

**School Advisory Council/Shared Decision Making Team  
Operational Guidelines  
2017-2018**

**Article I. General**

- A. These guidelines are adopted pursuant to Rule 2.26 of the Sarasota County School Board and shall govern the operation of the Lakeview Elementary School Advisory Council/Shared Decision Making Team.
- B. The provisions of Florida law and rules of the School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by reference. Revisions required by House Bill 1661, effective July 1, 2002, are also included.
- C. To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.
- D. The guidelines/bylaws will be submitted to the district school board annually for review.

**Article II. Name**

The official name of this body shall be the School Advisory Council/Shared Decision Making Team of Lakeview Elementary.

**Article III. Purpose**

The purpose of the School Advisory Council/Shared Decision Making Team is to enhance school site decision making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the school improvement plan, and to provide input on the budget and use of school improvement funds pursuant to Florida Statute 229.58.

**Article IV. Membership Responsibilities**

The School Advisory Council/Shared Decision Making Team shall:

- 1. Review the results of any needs assessments conducted at the school.
- 2. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, strategies, and evaluation procedures to measure student performance. The School Advisory Council/Shared Decision Making Team shall be the final decision-making body at the school relating to school improvement.
- 3. Define adequate progress for each school goal and for the overall school improvement plan when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board and notify and request assistance from the School Board when the school fails to make adequate progress on the overall plan.
- 4. Report progress in meeting the goals of the school improvement plan. An end-of-year report shall affirm the satisfactory implementation of the plan.
- 5. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
- 6. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- 7. Make recommendations on the accumulation and reporting of data that is beneficial to parents.

8. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
9. Provide input on the use of school improvement funds.
10. Make recommendations on the waiver of School Board Policy/Rules, Florida Statutes or State Board of Education Rules, which will allow school personnel to establish innovative educational practices and methods.
11. Act as liaison between the school and the community.
12. Assist in the preparation of the feedback report to the Commissioner of Education as required by and pursuant to Florida Statutes.
13. Identify other duties and functions of the School Advisory Council/Shared Decision Making Team.

#### **Article V. Composition**

The School Advisory Council/Shared Decision Making Team shall include the school principal and an appropriately balanced number of teachers, education support employees, students (*Elementary students are not required, but strongly encouraged.*), parents, and business and community representatives. The composition shall be as follows:

1. Membership shall be representative of the ethnic, racial and economic community served by the school, including students in the count.
2. A majority of members shall be persons that are not employed at the school.
3. Teachers shall be defined as any person on the instructional salary scale.
4. Education support employee shall refer to any person on the classified salary schedule employed by the school for twenty or more hours during a normal working week.
5. *The SAC/SDMT shall consist of no less than 15 members and no more than 35 members.*
6. The membership shall be comprised, at a minimum, of the following: teachers (5), support employees (1), parents (6), business/community members (1).

#### **Article VI. Selection of Members, School Board Approval, Vacancies, Membership Term and Attendance**

1. Selection of Members:
  - a. Teachers, education support employees, students, and parents shall be elected by their respective peer groups in a fair and equitable manner as set forth in these guidelines:
  - b. Teachers shall be selected by teachers.
  - c. Education support employees shall be elected by support employees.
  - d. Students shall be elected by the student body. Students express interest, and parents are asked to support. Names are then drawn from a hat to ensure racial, SES, and ESE composition reflecting our school's population.
  - e. Parents shall be elected by parents. SAC/SDMT membership is open to all parents who are able to be consistent with attendance. Members are then elected.
2. Business and community members shall be selected by the School Advisory Council/Shared Decision Making Team after reviewing a list of nominees prepared by the school principal using the following guidelines:
  - a. The principal shall:
    - 1) Seek candidates from businesses and the community through letters, newsletters, or other media releases.
    - 2) Prepare a list of individuals seeking nomination and present the list to the School Advisory Council/Shared Decision Making Team for selection.
  - b. The School Advisory Council/Shared Decision Making Team shall:
    - 1) Select/elect the business/community member(s) from the list presented by the principal.
    - 2) SAC/SDMT Roster is approved at a P.T.O. Meeting.

3. The school principal is a required member by law.

**B. School Board Approval:**

1. The principal shall submit the list of School Advisory Council/Shared Decision Making Team members to the Superintendent or designee for review and submission to the School Board for approval each school fiscal year. The membership list shall include:
  - a) the name of each council member.
  - b) the peer group represented.
  - c) a description of how membership reflects the ethnic, racial, and economic community served by the council.
  - d) the number and percent of school-based and non-school-based members.
  - e) a description of how members were selected for each peer group.
2. The principal shall also submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it. Revisions in other data that result from the member change will also be noted.

**C. Vacancies:**

The principal shall:

1. Fill School Advisory Council/Shared Decision Making Team vacancies as they occur throughout the year using the process described above.
2. Submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it on the list. Revisions in other data that result from the member change will also be noted.

**D. Membership Term:**

1. *Describe length of term.* Members will serve a minimum of one (1) year. New members will begin at the first SAC/SDMT meeting of the school year.
2. *Describe limits on term served.* A member may serve an unlimited number of terms.
3. *Describe staggered terms.* Terms will be staggered to ensure a mix of new and experienced members each year.

**E. Attendance:**

Any member who has two consecutive unexcused absences from a school advisory council meeting that is noticed according to the procedures in the bylaws shall be replaced.

## **Article VII. Officers**

### **A. Officers:**

There shall be a Chairperson, Vice-Chairperson, and a Recording Secretary nominated and selected at the first School Advisory Council meeting of the regular school year.

### **B. Duties:**

1. The Chairperson shall preside at all School Advisory Council/Shared Decision Making Team meetings, schedule meetings, and prepare agendas in collaboration with the principal.
2. The Vice-Chairperson shall preside at all meetings in the absence of the Chairperson and perform such other duties as requested by the Chairperson or by the School Advisory Council/Shared Decision Making Team.
3. The Recording Secretary shall keep a proper record of all meetings of the School Advisory Council/Shared Decision Making Team, including a record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of the Operational Guidelines, previous minutes, and other pertinent papers. The Secretary shall also keep an accurate list of names, addresses, and telephone numbers of all members, indicating the status of such members (i.e. teacher, parent, etc.) and the expiration date of each member's current term. The Recording Secretary shall notify all members of School Advisory Council/Shared Decision Making Team meetings.
4. The administrative assistant will be responsible for advertiseing the agenda to the school community at least 48 hours in advance of each scheduled meeting, disseminating pertinent information to members, and forwarding the SAC/SDMT meeting minutes to the district for inclusion on the district website.

### **C. Term of Office**

1. *Describe length of term and limit on term, if desired.*  
Each officer shall serve a term of at least one year.
2. *Describe process for filling vacancies.*  
Vacancies occurring during term shall be filled at the first meeting after the Vacancy occurs.

## **Article VIII. Membership Voting**

*Describe the voting process and procedure.*

A quorum of school advisory council members shall be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.

## **Article IX. Meetings**

The School Advisory Council/Shared Decision Making Team will adhere to the following guidelines for meetings:

1. Meeting dates, times, and locations will be mutually agreed upon by members.
2. Meetings will be scheduled at times when parents, students, teachers, business persons, and members of the community can attend and which support maximum attendance by members of the school community.

3. Meeting notices, including agendas, will be posted in the staff lounge, mail room, and via e-mail 48 hours prior to the scheduled meeting.
1. At least three days' advance notice in writing will be given to all SAC/SDMT members of any matter that is scheduled to come before SAC/SDMT for a vote.
5. All meetings will be open and public.
6. Each meeting shall require the presence of a quorum. A majority of the membership of the council constitutes a quorum.
7. Minutes from all regularly scheduled meetings will be recorded and maintained in the office of the principal, be posted with the district, and e-mailed to SAC/SDMT members.
8. The School Advisory Council/Shared Decision Making Team shall be in compliance with Florida's Government-in-the-Sunshine Law and Public Records Law.

**Article X. Committees**


Committees will be formed and guided by the Operational Guidelines of the School Advisory Council. All committees will function as advisory committees unless decision making is delegated to them by the School Advisory Council/Shared Decision Making Team and principal.


1. Standing Committee(s)  
School Advisory Council/Shared Decision Making Team members will be considered members of the Operational Guidelines Committee. This committee shall be responsible for drafting revisions to the Operational Guidelines when necessary and for presenting the revisions to School Advisory Council/Shared Decision Making Team for approval.
2. Special Committees  
The School Advisory Council/Shared Decision Making Team may create other committees to address specific needs. The existence of such committees shall terminate upon completion of the specified task.

**Article XI. Amendments**

The Operational Guidelines shall be reviewed annually and revised as deemed necessary. Changes must be approved by the School Advisory Council/Shared Decision Making Team.

Approved by the Lakeview Elementary School Advisory Council/Shared Decision Making Team this (date).

  
 Chairperson  
 School Advisory Council/  
 Shared Decision Making Team

  
 Principal

