



School Advisory Council Learning Module

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Bureau of School Improvement

Bureau of School Improvement

- **Mission:**
 - The Bureau of School Improvement (BSI) serves as a partner in supporting improved outcomes for all students through strategic problem solving, capacity building, and the implementation of sustainable systems.
- **Vision:**
 - We serve districts and schools as collaborative partners to support continuous improvement and improved outcomes for all students.



Bureau of School Improvement

- How does BSI support the School Advisory Council (SAC)?
 - Schoolwide Improvement Plan (SIP)/SAC assurances
 - Compliance
 - Guidance on the statute
 - Concerns from stakeholders





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School Advisory Council

Florida Statute 1001.452

School-based group intended to represent the school, the community, and those persons closest to the students that shares responsibility for supporting the school's continuous improvement.

- Each SAC must include in its name the words "school advisory council."
- The district school board is responsible, by Florida law, for establishing an advisory council for each school in the district and developing procedures for the election and appointment of advisory council members.

Role and Responsibility

The SAC is a team of individuals who work together to accomplish the goals of the school by:

- Assisting in the preparation and evaluation of the schoolwide improvement plan (SIP)
- Approving the use of school improvement funds to support implementation of the SIP
- Assisting in the preparation of the school's annual budget



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Composition

Composition

1001.452(1)(a), F.S., The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decision making at the school relating to implementation of ss. 1001.42(18) and 1008.345. A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

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

Composition Continued

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.

Composition Guidance

- In alignment with Best Practices in Inclusive Education (BPIE), BSI encourages the inclusion of parents of children with disabilities on SACs, as well as teachers or support employees whose primary role involves working with students with disabilities, in an effort to achieve representation of an entire school community.
- An advisory legal opinion from the Florida Attorney General’s Office issued on April 8, 2008, indicates that the composition of the SAC must reflect the ethnic, racial, and economic community in the geographic area served by the school—rather than the district at large or the actual student population attending the school.

Composition Guidance Continued

- If a person is both a teacher and parent, their membership on the SAC would be determined by the group that elected them (teachers or parents). The method by which a membership category is determined does not exempt a SAC from adhering to composition requirements outlined in law.
- Neither state statute nor an attorney general's opinion offer a specific range for meeting category percentages on school advisory councils. Therefore, school districts should work with their attorneys to establish an acceptable range for exceeding or falling short of the identified percentage of membership categories.
- Assistant principals would not fall under the "teacher" or "education support employee" stakeholder groups for SAC membership. Assistant principals are welcome to attend SAC meetings, as is any member of the general public; however, they are not members of the council.



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District Advisory Council

1001.452(1)(b), F.S.,

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.



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Department of Juvenile Justice

Department of Juvenile Justice

1001.452(1)(c),F.S., 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\(18\)\(a\)](#).

Department of Juvenile Justice Guidance

- District school boards are required to establish a SAC and annually approve a SIP for each non-charter school in the district, including schools operating for the purpose of providing educational services to students in Department of Juvenile Justice (DJJ) programs. Section 1001.452(1)(c), F.S., provides flexibility of establishing a district advisory council to meet the SIP requirements.
- Alternative and ESE centers, are considered non-charter public schools and as such, are required to adhere to the same rules as their traditional school counterparts.



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Bylaws

Bylaws

1001.452(1)(d), F.S., 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.

Bylaws Guidance

- A majority of the membership of the council, i.e., more than half, constitutes a quorum
- If a quorum of a local board is physically present, “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness... whether the absence of a member due to a scheduling conflict constitutes such circumstance is a determination that must be made in the good judgment of the board” (AGO 03-41).

Bylaws Guidance Continued

- Minutes should include the name of the school, a list of those in attendance, the date and location of the meeting, an official call to order, old and new business, the date and location of the next meeting (if known), and the time the meeting adjourned. Any actions items voted on by the SAC should also be reflected in the minutes.
- Each School Advisory Council adopts its own bylaws. The district may require procedures, policies, sample by-laws or a uniform template for all SACs in their district.



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Duties

Duties

1001.452(2),F.S., 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.

Duties Guidance

- Revenues, as determined annually by the Legislature, shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to s. [1001.42\(18\)](#). A portion of these moneys, as determined annually in the General Appropriations Act, must be allocated to each school in an equal amount for each student enrolled. These moneys may be expended only on programs or projects selected by the school advisory council or by a parent advisory committee.

Duties Guidance Continued

- The funds may be expended only on programs or projects selected by the SAC, and neither district staff or the principal can override the SACs recommendations. The funds may not be used for capital improvements or for any project or program that has a duration of more than one year; however, a SAC may independently determine to continue funding a program or project formerly funded with these funds in a subsequent year.
- School Recognition funds for 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) of 1008.36.F.S. as determined jointly by the school's staff and school advisory council.



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