of service by a school employee shall be full-time actual service; and, beginning July 1963, such service shall also include sick leave and holidays for which compensation was received but shall exclude all other types of leave and holidays for a total of more than one-half of the number of days required for the normal contractual period of service for the position held, which shall be 196 days or longer, or the minimum required for the district to participate in the Florida Education Finance Program in the year service was rendered, or the equivalent for service performed on a daily or hourly basis; provided, further, that absence from duty after the date of beginning service shall be covered by leave duly authorized and granted; further, the school board shall have authority to establish a different minimum for local district school purposes.

(5) SCHOOL VOLUNTEER.--A school volunteer is any nonpaid person who may be appointed by a district school board or its designee. School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

(6) EDUCATIONAL SUPPORT EMPLOYEES.--"Educational support employees" means employees whose job functions are neither administrative nor instructional, yet whose work supports the educational process.

(a) Other professional staff or nonadministrative/noninstructional employees are staff members who perform professional job functions which are nonadministrative/noninstructional in nature and who are not otherwise classified in this section. Included in this classification are employees such as doctors, nurses, attorneys, certified public accountants, and others appropriate to the classification.

(b) Technicians are individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and community colleges, or through equivalent on-the-job training.

(c) Clerical/secretarial workers are individuals whose job requires skills and training in clerical-type work, including activities such as preparing, transcribing, systematizing, or preserving written communications and reports or operating equipment performing those functions.

Included in this classification are secretaries, bookkeepers, messengers, and office machine operators.

(d) Skilled crafts workers are individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Lead workers for the various skilled crafts areas shall be included in this classification.

(e) Service workers are staff members performing a service for which there are no formal qualifications, including those responsible for: cleaning the buildings, school plants, or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use. Lead workers in the various service areas shall be included in this broad classification.

(7) MANAGERS.--"Managers" includes those staff members who perform managerial and supervisory functions while usually also performing general operations functions. Managers may be either instructional or noninstructional in their responsibility. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments, and appraise productivity and efficiency of employees. This classification includes coordinators and supervisors working under the general direction of those staff identified as district-based instructional or noninstructional administrators.

## SUNSHINE LAW

The Florida Sunshine Law as provided in Chapter 286, Florida Statutes, states in part, "All meetings of any board or commission of any state agency or authority or of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings."

School Advisory Councils are required to operate under the Sunshine law, (public meetings per Chapter 286, Florida Statutes and public records per Chapter 119, Florida Statutes). This means that all SAC meetings are open to the public. The Sunshine law applies to any meeting where two (2) or more members of a SAC are gathered to discuss some matter on which foreseeable action might be taken by the SAC.

In order for the meeting to comply with the Chapter 286, Florida Statutes, the SAC must meet three (3) requirements, which are as follows:

- (1) Post notice of the location of the meeting including the date, time, place and topics to be discussed;
- (2) Provide an opportunity for the public to attend (including the media); and
- (3) Prepare minutes of the meeting.

SAC shall post written notice of the meeting in a location that is set aside for that purpose. The notice shall be prominently displayed in a place where all notices are generally located in the school (i.e., a bulletin board). The notice should be published three (3) to five (5) business days prior to the meeting.

In an open public meeting, Florida law recognizes the right of the public to be heard through public comment. Therefore, members of the public shall be given the opportunity to speak on matters of concern, during a time designated by the SAC. After the minutes of the meeting are prepared, Florida public records law, Chapter 119, Florida Statutes, provides that the public has the right to inspect and copy meeting minutes.

It is important to remember that even a casual gathering of two (2) or more SAC members that involves the discussion of SAC business, will be considered a "meeting" per Chapter 286. Thus, such a meeting will be subject to the requirements of the Sunshine Law, whether there is voting or not.

## **Public Records**

Florida's public records law, Chapter 119, Florida Statutes, defines public records as, "'All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.'"

All documents, regardless of form, made or received by SAC are subject to the public records law. These documents are open for inspection unless they are confidential and/or exempt from public disclosure. Should SAC have any questions about public records, please contact the Office of Legal Services at (904) 390-2010 or (904) 390-2111.

**This is the end of information from Florida statute.**

## DUVAL COUNTY SCHOOL BOARD POLICY MANUAL CHAPTER 2.00 SCHOOL BOARD GOVERNANCE AND ORGANIZATION SECTION 2.32

### SCHOOL ADVISORY COUNCIL

2.32

- I. The School Board shall establish a School Advisory Council (SAC) in each District school to serve in an advisory capacity to the principal and to assist in the development of the educational program and in preparation and evaluation of the School Improvement Plan required pursuant to Florida Statutes. These advisory Councils shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its professional staff. Nothing contained in the District and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations.
- II. The District approved School Advisory Council bylaws form and guidelines are hereby incorporated by reference for use and made a part of this policy. Copies of the approved form and guidelines shall be maintained by the Superintendent or his/her designee.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.452, 1008.345, F.S.

HISTORY:

ADOPTED: April1, 1997  
REVISION DATE(S): 10/7/14  
11/10/08  
FORMERLY: BDF

This is the end of information from Board policy.

## SCHOOL ADVISORY COUNCIL (SAC) MEMBERSHIP IN DUVAL COUNTY

The principal shall assure that the membership of the school advisory council (SAC) shall be representative of the ethnic, racial and economic community served by the school. Councils shall include parents, teachers, education support employees, students (high schools and academies of technology/skill centers) and business and community members. The principal shall be a member of the SAC. It is recommended that the council consist of no more than 20 members. A majority of the members of each school advisory council must be persons who are not employed by the **school district** F.S. 1001.452, (1)(a). The teachers should be representative of the faculty, i.e., by grade levels and/or subject areas. The council should be large enough to be representative and small enough to be productive. The larger the SAC, the more difficult it is to get a quorum. A quorum is required to conduct business related to the School Advisory Council.

### SELECTION

Peer election shall be used to select parent, teacher, student and educational support employees. Business and community members shall be selected by the principal who shall use school publications and other means to provide wide notice of vacancies and who shall receive input on possible members from local businesses, area chambers of commerce, community and civic organizations and the public at large.

### TERM

The term of office for SAC members shall be established by the SAC as a part of its bylaws.

### VACANCIES

Schools from time to time will have a need to fill vacancies that may occur on the SAC. Vacancies shall be filled in the same manner as the original selection process.

### APPROVAL

The membership of each school's SAC is verified by the principal, checked by district staff for compliance and then must be approved by the school board. After the approval of the school board, any modifications of a school's SAC membership must be verified for compliance by appropriate district staff. If the 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 board shall appoint additional members to achieve proper representation.

### PROCESS

Within the first 20 days of school, each principal will receive a SAC membership file from the Office of School Improvement that should be completed by the principal. The principal is responsible for ensuring the SAC composition adheres to statutory requirements. The compliant membership roster should be emailed to [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org) by the end of September to complete the approval process.

**School Advisory Council Composition** - 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 (required for high school and optional for middle school), parents, and other business and community citizens who are representative of the ethnic, racial, and **economic community** served by the school. F.S. 1001.452, (1)(a)

Principal	Teacher	Education Support	Parents	Students	Community Members
SCHOOL EMPLOYEES			EMPLOYEES OR NON-EMPLOYEES		
SCHOOL EMPLOYEES – INTERNAL STAFF			Parents	Students	Community
<b>Principal</b> is a required membership and the only school administrator on the School Advisory Council	<b>Teachers</b> shall be elected by teachers	<b>Education support</b> employees shall be elected by education support employees	<b>Parents</b> shall be elected by parents	<b>Students</b> shall be elected by students	Appointed by the principal
School principal	<ul style="list-style-type: none"> <li>Classroom teacher</li> <li>Coach</li> <li>Guidance Counselor</li> <li>Media Specialist</li> <li>Certified student services personnel</li> </ul>	<ul style="list-style-type: none"> <li>Members who perform professional job functions which are nonadministrative and or noninstructional in nature</li> <li>Secretary</li> <li>Bookkeeper</li> <li>Security Guard</li> <li>Nurse</li> <li>Custodial Staff</li> <li>Resource Officer</li> </ul>	Anyone who has a student currently enrolled at the school and not a staff or faculty member of that school	Required at the high school level, optional at the middle school level	Business and community members shall be selected by the principal who shall use school publications and other means to provide wide notice of vacancies and who shall receive input on possible members from local businesses, area chambers of commerce, community and civic organizations and the public at large.

# Sample SAC Membership Roster

## School Advisory Council Membership 2014-2015

035 SAC High School **SAC is Non-Compliant**

Board District: 8 Board Member: Community Date Submitted: 09/05/14

Region: High Schools

Student Advisory Council Racial Composition				Error message area			
Race/ Ethnicity	#	%	Student Body #			Chair Required	Invalid Mtg Day/Time
White	0	0.0%	31%	Race is under represented			
Black	0	0.0%	41%				
Hispanic	0	0.0%	21%				
Asian	0	0.0%	5%				
Indian	0	0.0%	1%				
Multi	0	0.0%	1%				
Total	0	0.0%	100%				

Group	Compliance/Non-Compliance	
Comm/Bus	0	Community Rep Needed
Parent	0	Parent Rep Needed
Ed Support	0	Ed Support Rep Needed
Principal	0	Principal Needed
Teacher	0	Teacher Rep Needed
Student	0	Student Rep Needed
Total	0	EE to non-EE ratio is compliant

Chairperson: \_\_\_\_\_ Meeting Day/Time: \_\_\_\_\_ Invalid Mtg Day/Time

Chair Phone: \_\_\_\_\_ Week of Month: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Chair Email: \_\_\_\_\_

Member	Last Name	First Name	Employee	Ethnic	Group Representing
1					
2					
3					Parent
4					Student
5					Community/Business
6					Educational
7					Principal
8					Teacher
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

**DISTRICT EMPLOYEE** – whether a school employee or external DCPS employee, this must be identified in this column

Although it is not included on this form, the **principal** must ensure the economic community is balanced and represented on the SAC.

Principal, Teacher, Student and Educational Support Staff are from the internal school population. Parents and Community/Business could be internal or external

SAC\_List

## RESPONSIBILITY/FUNCTIONS OF DUVAL COUNTY SCHOOL ADVISORY COUNCILS

### **The responsibility of the school advisory council is:**

To provide parents, citizens, faculty, staff, and students an opportunity to participate in the development of educational priorities, assessment of a school's needs, and identification of local resources.

### **The functions of school advisory councils are:**

- To assist in the preparation and evaluation of the school improvement plan (SIP) (Sec. 1001.452(2), F.S.).
- To assist in the preparation of educational improvement proposals for implementing an educational improvement grant.
- To assist in the preparation of the school's annual budget (Sec. 1001.452(2), F.S.).
- To assist in completion of the Mid-Year Stakeholder Assessment.
- To perform functions prescribed by regulations of the district school board (Sec. 1001.452(2), F.S.).

### **Other broad functions of the school advisory councils:**

- To participate in planning and monitoring of school buildings and grounds.
- To initiate activities or programs that generate greater cooperation between the community and the school.
- To assist in the development of educational goals and objectives.
- To provide input regarding the district's Strategic Plan.
- To review and provide input on curriculum issues.
- To recommend various support services and resources.
- To 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.
- To review the budget to be sure it is aligned with the School Improvement Plan.
- To perform other functions as requested by the principal.

**School advisory councils are not established to organize fund raising activities**

## SCHOOL ADVISORY COUNCIL OPERATIONAL PROCEDURES

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

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 persons whether they are administrators, teachers, students, citizens, or parents.

### OPERATIONAL PROCEDURES

- **Each school advisory council shall meet as often as is necessary to perform its duties, but no less than eight (8) times per school year.** All advisory council meetings shall be open to the public according to the Sunshine Law.
- Each school advisory council shall develop bylaws that may be reviewed by the district school board.
- Each school advisory council shall maintain minutes of its meetings, a record of which shall be maintained by the school board and subject to public review. The minutes shall include copies of the notices of meetings, the agenda,-record of attendance, and any reports or supplemental materials used during the meeting. Minutes should be kept for three years.
- Each school advisory council shall assist in the preparation of the school budget and school improvement plan that addresses budget, training, instructional materials, technology, staffing, student support services, and other matters of resource allocation as determined by the school board.
- Each school advisory council shall decide how School Improvement Funds will be spent.
- Each school advisory council shall determine how School Recognition Funds, if awarded, shall be used jointly with the school’s staff. If the school staff and the SAC cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.
- The officers of a school advisory council shall include, but not be limited to, a chairperson, a vice-chairperson, and a secretary.
- The duties of officers shall be established by the school advisory council.
- Vacancies on the council after the initial selection shall be filled in the same manner as the original selection process. Member names and race/ethnicity are to be sent to appropriate district staff.
- Each school advisory council shall include the words “school advisory council” in their name.
- Each school advisory council shall be the final decision making body at the school concerning the progress of the implementation of the school improvement plan.

## SCHOOL IMPROVEMENT FUNDS

*School improvement funds.*--The district school board shall provide funds to schools for developing and implementing school improvement plans. Such funds shall include those funds appropriated for the purpose of school improvement pursuant to s. 24.121(5)(c). Sec. 1001.42(18)(c) F.S. The School Advisory Councils decide how the money will be spent. These monies may be expended only on programs or projects selected by the School Advisory Council.

**Funds are allocated per unweighted student FTE as funds are available.**

### Disbursement

- Funds will be placed in a school improvement account located at each school.
- Schools are to keep a record of all expenditures for auditing purposes.

### Use of Funds

- The School Advisory Council decides how the School Improvement Funds will be spent.
- The principal may not override the recommendations of the SAC.
- Funds can be used for School Improvement Plan development or implementation **only**.
- SACs must reference specific objectives and/or strategies in the School Improvement Plan.
- School Improvement Funds may not be used for capital improvements, such as, construction, renovation, remodeling, or site improvement.
- SACs are encouraged to use the funds to meet current needs rather than having the monies committed to recurring needs.
- Funds should be spent the same school year they are awarded.

### Procedure

- The SAC will meet to discuss the use of funds.
- SAC minutes should reflect the discussion and voting process.
- The School Improvement Plan should incorporate the use of the funds in the action plan and budget component of the plan.
- The principal and SAC Chair should complete the School Improvement Fund Appendix E and email it to [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org).
- A copy of the meeting minutes and the completed Appendix E is to be kept on file at the school with other SAC documentation.

## SCHOOL RECOGNITION FUNDS

All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach an agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. Sec. 1008.36(4), F.S.

**Amount - \$100 per unweighted Student FTE** and amended as per changes in the law.

### Disbursement

- Funds will be placed into a school recognition account located at each school.
- A plan for disbursement of funds and a budget must be submitted to the district.
- Schools are to keep a record of all expenditures for auditing purposes.

### Procedure

- The SAC will meet to discuss the distribution of funds.
- School Recognition Funds are distributed the school year after the standardized assessments are taken to determine school grades or school improvement ratings. The decision of how funds will be distributed should occur with the SAC membership the year the assessments will be taken so if and when funds are available, a plan is in place.
  - Example – The 2014-15 SAC will vote on the distribution of School Recognition Funds that will be released during the 2015-16 school year based on the school's performance during the 2014-15 school year.
- The School Advisory Council and Shared Decision Making committee (representing the school's staff) shall jointly reach an agreement on how the funds will be spent. If an agreement is not reached by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school (Sec. 1008.36(4), F.S.).
- SAC minutes should reflect the discussion and voting process.
- The principal and SAC Chair should complete the School Recognition Fund Appendix F and email it to [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org).
- A copy of the meeting minutes and the completed Appendix F is to be kept on file at the school with other SAC documentation.

## ROLES OF SAC MEMBERS AND THE SCHOOL BOARD

### The Principal

- assures that membership of the School Advisory Council is representative of the ethnic, racial and economic community served by the school.
- works closely with the SAC Chairperson to prepare meeting agendas.
- maintains the appropriate statutory composition of the SAC.
- serves as a resource providing information regarding the local school educational program.
- supplies academic information to the SAC.
- 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.
- represents the school at Area Advisory Council meetings (a designee can be used when needed.)
- keeps the SAC apprised of county policies, curriculum, etc.
- establishes, maintains, and regularly consults with the school advisory council, involving it in decisions in accordance with stated purposes and policies.
- develops, through positive actions, feelings of trust and understanding among SAC, community and staff.
- facilitates the distribution of SAC 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 of its employees.
- is a voting member of SAC.
- is the only administrator on the School Advisory Council.
- supervises instruction.
- leads in the development, revision and successful implementation of the SIP.
- involves all stakeholders in the SIP process.
- keeps SAC informed of relevant policies and activities of the school, district and state.
- ensures a record of SAC activity is housed at the school and available upon request.

### The Chairperson

- works closely with the principal and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.
- represents the school at Area Advisory Council meetings (a designee can be used when needed.)

- calls the meeting to order, maintains order, facilitates 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.
- sees that business is ordered, considered, and disposed of properly.
- provides 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.
- ensures that a copy of the minutes and attendance record is forwarded to appropriate district staff.

### The Vice Chair

- serves as Chair in the absence of the elected Chair.

### The Secretary

- keeps accurate, complete minutes and files them for inspection. An electronic copy of the minutes should be provided, in a timely manner, to the principal for the school file and a copy forwarded to appropriate district staff no later than the 10<sup>th</sup> of the month following the meeting by emailing [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org).
- prepares copies of the agenda and distributes to council members, along with minutes of the last meeting.
- keeps accurate records of council membership, attendance, duties and special assignments.

### Parents and other Community Representatives

- function as council members according to established procedures making suggestions and recommendations representative of the view of parents, citizens and community organizations of the school community.
- **participate regularly** in SAC meetings and carry out council assignments.
- become knowledgeable about the personnel and material resources of the school, the community and the school's educational program.
- act as resource persons for the SAC, especially in the solutions of community-related issues which affect the school and its pupils.
- provide input into the process of obtaining community resources to aid the school's educational program.
- serve as a communications link between the SAC, the community, and the school.
- participate in activities aimed at obtaining parent and community support and assistance for school-related programs.

## Teachers and Educational Support Representatives

- function as members of the council to represent the views and interests of the school staff.
- **participate regularly** in SAC meetings and carry out council assignments.
- provide input into the process of identifying community resources which 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 SAC 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 SAC.
- act as resource persons for the SAC by making available specialized information about the educational program, innovative ideas and available resource.
- Note: the principal is the only administrator on the SAC.

## Student Representatives

- serve as representatives of all students, securing suggestions and recommendations from members of the student body for consideration by the SAC.
- function as members of the SAC in accordance with established procedures.
- **participate regularly** in SAC meetings and carry out council assignments.
- provide input to the process of identifying community resources to aid in the educational program.
- assist in securing the support of students in programs planned to deal with issues affecting students.
- serve as a communications line between the SAC, the community and the student body.
- participate in activities aimed at obtaining parent and community support for the school.
- are required in high schools, optional in middle schools; not included in elementary schools.

## The SCHOOL BOARD

- shall provide funds, per student, for school advisory council use, for school improvement only, as required by Florida statutes and amended from time to time.
- shall encourage maximum decision making at the school site.
- shall encourage waivers of state and district policy, and notify school advisory councils of waiver process.
- shall monitor school advisory council membership for compliance.
- shall maintain meeting minutes from all SAC meetings.
- shall ensure that each school improvement plan addresses budget, training, instructional materials, technology, staffing, student support services, and other matters of resource allocation.

## AREA ADVISORY COUNCILS

Each school shall belong to an Area Advisory Council (AAC). Representatives to the Area Advisory Council shall be the principal and the SAC chair or their designees. AACs shall elect their own chairperson, vice-chairperson and secretary. AACs shall create their own set of bylaws and are governed by the Sunshine Law. The purpose of the AAC is to facilitate communication among the schools in each feeder pattern. The principal of the high school in the area SAC feeder pattern shall be responsible for assuring that the AAC is meeting the required quarterly minimum of meetings.

The Area Advisory Council Chairman and Area Advisory Council Secretary are responsible for keeping accurate, complete minutes. An electronic copy of the minutes should be provided, in a timely manner, to the Office of School Improvement no later than the 10<sup>th</sup> of the month following the meeting by emailing [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org). The lead principal for the area will provide support in this area as needed.

## DISTRICT ADVISORY COUNCIL

The chairperson of each AAC, or their designee shall represent their area on the District Advisory Council (DAC). The DAC shall elect its own chairperson, vice-chairperson and secretary. The DAC shall create its own set of bylaws and is governed by the Sunshine Law. The superintendent shall be a member of the DAC. The purpose of the DAC is to enhance communication between the superintendent, district staff, community and the local schools.

The District Advisory Council Chairman and District Advisory Council Secretary are responsible for keeping accurate, complete minutes. An electronic copy of the minutes should be provided, in a timely manner, to the Office of School Improvement no later than the 10<sup>th</sup> of the month following the meeting by emailing [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org). The Office of School Improvement will provide district support in this area as needed.

## GUIDELINES FOR SUCCESSFUL SAC MEETINGS

The school advisory council should plan an organizational agenda for its first meeting of the school year. This meeting might be used to review this SAC Handbook, set goals, introduce members, assign responsibilities, set an agenda format, and determine what type of problem solving approach will be used by the council.

In order to maintain school advisory council interest and attendance at meetings, each meeting should be carefully planned. Planning strategies for a successful meeting are listed below.

- SAC chairperson and principal prepare an agenda (use input from previous meetings and current concerns).
- Send out minutes of the previous meeting and an agenda for the next meeting to all members at least five days before a meeting.
- Select an appropriate room for the meeting. Consider a central location, temperature, lighting, acoustics, size, and attractiveness.
- Arrange adult-size furniture for face-to-face contact – preferably tables and chairs arranged in a “U” or square. If tables are not available, arrange chairs in a circle or oval.
- Supply nametags and arrange name cards at tables.
- Have refreshments ready and easily accessible.
- Make arrangements for speakers, AV materials or equipment as needed.
- Plan to begin and end the meeting on time.

All SAC meetings should be conducted in a manner designed to bring about efficiency and clarity. The SAC chairperson will call the meeting to order, guide the members through the agenda items, and adjourn the meeting.

Topics to be addressed by a school advisory council should reflect the needs of the school in relation to the school’s philosophy, goals, and the role of the school within the community. Examples of topics for consideration are listed below:

- Monitoring and updating the School Improvement Plan
- Monitoring magnet programs, if applicable
- Programs for Marketing the School Safety Concerns
- Programs for Parent Meetings
- After School Programs
- Curriculum Study
- School Goals and Needs

**The effectiveness of the council will depend upon the rapport between the council and the school principal.**



## APPENDIX A - SAC BYLAWS TEMPLATE

# SCHOOL ADVISORY COUNCIL BYLAWS

## 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) To assist in the preparation and evaluation of the school improvement plan (Sec. 1001.452(2), F.S.).
- b) To assist in the preparation of educational improvement proposals for implementing an educational improvement grant.
- c) To assist in the preparation of the school's annual budget (Sec. 1001.452(2), F.S.),
- d) To assist in completion of the Mid-Year Stakeholder Assessment.
- e) To perform functions prescribed by regulations of the district school board (Sec. 1001.452(2), F.S.).

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

- a) To participate in planning and monitoring of school buildings and grounds.
- b) To initiate activities or programs that generate greater cooperation between the community and the school.
- c) To assist in the development of educational goals and objectives.
- d) To provide input regarding the district's Strategic Plan.
- e) To review and provide input on curriculum issues.
- f) To recommend various support services and resources.
- g) To 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.
- h) To review the budget to be sure it is aligned with the School Improvement Plan.
- i) To 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 and not a staff or faculty member of that school.

Section 4. The principal shall be the only member of that school's administration who is a member of the SAC.

Section 5. Peer election shall be used to select parent, education support staff, student and teacher members of the SAC.

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 appropriate district staff no later than October 1.

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 one year.

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. 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**

- a) assist in the preparation and evaluation of the school improvement plan
- b) assist in the preparation of the school's annual budget
- c) The SAC shall perform functions prescribed by regulations of the district school board

#### **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 provided to the public.

## Article VI: Roles of the Principal and SAC Members

### Section 1. The Principal

- a) assures that membership of the School Advisory Council is representative of the ethnic, racial and economic community served by the school.
- b) works closely with the SAC Chairperson to prepare meeting agendas.
- c) maintains the appropriate statutory composition of the SAC.
- d) serves as a resource providing information regarding the local school educational program.
- e) supplies academic information to the SAC.
- f) is not a passive resource person or a dominant figure.
- g) encourages leadership from within the council.
- h) assists in training members in leadership skills.
- i) arranges for presentations of interest to the council.
- j) represents the school at Area Advisory Council meetings (a designee can be used when needed.)
- k) keeps the SAC apprised of county policies, curriculum, etc.
- l) establishes, maintains, and regularly consults with the school advisory council, involving it in decisions in accordance with stated purposes and policies.
- m) develops, through positive actions, feelings of trust and understanding among SAC, community and staff.
- n) facilitates the distribution of SAC minutes and agendas.
- o) 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.
- p) is a voting member of SAC.
- q) is the only administrator on the School Advisory Council.
- r) supervises instruction.
- s) leads in the development, revision and successful implementation of the SIP.
- t) involves all stakeholders in the SIP process.
- u) keeps SAC informed of relevant policies and activities of the school, district and state.
- v) Ensures a record of SAC activity is housed at the school and available upon request.

## Section 2. The Chairperson

- a) works closely with the principal and the council to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- b) represents the school at Area Advisory Council meetings (a designee can be used when needed.)
- c) calls the meeting to order, maintains order, facilitates and sees that the meeting is properly adjourned.
- d) instructs the secretary and other officers in their duties.
- e) sees that minutes are taken, prepared, read, approved, and properly filed in the school.
- f) sees that business is ordered, considered, and disposed of properly.
- g) sees that the plan of a SAC vote is posted at least 3 days prior to vote.
- h) is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.
- i) ensures that a copy of the minutes and attendance record is forwarded to appropriate district staff.

## Section 3. The Vice Chair(s)

- a) serves as Chair in the absence of the elected Chair.

## Section 4. The Secretary

- a) keeps accurate, complete minutes and files them for inspection. An electronic copy of the minutes should be provided, in a timely manner, to the principal for the school file and a copy forwarded to appropriate district staff no later than the 10<sup>th</sup> of the month following the meeting by emailing [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org).
- b) prepares copies of the agenda and distributes to council members, along with minutes of the last meeting.
- c) keeps accurate records of council membership, attendance, duties and special assignments.

## Section 5. Parents and other community representatives

- a) function as council members according to established procedures making suggestions and recommendations representative of the view 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 the personnel and material resources of the school, the community and the school's educational program.

- d) act as resource persons for the SAC, especially in the solutions of community-related issues which affect the school and its pupils.
- e) provide input into the process of obtaining community resources to aid the school's educational program.
- f) serve as a communications link between the SAC, the community, and the school.
- g) participate in activities aimed at obtaining parent and community support and assistance for school-related programs.

#### **Section 6. Teachers and Educational Support representatives:**

- a) function as members of the council to represent the views and interests of the school staff.
- b) **participate regularly** in SAC meetings and carry out council assignments.
- c) provide input into the process of identifying community resources which can aid in the school's educational program.
- d) accept assigned responsibility for assisting in and coordinating the implementation of new programs.
- e) serve as a communication link between the SAC and the school staff, keeping the staff informed of actions and activities of the council.
- f) participate in efforts to encourage school staff support for goals and activities of the SAC.
- g) act as resource persons for the SAC by making available specialized information about the educational program, innovative ideas and available resource.
- h) Note: the principal is the only administrator on the SAC.

### **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 eight (8) times per year. Such meetings shall be held starting at the beginning of each school year (after the first day of school) such that the membership roster is ready to submit to appropriate district staff no later than October 1. Meetings must be scheduled when parents, students, teachers, education support personnel and community members can attend. All meetings shall be open to the public.

**Section 2.** A quorum must be present to conduct business. A majority of the membership of the council (more than half) 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.

## APPENDIX B - SAC BYLAWS GUIDE

The bylaws form is designed to make your school advisory council bylaws easy to understand and easy to keep up-to-date.

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

Remember that bylaws are supposed to give you some structure and guidelines for the operation of your SAC. Be careful not to make them too restrictive since that will hinder your ability to operate. For example, while you will want to say that your SAC will meet at least 8 times per year, you will NOT want to say that they will meet on the first Thursday of every month. Because then you are required to meet on the first Thursday of every month, even if you have no business to conduct, otherwise you are out of compliance with your bylaws.

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.

**Addendum.** You may add a page to your bylaws titled Addendum if you have items that you feel absolutely must remain a part of your bylaws and are not covered in the bylaws form. Simply insert a “ See Addendum” by the area where the new section would fit into the bylaws. On the addendum page, reference Article # and Section # and add your wording.

**Article I: The name of your School Advisory Council.** ( Must include the words “School Advisory Council”.)

**Article II: Purpose of School Advisory Council**

**Article III: Membership**

Section 7. You must determine a term of office for your members. It is suggested that members serve for one year. Members in good standing could then be re-elected to serve for two or three terms.

Section 9. It is suggested that you include the PTA president as a member of the SAC. It provides for continuity of information. If you do not want the PTA president to serve on the SAC, this section may be removed. If you ~~do~~ want him or her included, ~~just~~ strike the word optional.

**Article IV: Responsibilities of SAC – Sec. 1001.452(2) F.S.** at the beginning of this handbook.

**Article V: Officers**

Section 1. You will need at the least, a chair to run the meeting and a secretary to take the minutes which are required by law. You may choose to add vice chair(s) or other officers. Parliamentarian, should you chose to have one, is addressed under Article X and should be an appointed position.

**Article VI: Roles of Principal and SAC Members**

**Article VII: Committees**

**Article VIII: Meetings**

Section 2. It is state law that a majority of the membership constitutes a quorum. Majority of the membership does NOT mean a majority of those present. It means a majority of your membership. Example: 20 members means a quorum of 11. Keep this in mind as you set the number of members you will have on your SAC. If you have a very large SAC, it may be hard to get enough people in attendance to achieve a quorum.

It is also important that you fill any vacancies as soon as possible since it will affect your quorum and the vacancies **MUST** be filled.

**Article IX: Amendments to Bylaws**

**Article X: Ratification of Bylaws**

**Article XI: Parliamentary Authority**



## APPENDIX C - SAC MINUTES TEMPLATE WITH GUIDELINES

# NAME OF SCHOOL

SAC Minutes - \_\_\_\_\_ (Date) \_\_\_\_\_.

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## Attendance:

List members and attendees in this area. (Note: I also have a list of members in table format with dates of meetings, so I simply check off the names which is so quick to see if there is a quorum present and to monitor absences...remember, we have to make sure to notify SAC to replace a member if a member has more than 2 consecutive unexcused absences. This helps with name spelling too!)

## Call to Order:

A meeting of the \_\_\_\_\_ (name of school) School Advisory Council was held in the \_\_\_\_\_ (place of meeting) on \_\_\_\_\_ date \_\_\_\_\_. Chairman \_\_\_\_\_ 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 outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. 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. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote (Roberts Rules) Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

## Old Business: Guidelines for Minutes guides regarding 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,





## APPENDIX D - SAC AGENDA TEMPLATE

## NAME OF SCHOOL

SAC Agenda for DATE – PLACE & TIME

1. Meeting Call to Order / Determination of a Quorum
2. Adoption of Agenda
3. Introduction & Welcome
4. Public Comments
5. Reading/ Adoption of the Minutes
6. Old Business
  - SIP
  - Budget/School Improvement Funding
  - SAC Open Positions
7. New Business
  - Meetings will focus on the old business items noted above until we complete these tasks.
8. Reports – \_\_\_\_ minutes per report
  - a. Student
  - b. Principal
  - c. Chair
  - d. Faculty
9. Open Agenda
10. Next Meeting Confirmation / Adjournment

### Chairman Notes:

- Perhaps upcoming district meetings or school board meetings
- School Year SAC meeting dates:

## APPENDIX E - SCHOOL IMPROVEMENT FUNDS

**Describe how school improvement funds will be used as voted on by the School Advisory Council, including the amount budgeted for each project. *The integration of school improvement funds should be embedded within a goal on the school improvement plan and the budget should be a line item on the budget rollout page of the SIP.***

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**Result of SAC vote for the use of School Improvement Funds – Names of Members present (attach attendance roster) # of Aye \_\_\_\_\_ # of Nay \_\_\_\_\_ # Abstain \_\_\_\_\_**

**Where is the action plan connected to the use of SIF funds referenced in the School Improvement Plan?**

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**Signature of SAC Chairman \_\_\_\_\_**

**Signature of Principal \_\_\_\_\_**

**Approval Date \_\_\_\_\_**

**This form should be completed and submitted with a copy of the minutes to [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org)**

## APPENDIX F - SCHOOL RECOGNITION FUNDS

All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach an agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. Sec. 1008.36(4), F.S.

### Disbursement

- Funds will be placed into a school recognition account located at each school.
- A plan for disbursement of funds and a budget must be submitted to the district.
- Schools are to keep a record of all expenditures for auditing purposes.

**This vote reflects a plan for School Recognition Funds that may result or that resulted from student performance during the 20\_\_\_\_ - 20\_\_\_\_ school year. (School Recognition Funds are distributed the school year following the assessment year). A decision must be made by February 1 of the year the funds are received.**

Date of final SAC Vote for the distribution of funds \_\_\_\_\_

Result of SAC vote for the use of School Improvement Funds – Names of Members present (attach attendance roster) # of Aye \_\_\_\_\_ # of Nay \_\_\_\_\_ Comments \_\_\_\_\_

Were the SAC and School Staff (Shared Decision Making) able to reach an agreement YES NO

Describe the plan for the distribution of School Recognition Funds voted on by the School Advisory Council, including the amount budgeted for each project.

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Signature of SAC Chairman \_\_\_\_\_

Signature of Principal \_\_\_\_\_

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

This form should be completed and submitted with a copy of the minutes to [schoolimprovement@duvalschools.org](mailto:schoolimprovement@duvalschools.org)

## APPENDIX G - SAMPLE SAC MEETING REMINDER CHECKLIST

**Chairperson's Name:**

**Date of Meeting:**

**Place of Meeting:**

**Time of Meeting:**

√	Meeting Items	Due Date	Date Completed	Person Assigned
	Prior Meeting Minutes			
	Minute Taker			
	Script			
	Meeting Agenda <u>Prepared</u>			
	<u>Minutes from previous meeting sent to members</u>			
	Written Notice to SAC Members 3 days in Advance			
	Posted Notice			
	<u>Appropriate room selected for the meeting</u>			
	Sign In Sheet / Roster			
	Speaker Cards			
	Timer (Red & Green Card)			
	<u>Furniture arranged in the room for the meeting</u>			
	<u>Name cards or name tags</u>			
	<u>Refreshments</u>			
	<u>Speakers notified about coming to the meeting</u>			
	<u>AV materials or equipment prepared</u>			

## APPENDIX H - MID-YEAR STAKEHOLDERS ASSESSMENT COMMUNITY MEETING

### Recommendation

That the Duval County School Board require each School Advisory Council, in cooperation with various identified community stakeholders that work with the school, to conduct an annual midyear stakeholders' assessment community meeting and file a written report outlining the recommendations of the mid-year stakeholder assessment community meeting.

The mid-year stakeholders' assessment community meeting should be held in conjunction with a regularly scheduled monthly School Advisory Council meeting between the months of December and February each academic year and 30 days notice must be provided to the identified community stakeholders that are requested to attend. The mid-year stakeholders' assessment community meeting will receive stakeholder input on the specific school site information regarding the leadership and management characteristics that will support the academic success of the students in the school.

The identified community stakeholders to be invited must include representatives from each of the following groups: each member of the School Advisory Council, PTA/PTSA president or designee, DTU representative, shared decision making representative, school based booster and alumni organizations, business partners of the school, faith based partners of the school, nonprofit representatives that partner with the school, philanthropic donors that support the school, and the NCAACP education committee chair or designee.

The written report outlining the recommendations of the mid-year stakeholder assessment will be forwarded to the Superintendent of the School District and copies will be provided to the Duval County School Board.

### Description

The Superintendent of the School District is statutorily required to manage the School District and to recommend to the School Board the most effective leadership team that will support the academic achievement of the students for each school. The members of the School Board are statutorily required to govern the School District in a manner that encourages stakeholder input and fosters a belief of confidence in the School District. To that end, meaningful stakeholder input is vital to the School District actualizing its Core Beliefs and Commitments and creating a shared vision with the community to support student achievement. It is the goal that this agenda item will create a mechanism whereby key stakeholder input is included on an annual basis to support the Superintendent and the School Board as they comply with their statutory obligations.

## APPENDIX I - MID-YEAR STAKEHOLDERS ASSESSMENT COMMUNITY MEETING TEMPLATE

Downloadable template is located at [www.duvalschools.org/schoolimprovement](http://www.duvalschools.org/schoolimprovement) in the SAC section

### MID-YEAR STAKEHOLDERS' ASSESSMENT Duval County Public Schools

#### Overview:

The Mid-Year Stakeholders' Assessment for (school name) \_\_\_\_\_ was held on (date) \_\_\_\_\_. The meeting was facilitated by (SAC Chair) \_\_\_\_\_. Identified community stakeholders participated (please list on attached sheet), which included, if applicable, members of the School Advisory Council, PTA/PTSA president or designee, DTU representative, shared decision making representative, school-based booster and alumni organizations, business partners of the school, faith-based partners of the school, non-profit representatives that partner with the school, philanthropic donors that support the school, and the NAACP education committee chair or designee.

This report includes a compilation of the community stakeholders' comments regarding "what matters most" to support student academic achievement in the school.

The following process has been designed to be easy to prepare by using summaries and selected performance examples that focus on five school improvement steps:

- **Needs Assessment** - *Summarize the student academic achievement needs and the relationship to the school improvement plan.*
- **School Improvement Plan** – *What will be done to address the identified academic achievement needs?*
- **Community and Family Engagement and Involvement** – *What are the examples of community engagement and involvement that the stakeholders are aware? What are examples of parent engagement and involvement?*
- **Evaluation of Results** – *How has the committee evaluated the effectiveness of the actions taken? What process has been used, who has been involved, and what specific criteria or indicators of success have been used to evaluate the effectiveness of the action?*
- **Next Steps** – *Where do we go from here?*

MID-YEAR STAKHOLDERS' ASSESSMENT

COMMUNITY MEETING

The following community stakeholders, including parents, were present:

NAME	ORGANIZATION REPRESENTED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

## APPENDIX J - SAMPLE MEETING NOTICE

MEETING NOTICE  
NONAME HIGH SCHOOL  
5000 TRAINING ROAD  
JACKSONVILLE, FL 32206

Instructor Jackson, Principal

Date: December 4, 2013

Time: 5:00 P.M.

The School Advisory Council ("SAC") will hold a Special Meeting on December 4, 2013, at 5:00 p.m. The meeting will be held in **Room 123, in the Learning Resource Center (Library)** at 5000 Training Road, Jacksonville, Florida.

The purpose is to discuss the following topic(s):

See attached agenda

Any person who anticipates an appeal of a decision made by the School Advisory Committee with respect to any matter considered at these meetings, or who may decide to appeal such decision, will need to ensure that a verbatim record of the proceedings is made. This record will need to include the testimony and evidence upon which the appeal is to be based.

POSTED: WEDNESDAY – NOVEMBER 30, 2013 – **10:50 A.M.**

IJ

## APPENDIX K - SAMPLE MEETING SCRIPT

*SCRIPT FOR*  
*DATE*  
*REGULAR MEETING*  
*SCHOOL ADVISORY COUNCIL*

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1. CALL MEETING TO ORDER:

THE SCHOOL ADVISORY COUNCIL FOR DUVAL COUNTY HIGH SCHOOL IS NOW CONVENED FOR THIS REGULAR MEETING. THE SECRETARY WILL CALL THE ROLL OF THE OFFICERS.

2. ADOPTION OF THE (DATE) AGENDA:

WE WILL NOW MOVE TO THE NEXT ITEM ON OUR AGENDA, ADOPTION OF THE (DATE) AGENDA.

IN ORDER TO OPEN DISCUSSION ON THIS ITEM, I MOVE THAT WE ADOPT THE AGENDA PRESENTLY BEFORE THE COUNCIL, IS THERE A SECOND? HAVING RECEIVED A SECOND, WE WILL NOW HAVE DISCUSSION REGARDING THIS MATTER. DOES ANY MEMBER OF THE COUNCIL WISH TO DISCUSS THIS MATTER? **[(A) IF NO ONE SPEAKS, THEN MOVE THE MATTER FOR A VOTE OR AFTER DISCUSSION HAS CONCLUDED, THEN MOVE THE MATTER FOR A VOTE]** HEARING NO DISCUSSION, WE WILL MOVE THIS MATTER FOR A VOTE. ALL OF THOSE IN FAVOR OF ADOPTING THE AGENDA PRESENTLY BEFORE THE COUNCIL AS THE AGENDA OF THIS COUNCIL PLEASE INDICATE "YES" BY RAISING YOUR HAND. ALL THOSE OPPOSED, PLEASE INDICATE "NO" BY RAISING YOUR HAND. BY A VOTE OF \_\_\_\_ TO \_\_\_\_ THE MOTION CARRIES AND THE AGENDA BEFORE THE COUNCIL IS APPROVED/REJECTED.

3. INTRODUCTIONS & WELCOME:

I WISH TO EXTEND A WARM WELCOME TO EVERYONE PRESENT. THE DUVAL COUNTY HIGH-SCHOOL ADVISORY COUNCIL IS HERE TONIGHT TO HOLD A REGULAR MEETING. THE SCHOOL ADVISORY COUNCIL WILL LISTEN TO A REPORT(S) FROM

- PRINCIPAL SMITH WHICH WILL FOCUS ON THE SCHOOL IMPROVEMENT PLAN FOR DUVAL COUNTY HIGH SCHOOL. ALSO, WE WILL HEAR COMMENTS FROM SCHOOL ADVISORY COUNCIL MEMBERS REGARDING (INSERT THE VARIOUS TOPICS OF THE REPORTS).

AS A SHOW OF COURTESY AND RESPECT TO EACH OTHER, WE ASK THAT ALL MOBILE PHONES BE TURNED OFF AND THAT NO FLASH PHOTOGRAPHY IS USED DURING THE MEETING.

THANK YOU FOR TAKING THE TIME TO JOIN US THIS EVENING AND FOR YOUR INTEREST IN THE OPERATION OF DUVAL COUNTY HIGH SCHOOL.

FOR THOSE MEMBERS OF THE AUDIENCE WISHING TO ADDRESS THE COUNCIL DURING OUR PUBLIC COMMENTS PORTION OF THE COUNCIL MEETING, PLEASE NOTE THAT SPEAKER CARDS ARE AVAILABLE AND WE WILL ACCEPT SPEAKER CARDS UNTIL (TIME). THE SCHOOL ADVISORY COUNCIL FOR DUVAL COUNTY HIGH SCHOOL IS NOW CONVENED FOR ITS REGULAR MEETING.

THE MANAGEMENT AND DAY-TO-DAY OPERATIONS OF DUVAL COUNTY HIGH SCHOOL ARE THE RESPONSIBILITY OF THE PRINCIPAL. IT IS NOT THE ROLE OF THE COUNCIL TO MAKE MANAGERIAL OR OPERATIONAL DECISIONS. THE DISTRICT HAS POLICIES AND PROCEDURES IN PLACE TO ASSIST THE PRINCIPAL IN RESOLVING MANAGEMENT AND OPERATIONAL ISSUES.

3. PRINCIPAL'S REPORT:

AT THIS TIME I WOULD LIKE TO CALL ON PRINCIPAL JOHN SMITH TO PROVIDE A REPORT ON THE SCHOOL IMPROVEMENT PLAN TO THE SCHOOL ADVISORY COUNCIL.

REPORT BY PRINCIPAL SMITH

(BY PLACING THE PRINCIPAL'S REPORT HERE, YOU SHOULD HAVE TIME TO COLLECT THE PUBLIC COMMENT CARDS)

4. COMMENTS FROM AUDIENCE:

WE ARE NOW ON THE PUBLIC COMMENT PORTION OF OUR AGENDA. THOSE WISHING TO ADDRESS THE COUNCIL MUST FILL OUT A SPEAKER'S CARD. THE COUNCIL WELCOMES YOUR COMMENTS ON MATTERS THAT ARE BEFORE THE COUNCIL FOR CONSIDERATION. IT IS NOT THE COUNCIL'S INTENT TO RESPOND, BUT TO USE THE INPUT IN OUR DELIBERATIONS.

TO GIVE EVERYONE APPROPRIATE RESPECT AND COURTESY, PLEASE REFRAIN FROM AUDIBLE COMMENTS OR APPLAUSE.

WHEN YOU COME TO THE MICROPHONE, PLEASE STATE YOUR NAME FOR THE RECORD. PLEASE LIMIT YOUR COMMENTS TO THREE (3) MINUTES. WHEN YOU ARE SHOWN THE GREEN CARD BY DISTRICT STAFF, YOU WILL HAVE ONE (1) MINUTE REMAINING. WHEN YOU ARE SHOWN THE RED CARD, YOUR TIME WILL BE UP. IF YOUR CONCERNS EXCEED THAT TIME, YOU MAY PRESENT WRITTEN COMMENTS TO THE COUNCIL. YOU ARE ASKED TO REFRAIN FROM REFERENCES TO SPECIFIC INDIVIDUALS.

PLEASE REMEMBER THAT SPEAKER CARDS ARE/WERE ONLY ACCEPTED UP UNTIL (TIME).

THANK YOU FOR TAKING YOUR TIME TO ADDRESS THE COUNCIL.

[IF NO SPEAKER CARDS ARE RECEIVED] I SEE THAT NO ONE SUBMITTED A SPEAKER'S CARD PRIOR TO (TIME). ACCORDINGLY, WE WILL CLOSE THE PUBLIC COMMENT PORTION OF OUR AGENDA.

[IF SPEAKER CARDS ARE RECEIVED, PROCEED WITH PUBLIC COMMENT UNTIL ALL SPEAKERS WHO HAVE SUBMITTED CARDS HAVE SPOKEN OR GIVEN UP THEIR OPPORTUNITY TO SPEAK] SEEING THAT THERE ARE NO ADDITIONAL SPEAKER'S CARDS, WE WILL CLOSE THE PUBLIC COMMENT PORTION OF OUR AGENDA.

5. READING / ADOPTION OF THE MINUTES:

WE WILL NOW MOVE TO THE NEXT ITEM ON OUR AGENDA, READING / ADOPTION OF THE MINUTES FOR THE:

- DATE-REGULAR MEETING

THE SECRETARY WILL READ THE MINUTES OF THE LAST MEETING. ARE THERE ANY ADDITIONS OR CORRECTIONS TO THE MINUTES?

IN ORDER TO OPEN DISCUSSION ON THIS ITEM, I MOVE THAT WE APPROVE THE MINUTES PRESENTLY BEFORE THE COUNCIL, IS THERE A SECOND? HAVING RECEIVED A SECOND, WE WILL NOW HAVE DISCUSSION REGARDING THIS MATTER. DOES ANY MEMBER OF THE COUNCIL WISH TO DISCUSS THIS MATTER? **[(A) IF NO ONE SPEAKS, THEN MOVE THE MATTER FOR A VOTE OR AFTER DISCUSSION HAS CONCLUDED, THEN MOVE THE MATTER FOR A VOTE]** HEARING NO DISCUSSION, WE WILL MOVE THIS MATTER FOR A VOTE. ALL OF THOSE IN FAVOR OF APPROVING THE MINUTES PRESENTLY BEFORE THE COUNCIL AS THE MINUTES OF THIS COUNCIL PLEASE INDICATE "YES" BY RAISING YOUR HAND. ALL THOSE OPPOSED, PLEASE INDICATE "NO" BY RAISING YOUR HAND. BY A VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ THE MOTION CARRIES AND THE AGENDA BEFORE THE COUNCIL IS APPROVED/REJECTED.

6. UNFINISHED BUSINESS:

WE ARE NOW ON THE UNFINISHED BUSINESS PORTION OF OUR AGENDA. IN THE LAST MEETING, (STATE THE UNFINISHED BUSINESS ITEMS HERE).

EXAMPLES INCLUDE:

- SAC OPEN POSITIONS
- SIP
- SCHOOL IMPROVEMENT FUNDS

7. NEW BUSINESS

"IS THERE ANY NEW BUSINESS?"

OR

AS PROVIDED ON YOUR AGENDA, THERE IS NO NEW BUSINESS BEFORE THE COUNCIL.

8. REPORTS

THE SCHOOL ADVISORY COUNCIL WILL LISTEN TO A REPORT(S) FROM:

EXAMPLES:

- REPORTS OF EXECUTIVE OFFICERS
- ELECTION COMMITTEE REPORT

9. ADJOURNMENT:

A MEMBER WILL MAKE A MOTION TO ADJOURN THE MEETING OR THE CHAIR MAY SAY, "DO I HEAR A MOTION TO ADJOURN?"

THERE BEING NO FURTHER BUSINESS, THIS REGULAR MEETING OF THE SCHOOL ADVISORY COUNCIL IS ADJOURNED.

THE CHAIRMAN ADJOURNS THE MEETING.

DATE

## APPENDIX L - SAMPLE SPEAKER CARD

Duval County Public Schools welcomes comments on matters which are important to schools, educators, parents, students, and the general community. Today's meeting is an opportunity for you and other concerned citizens to express your points of view. When called upon, please limit your comments to three minutes; speak into the microphone; and give your name and organization, if representing one. If you do not feel you can make your comments in three minutes, please present written comments during this meeting.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Item of Concern: \_\_\_\_\_

Group Name (if applicable): \_\_\_\_\_

Every school. Every classroom. Every student. Every day.



DUVAL COUNTY  
PUBLIC SCHOOLS

APPENDIX M - SAMPLE SAC SIGN IN SHEET

**Northwest High School  
School Advisory Committee  
2013-2014**

**Meeting Date:** \_\_\_\_\_

	<b>Member Name</b>	<b>Group Representing</b>	<b>Member Signature</b>	<b>Verified (v)</b>
1	Obama, Mary	Teacher		
2	Taylor, Hunter	Teacher		
3	Smith, John	Principal		
4	Bride, Tom	Parent		
5	Brooks, Seaside	Educational Support		
6	Carver, Lola	Parent		
7	Dean, Ashe	Parent		
8	Diptee, Raden	Community / Business		
9	Feeber, Faye	Student		
10	Grizzley, Monica	Student		
11	Blurple, Mary	Parent		

