VISION STATEMENT:
- We inspire a lifelong passion for learning.

MISSION STATEMENT:
- We prepare all students to achieve excellence by providing the highest quality education while empowering each individual to positively impact their families, communities, and the world.

CORE VALUES:
- Accountability: We, working in conjunction with students’ families, accept responsibility to ensure student learning, to pursue excellence, and to hold high standards for all.
- Citizenship: We prepare all students to exercise the duties, rights, and privileges of being a citizen in a local community and global society.
- Excellence: We pursue the highest academic, extracurricular, and personal/professional standards through continuous reflection and improvement.
- Integrity: We embrace a culture in which individuals adhere to exemplary standards and act honorably.
- Personal Growth: We promote the acquisition of knowledge, skills, and experience to develop individuals with the aspiration, perseverance, and resilience to be lifelong learners.
- Respect: We show regard and consideration for all through a culture of dignity, diversity, and empathy.
- Leadership: We provide guidance and direction to accomplish tasks while being a moral compass to others.
Table of Contents
SCHOOL ADVISORY COUNCIL GUIDELINES ................................................................. 3
1. Establishment of Membership ........................................................................... 3
2. Size ..................................................................................................................... 3
3. Nomination and Election of Members ............................................................... 3
4. Duties .................................................................................................................. 5
5. Operational Procedures .................................................................................... 6
6. Length of Term .................................................................................................. 8
7. Removal of Member ........................................................................................ 8
8. Training and Development ............................................................................... 8
MAJOR DUTIES OF THE SCHOOL ADVISORY COUNCIL ................................. 9
ROLES OF SAC MEMBERS .................................................................................. 10
SCHOOL ADVISORY COUNCIL DOCUMENTATION ........................................... 13
SAMPLE FORMAT FOR SCHOOL ADVISORY COUNCIL ................................. 14
SCHOOL ADVISORY COUNCILS – FLORIDA STATUTES ................................. 15
SCHOOL ADVISORY COUNCIL GUIDELINES

1. **Establishment of Membership**
   According to Section 1001.452(1) (a), Florida Statutes and Chapter 3.16 of the School Improvement and Accountability of the Okaloosa County School Board, the Board shall establish a school advisory council in each district school to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. The council shall be comprised of teachers, students, parents, education support employees, the principal, and other citizens who are representative of the ethnic, racial, and economic makeup of the community served by the school (within +/-10 percentage points). School advisory councils of career centers and adult education centers are not required to include parents as members.

   A majority of the members of each school advisory council must be persons who are not employed by the school district.

   Student representation shall be required for school advisory councils established at vocational-technical centers and high schools and may be included for councils serving middle schools. Elementary school students shall not serve as voting members of school advisory councils.

2. **Size**
   Each council shall have an odd number of members with the minimum of eleven members.

3. **Nomination and Election of Members**
   The principal shall ensure that the selection of the School Advisory Council is made in a democratic manner adhering to guidelines and policy established by the School Board. All parents, school district employees, business / community members and students at the secondary and vocational/technical levels are eligible to be nominated. The composition of the council shall be representative of the community that the school serves.

   The School Advisory Council shall notify all stakeholders of the nomination and election process in a timely manner in order to ensure widespread participation. Prospective members must be nominated and elected by their peer groups, except for community members and the school principal.

   a. Parents must be elected by parents.
   b. Students must be elected by students.
   c. Teachers must be elected by teachers.
d. Education support employees must be elected by education support employees.

The council will use the following process for electing new members to the council:

a. The school principal and School Advisory Council Chair will seek candidates who are interested in making a commitment to participate on the council.
b. Letters, newsletters, Internet, telephone, or other media releases shall be used to seek candidates; however, a prospective candidate may also nominate himself/herself.
c. The school principal shall prepare lists of nominees (parents, students, teachers, educational support personnel) seeking election to the council, create a ballot, and submit each list to the appropriate group for voting; ballots to elect parents may be sent home and returned to school with students, may be cast at the school site in a public location such as the front office or media center, or may be cast during a public meeting.
d. Election to the council shall not be determined through a vote that also determines the outcome of other elected positions, such as class or club officer in the case of students or PTO or booster club officer in the case of parents.

The School Advisory Council shall select business/community members to serve on the council after reviewing the list of nominees prepared by the school principal and School Advisory Council.

The following are the steps for selecting business/community members:

a. The school principal and School Advisory Council Chair will seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and/or the community.
b. Letters, newsletters, telephone, Internet, or other media releases shall be used by the school principal to seek candidates; however, a prospective candidate may also nominate himself/herself.
c. School principals and School Advisory Council Chair shall take input on possible members from local businesses, chambers of commerce, community and civic organizations, and groups, and the public at large.
d. The school principal shall prepare a list of all individuals seeking to be a member of the council and shall present the list of business and community members to the council for their ratification.
After the election process, if membership is not representative of the ethnic, racial, and economic population of the school community, the school principal will recommend to the School Board additional members in order to achieve that representation.

Annually, prior to September 30, the school principal shall submit the list of council members to the district School Advisory contact on the MIS 1411 for review to determine compliance.

The Superintendent shall submit the completed MIS 1411 for each school advisory council in the district to the School Board for approval. The School Board shall determine if a school advisory council meets criteria specified in Section 1: Establishment of Membership; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.

If, after School Board approval of the council roster, membership falls below eleven or the minimum number established by the local council’s bylaws, the school advisory council shall provide for the replacement through an election process as outlined above in Section 3: Nomination and Election of Members.

4. Duties
Each School Advisory Council shall perform such functions as are prescribed by regulations of the School Board or are requested by the school principal; however, no School Advisory Council shall have any of the powers and duties now reserved by law to the School Board.

The intended function of the School Advisory Council is to provide all stakeholders an opportunity to actively participate in the development of educational priorities, assessment of the school’s needs and identification of resources.

Each School Advisory Council shall provide input into the school’s budget under leadership from the school principal.

Each School Advisory Council shall provide input into the school’s educational plan (School Improvement Plan) and approve the completed plan prior to submission to the district School Advisory Council contact on or before September 30 annually.

Each School Advisory Council shall assist in the preparation and evaluation of the school’s educational plan improvement plan required pursuant to Florida Statues. Each School Advisory Council shall define
adequate progress for the school and for each school goal in the school improvement plan and shall assist in the preparation of reports regarding the performance of students and educational programs.

Each School Advisory Council shall approve all expenditures from the General Appropriations Act allocated to the school for use in implementing the school improvement/performance plan. The school principal may not override the recommendations of the School Advisory Council for these funds. These monies may not be used for capital improvements, nor may be used for any project or program that has a duration of more than 1 year; however, a School Advisory Council may independently determine a program or project formerly funded under this paragraph should receive funds in a subsequent year.

Each School Advisory Council shall work collaboratively with the school staff to determine the dispersion of A+ School Recognition funds pursuant to FS.1008.36 (4).

In schools where there is a dance and/or cheerleading team, by School Board policy, 4-39: Cheerleaders and Dance Teams, the council shall establish and annually review procedures for eligibility and tryouts in cheerleading and dance teams.

Middle and high school extra-curricular eligibility and participation guidelines, by School Board policies, 4-17 (E) (Middle) Schools may elect to use more rigorous academic criteria for the selection and continued participation of students in any extracurricular activity, including but not limited to athletics. Such additional criteria must be reviewed and approved by the School Advisory Council at each school on an annual basis.; and 4-18, (C) (High) Schools may elect to use more rigorous academic criteria for the selection and continued participation of students in any extracurricular activity, including but not limited to athletics. Such additional criteria must be reviewed and approved by the School Advisory Council at each school on an annual basis.

5. Operational Procedures
Operational guidelines shall be established and mutually agreed upon by members of the School Advisory Council.

a) Each School Advisory Council must develop bylaws. The bylaws will be reviewed and voted on by the council annually prior to submission to the School Board for approval.
b) The officers of each School Advisory Council shall include, but not be limited to, the following: chair, vice-chair, and secretary. **A roster of the membership with delineation of the officers shall be posted in the school’s front office, viewable by the public or available upon request.**

c) The duties of all officers shall be listed in the bylaws.

d) Each School Advisory Council meeting shall be documented by, but not limited to, the following:

1. **A master calendar of council meetings shall be posted in the school’s front office, viewable by the public or available upon request, and shall be housed with the district School Advisory Council contact.** At least three (3) days before a scheduled meeting, each school is responsible for notifying the district contact if a meeting date, time, or locations must be changed.

b. Each council will establish an agenda subcommittee whose responsibility will be to prepare the agenda’s content prior to the next meeting. The agenda will be posted a minimum of seven (7) days prior to each meeting and shall include the date, time, and signature of the person posting it.

c. All stakeholders of the school may submit items for the agenda. These requests are submitted to the agenda committee who will screen requests and determine placement on the agenda. Items eligible for the agenda must pertain to the overall purpose of the school advisory council as defined in **Section 1: Establishment of Membership.**

e) Minutes of each meeting must be posted in the school’s front office, viewable by the public or available upon request. **All schools are required to submit the agenda and approved minutes to the district School Advisory Council contact.**


g) Each School Advisory Council shall hold a minimum of four meetings per school year.

i. A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the Council constitutes a quorum. Members who are present may abstain from voting only if there is a conflict of interest.

ii. At least three (3) days’ advance notice in writing must be provided to all members of the School Advisory council of any matter that is scheduled to come before the council for a vote.

iii. Meetings should be scheduled when parents, students, teachers and staff, business persons, and members of the community can attend.
iv. Any member who has two unexcused consecutive absences from a School Advisory Council meeting may be replaced according to the procedures in the bylaws.

6. Length of Term
Elections for School Advisory Council shall be held in September each year. Each school advisory council shall determine a term of service not to exceed three years in length; term of a service must be addressed in the council’s bylaws. Consecutive terms may be served if the member is re-elected.

Members who have two unexcused consecutive absences from properly noticed meetings may be replaced. The council’s bylaws shall define what constitutes an unexcused absence.

Vacancies on the council shall be filled by an election process as outlined in Section 3: Nomination and Election of Members.

7. Removal of Member
Any member of a School Advisory Council may be removed for cause at any time by vote of the School Board.

8. Training and Development
Training shall be available based on the needs identified and requested by the School Advisory Council. Training may involve, but not be limited to, the following:

- Purpose of the School Advisory Council
- Parliamentary procedures
- Understanding the budget
- Understanding the scores of the assessment system
- Understanding the school improvement process
MAJOR DUTIES OF THE SCHOOL ADVISORY COUNCIL

1. Actively participate in the development of educational priorities, assessment of the school’s needs, and the identification of resources.

   District Strategic Plan
   Parent Satisfaction Survey
   AdvancED Accreditation

2. Assist in the preparation and evaluation of the School Improvement Plan (SIP) or School Performance Plan.

   http://www.floridacims.org/
   Okaloosa County School District School Performance Plans

3. Be knowledgeable about the Florida Accountability System (School Grade).

   http://schoolgrades.fldoe.org/

4. Provide input into the school’s budget.

   Contact your school’s principal for resources.

5. Approve all SAC expenditures from the Educational Enhancement (Lottery) Trust Fund.

   If funds are available, schools will be notified by the Finance Department.


6. Join with the school principal and staff in awarding the A+ recognition funds when the school grade improves by one letter grade or is an “A”.

   Florida Department of Education link: http://www.fldoe.org/evaluation/schrmain.asp
   Okaloosa County School District’s Finance website: http://www.okaloosa.k12.fl.us/finance/
ROLES OF SAC MEMBERS

The Principal:
- Serves as a resource providing information regarding the local school educational program.
- 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.
- Keeps the council apprised of county policies, curriculum, etc.
- Establishes, maintains, and regularly consults with the council, involving it in decisions in accordance with stated purposes and policies.
- Develops, through positive actions, feelings of trust and understanding among council members, community and staff.
- Facilitates the distribution of council 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.

The Chairperson:
- Works closely with the administrator and the council subcommittee to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting.
- Calls the meeting to order, maintains order, 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 and district offices.
- Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members.

The Secretary:
- Keeps accurate, complete minutes and files them for inspection by members. A copy of the minutes should be provided to the principal for the school file. A copy of the minutes and agenda must also be kept on file with the district School Advisory Council contact.
- Keeps accurate records of council membership, attendance, duties and special assignments.
- Prepare copies of the agenda and distributes to council members, along with minutes of the last meeting.
Parent and Community Representatives:
- Function as council members according to established procedures by making suggestions and recommendations representative of the view of parents, citizens and community organizations of the school community.
- Participate regularly in council meetings and carry out council assignments.
- Become knowledgeable about the personnel and material resources of the school and community and the school’s educational program.
- Act as resource persons for the council, especially in the solutions of community-related problems that affect the school and its students.
- Assist in obtaining community resources to aid the school’s educational program.
- Serve as a communications link between the council, the community, and the school.
- Participate in activities aimed at obtaining parent and community support and assistance for school-related programs.

Faculty and Staff Representatives:
- Function as members of the council to represent the views and interests of the school staff.
- Participate regularly in council meetings and carry out council assignments.
- Act as resource persons for the council by making available specialized information about the educational program, innovative ideas and available resources.
- Assist in identifying community resources that 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 council 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 School Advisory Council.

Student Representatives:
- Serve as representatives of all students securing suggestions and recommendations from members of the student body for consideration by the council.
- Function as members of the council in accordance with established procedures.
- Participate regularly in council meetings and carry out council assignments.
- Assist in obtaining community resources to aid in the educational program.
• Assist in securing the support of students in programs planned to deal with problems affecting students.
• Serve as a communications link between the council, the community and the student body.
• Participate in activities aimed at obtaining parent and community support for the school.
SCHOOL ADVISORY COUNCIL DOCUMENTATION

Section 1001.452 (1) (d), Florida Statutes, requires district school boards to maintain a record of all School Advisory Council minutes and agendas. The district School Advisory Council contact will be responsible for collecting the minutes and agendas for the School Board of Okaloosa County. A copy of each school’s meeting agenda and minutes should be forwarded to this office within three (3) days of any School Advisory Council Meeting.

The school must maintain the following information:

1. Announcements of Meetings
2. Agendas (Forward a copy to district School Advisory Council contact)
3. Sign-In Sheets
4. Minutes (Forward a copy to district School Advisory Council contact)
SAMPLE FORMAT FOR SCHOOL ADVISORY COUNCIL

BY-LAWS
OKALOOSA ELEMENTARY SCHOOL
ADVISORY COUNCIL BY-LAWS

ARTICLE I Name
ARTICLE II Purpose
ARTICLE III Membership:

Section 1 Definition of members by category such as parent, community, etc.

Section 2 Term of membership

Section 3 Voting privileges

Section 4 Vacancies

ARTICLE IV Officers

Section 1 Terms

Section 2 Vacancies

ARTICLE V Duties

ARTICLE VI Committees

ARTICLE VII Meetings

ARTICLE VIII Amendments to By-laws

ARTICLE IX Ratification of By-laws
1001.452 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 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.

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 school-wide 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.

History.—s. 1, Ch. 2002-49; s. 59, Ch. 2002-387; s. 73, Ch. 2004-357; s. 10, Ch. 2008-108; s. 5, Ch. 2008-235.
SUNSHINE LAW

School Advisory Councils are required to operate under the Sunshine Law. This means that the date, time, and location of all meetings must be publicized. Council meetings are open to the public. While the public is welcome to attend council meetings, they do not participate in the business of the council unless the School Advisory Council has voted to offer them the opportunity. Non-members do not vote.

FLORIDA SCHOOL RECOGNITION PROGRAM

Florida Department of Education link: http://www.fldoe.org/evaluation/schrmain.asp
Okaloosa County School District’s Finance Website: http://www.okaloosa.k12.fl.us/finance/

The School Recognition Program recognizes the high quality of many of Florida's public schools. As authorized in Section 1008.36, the program provides greater autonomy and financial awards to schools that demonstrate sustained or significantly improved student performance. Schools that receive an “A” or schools that improve at least one performance grade category are eligible for school recognition.

Funds for the Florida School Recognition Program shall be awarded by the Commissioner of Education in the amount of up to $100 per Full Time Equivalent student for each qualifying school.

The staff and school advisory council at each recognized school jointly decide how to use the financial award. As specified in statute, schools must use their awards for one or any combination of the following:

☐ Nonrecurring faculty and staff bonuses;
☐ Nonrecurring expenditures for educational equipment and materials; or
☐ Temporary personnel to assist in maintaining or improving student performance.

If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

The final yearly amounts distributed to schools through the Florida School Recognition Awards are determined after high school grades are finalized. Complete grades for high schools are not released until several months after grades for elementary and middle schools because data for several of the high school grading components is not available until later in the year.
The Five Star School Award was created by the Commissioner's Community Involvement Council and is presented annually to those schools that have shown evidence of exemplary community involvement.

In order to earn Five Star school recognition, a school must show documentation that it has achieved 100% of the established criteria in the categories of business partnerships, family involvement, volunteerism, student community service, and School Advisory Councils.
### TIMELINE FOR THE SCHOOL IMPROVEMENT PROCESS

<table>
<thead>
<tr>
<th>Period</th>
<th>Events</th>
</tr>
</thead>
</table>
| **August-September** | - School Advisory Council elections are held, if not conducted at the end of the previous year (membership MUST contain 51% non-district members)<br>- SAC training conducted at school site<br>- During initial SAC meeting, the following business should be conducted:  
  * review SPP to seek approval and signature of SAC Chairperson prior to September 26, 2017  
  * review/revise bylaws  
  * begin process of budgeting/expending School Improvement funds  
  * review student performance data  
  * update SAC on new staff hires, school initiatives  
  **Submit ORIGINAL MIS 1411, list of meeting dates, and approved/signed bylaws to Linda Pinkert via email or courier by September 30, 2017** |
| **October**     | - Presentation of School Advisory Council Membership to School Board by D. McLaughlin |
| **November-December** | - At SAC meeting:  
  * Review interim student performance data  
  * Highlight noteworthy accomplishments of students, staff, and school  
  * Assist the principal in evaluating the effectiveness of the SPP strategies  
  * Expend School Improvement funds |
| **January**     | - At SAC meeting:  
  * Review interim student performance data  
  * Discuss methods to conduct Customer Satisfaction Survey and other instruments, if needed  
  * Expend School Improvement funds |
| **February-April** | - At SAC meeting:  
  * Continue to review interim student performance data  
  * Highlight noteworthy accomplishments of staff, students, and school  
  * Begin the process of developing the draft budget and SPP for upcoming year  
  * Expend any remaining School Improvement Funds  
  * Review Customer Satisfaction Survey results |
| **May-June**    | - At SAC meeting:  
  * Refine SPP based on latest assessment data  
  * Review Customer Satisfaction Survey results |
| **July**        | - School grades are released  
- SPP development continues |