

## **School Advisory Council**

# **Alternative Schools**

## **Operational Guidelines**

### **2017-2018**

#### **Article I. General**

- A. These guidelines are adopted pursuant to policy 2.26 of the Sarasota County School Board and shall govern the operation of Alternative Schools School Advisory Council.
- 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.
- 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 of Alternative Schools.

#### **Article III. Purpose**

The purpose of the School Advisory Council is to enhance school site decision making, to serve in an advisory capacity to the director 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 shall:

- A. Review the results of any needs assessments conducted at the school.
- B. Assist in the development of each school's 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 shall be the final decision-making body relating to school improvement.
- C. Define adequate progress for each school's 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.
- D. Report progress in meeting the goals of the school improvement plan. A mid-year review and end-of-year report shall affirm the satisfactory implementation of the plan.

- E. 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.
- F. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of student and educational programs, and progress in accomplishing the school goals.
- G. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
- H. Serve as a resource for the director and advise the director in matters pertaining to the school program.
- I. Provide input on the school's annual budget and the use of school improvement funds to assist in the preparation of the school budget.
- J. Make recommendations on the waiver of School Board Policy, which allow school personnel to establish innovative educational practices and methods.
- K. Act as a liaison between the school and the community.
- L. Assist in the preparation of the feedback report to the Commissioner of Education as required by and pursuant to Florida Statutes.
- M. Identify other duties and functions of the School Advisory Council.

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

The School Advisory Council shall include the directors and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives. The composition shall be as follows:

- A. Membership shall be representative of the ethnic, racial and economic community served by the school, including student(s) in the count.
- B. A majority of members shall be persons that are not employed at the school.
- C. Teachers shall be defined as any person on the instructional salary scale.
- D. Education support employees shall refer to any person on the classified salary schedule employed by the school for twenty or more hours during a normal working week.
- E. The SAC shall consist of no less than (9) and no more than (17) members.

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

- A. Selection of Members:

The Alternative Schools have agreed to organize a joint School Advisory Council. Due to the unique structure of Alternative Schools, in order to provide representatives diversity and to fulfill the requirements of the law, the Alternative Schools' Directors will provide recommendations for membership on the joint School Advisory Council Committee and will vote on members at a regularly scheduled Alternative School meeting. We are recommending that this will satisfy the requirement for members being elected to the Alternative Schools' Advisory Council.

1. 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 the guidelines:

Teachers shall be elected by teachers from all Alternative Schools.  
(Example. From the teacher's teaching team or department, from a ballot of nominated teachers with all Alternative Schools.)

Education support employees shall be elected by education support employees from all Alternative Schools.

Students shall be elected by the student body from Alternative Schools.  
Student(s) will be recommended to the Directors from all Alternative Schools.  
Directors will present their recommendation to SAC.

Parents shall be appointed by Alternative School Directors' recommendation and presented to SAC for approval.

2. Business and community members shall be selected by the School Advisory council after reviewing a list of nominees prepared by the SAC Chair using the following guidelines:

a. SAC Chair 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 for selection.

b. The School Advisory Council shall: 1) Select/elect the business/community member(s) from the list presented by the directors.

2) Prepare a list of community people and send the list to each SAC member and ask for their endorsement.

3. The directors are required members by law.

#### B. School Board Approval:

1. The SAC chair shall submit the list of School Advisory Council members to the Superintendent or designee for review and submission to the School Board for approval each fiscal school 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 SAC chair 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 SAC chair shall:

1 Fill School Advisory Council 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. Revision in other data that result from the member change will also be noted.

#### D. Membership Term:

1 The director of each Alternative School will serve on the SAC as long as they remain at an Alternative School. On their departure, the new director will fill the vacancy on SAC. The term will become effective when the director has been appointed by the School Board.

2 Committee member's term of office shall be determined by the committee.

#### F. Attendance:

Any member who has two consecutive unexcused absences from school advisory council meetings that are 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 elected at the first School Advisory Council meeting of the regular school year.

#### B. Duties

1 The Chairperson shall preside at all School Advisory Council meetings, schedule meetings, prepare agendas in collaboration with the directors, advertise the agenda to the school community at least 48 hours in advance of each scheduled meeting and disseminate pertinent information to members.

2 The Vice-Chairperson shall preside at all meetings in the absence of the Chairperson and perform such duties as requested by the Chairperson or by the School Advisory council.

3 The Recording Secretary shall keep a proper record of all meetings of the School Advisory Council, 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, address, and telephone numbers of all members, indicating the status of such members (I.e. teacher, The Recording Secretary shall notify all members of School Advisory Council meetings.

#### C. Term of Office

1 Each officer shall be elected by the committee.

2 Vacancies occurring during a term shall be filled at the first meeting after the vacancy occurs using the voting procedure described in these guidelines.

### **Article VIII. Membership Voting**

A minimum of five (5) School Advisory Council members shall be present before a vote may be taken by the School Advisory Council.

## **Article IX. Meetings**

The School Advisory Council will adhere to the following guidelines for meetings:

- A. Meeting dates, times and locations will be mutually agreed upon by members.
- B. Meetings will be scheduled at times when parents, students, teachers, business people, and members of the community can attend and which support maximum attendance by members of the school community.
- C. Meeting notices, including agendas, will be posted in the teacher lounges, mail room and parent newsletter 48 hours prior to the scheduled meeting.
- D. At least three days advance notice in writing will be given to all SAC members of any matter that is scheduled to come before SAC for a vote.
- E. All meetings will be open to the public.
- F. Each meeting shall require the presence of five (5) School Advisory Council members.
- G. Minutes from all regularly scheduled meetings will be recorded and maintained in the office of the recording secretary and will be posted with the district.
- H. The School Advisory Council 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 and Director.

A. Standing Committee(s) 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 for approval.

B. Special Committees The School Advisory Council 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.

D. Preston Steele EDD, Chairperson  
Alternative Schools Advisory Council

Dr. Dawn Clayton, Supervisor  
of Pupil Support Services,  
Alternative Education, District  
Discipline and Drop Out  
Prevention

The Operational Guidelines were approved by Alternative School Advisory Council, October 5, 2011.

*Note: Signatures on file at school site*