

District School Board of Pasco County



Fivay High School School Advisory Council

BY-LAWS

9/2010

Adoption of Local School Advisory Council Bylaws

Send final hard copy to Research and Evaluation Services for review by school board. Remember to enter your local school name where indicated in Article I.

Please review and adopt the local SAC Bylaws with local school advisory councils at the fall meeting of each school year. Any amendments must be submitted to R&E and the Board for review archives.

School Advisory Council Bylaws

Article I Name of Organization

Fivay High School - School Advisory Council

Article II Purpose

The School 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 Continuous Improvement Plan (CIP) required pursuant to Section 230.23(18), Florida Statutes. School Advisory Councils shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its or instructional staff, as provided in chapter 230, Florida Statutes. SACs shall provide assistance in the preparation of the school's annual budget. The Educational Enhancement Trust Fund (lottery money) is for discretionary use by SACs for programs and projects to enhance school performance through the implementation of the CIP.

A School Advisory Council (SAC) is a link between the school and the local community. It provides for active participation by the various partners in identifying critical student needs and developing goals and plans for meeting those needs. The partners are parents, teachers, Education Support Employees, Business/Community members, and students (at the secondary level). Shared decision-making among all partners of the school community, both internal and external, can benefit the school and produce better student outcomes. A School Advisory Council is a resource to the school and school principal. The term *advisory* is intended to mean: *assist, suggest, recommend, inform and consult.*

Articles III Membership

Section 1 Definition of Members by Category (e.g. parent, community, etc.): Although the size of a SAC is not legislated, the principal should ensure that the School Advisory Council is composed of an appropriately balanced number of teachers, education support employees (SRPs), students, parents, and other business/ community members. At least 51% of the SAC membership should be composed of persons not employed by the school. A school board employee may be listed as a non-school member (parent) at a school other than the one that the school board employee works at directly. The SAC is intended to be as widely representational of all parents and the business/community population as possible.

COMPOSITION OF A WELL BALANCED SCHOOL ADVISORY COUNCIL

Balance of Peer Groups

Each School Advisory Council, in consultation with the principal, will establish the number of peer group members on the council, considering the number of representatives on the School Advisory Council and factors as student population, number of employees, etc.

Teacher The term "teacher" includes classroom teachers, certified student services personnel, and media specialists.

Education Support The term "Education Support Employee" means any person employed by a school who is not defined as instructional or administrative personnel

Employee pursuant to s.228.041 and whose duties require 20 or more hours in each normal working week.

Student The term "student" means a student at this school.

Parent The term "parent" means a parent of a student at this school. Members who represent parents on the council may not be employees of the local school. School board employees may represent parents at a school other than the one which they are employed.

Composition by Racial/Ethnic Levels

Schools must also ensure School Advisory Council membership that is representative of the racial/ethnic diversity of their community. According to the Florida County Census published by Florida Census.com, more than six percent (>6%) of Pasco's population is estimated to be in a racial/ethnic group other than "White".

Composition by Economic Levels

Principals are asked to estimate the economic level of each SAC member (to the best of the principal's knowledge) based on the following criteria:

Low = A SAC member having a child on Free/Reduced Lunch. (Application is on file with the District Director of School Food and Nutrition Services for the auditor's review.)

or

A SAC member who the Principal knows to be the only person working in the family and who is in a very low paying position.

Middle = One adult in the family working; person may be "professional" or "non-professional".

High = Two adults in the family working; persons may be "professional" or "non-professional".

SCHOOL BOARD REVIEW OF MEMBERSHIP OF THE SAC

By the end of September, the principal will complete a form listing the names of the retained and newly-elected teachers, education support employees, students (if applicable), and parents and the selected business and other community representatives.

- a. If the School Advisory Council membership is representative of ethnic, racial, and economic diversity, the principal will prepare a brief letter simply asserting this fact.
- b. If the School Advisory Council membership is NOT representative of ethnic, racial, and economic diversity, the principal will appoint business and other community members to help achieve representation of the ethnic, racial, and economic community served by the school.

c. If the principal cannot achieve representation of the ethnic, racial, and economic community by appointment of business and other community members, the principal will prepare a letter addressed to the School Board (but first submitted to the Department of Research and Evaluation). In this letter, the principal will recommend the names of additional members to be appointed by the School Board in order to achieve diversity.

Section 2 Term of Membership

SAC members in the peer groups of Teacher, Education Support Employee, or Parent shall be elected for two (2) years. At the end of two years, they may be re-elected.

Business/Community members shall be selected for two (2) years. At the end of two years, they may be reappointed.

Students shall be elected annually (secondary only).

Section 3 Voting Privileges

Only elected school advisory members or principal appointed business/community members may vote when present on any SAC agenda item.

Votes may only be taken if a quorum is present. (A quorum is defined as a majority of the membership of the council). At least a three-day written, advance notice must be given to all council members when a matter is coming before the council that requires a vote.

Section 4 Vacancies

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.

Business and other community members shall be selected by the school according to a procedure established by the school board. The school board shall review the membership composition of each advisory council to verify that the membership elected by the school is representative of the ethnic, racial, and economic community served by the school. Additions, reappointments or replacements will be submitted annually to the School Board. At the discretion of the School Advisory Council, members may be added or replaced throughout the year as needed.

ELECTION OF NEW TEACHERS TO THE SCHOOL ADVISORY COUNCIL

Nominations

During the time period beginning with the first day of the teachers' preplanning week and lasting at least one week into first quarter, nominations will be open for election of teachers to the School Advisory Council.

All nominations must be made in writing on a form to be placed in every teacher's box. A teacher may nominate him-/herself. A teacher may nominate any other teacher, with that teacher's permission. The principal (or assistant principal) may nominate a teacher, with that teacher's permission, if the principal deems it necessary to ensure ethnic/racial/economic diversity on the School Advisory Council.

The written nomination form must be submitted to a person designated by the principal (such as the principal's secretary, the media specialist, the reading specialist, etc.). The designated person will keep a log showing the date the nomination was received, the name of the teacher nominated, and the name of the person who nominated that teacher. Nominations received after the deadline will not be considered.

In the case of any dispute as to nominations or the number of teacher places, the matter will be resolved by a meeting of the principal, the union representative, and a district-level administrator, such as the district liaison.

Elections

Elections will be held within one week of the closing of nominations or no later than the end of September. Elections will be held by ballots given out individually to teachers.

All teachers will receive a written ballot. The ballot will note the importance of achieving ethnic/racial/economic diversity on the School Advisory Council. Teachers will be asked to vote for as many teachers as there are teacher vacancies on the School Advisory Council (For example, if there are to be 5 new teachers on the School Advisory Council, then each voter will vote for 5 teachers on the ballot). All will be returned to a person designated by the principal, and all ballots must be returned by the designated date and time.

If a teacher is absent on the day of elections, it is the teacher's responsibility to obtain a ballot and hand it in to the designated person by the deadline for elections.

Counting of the Ballots

Ballots will be counted during the next working day after the closing of the voting. The counting will be supervised by the principal (or his/her designee) and the union representative.

The teacher receiving the highest number of votes will receive the first teacher place on the School Advisory Council. That teacher receiving the second highest number of votes, will receive the second place on the School Advisory Council, and so forth until all teacher places are filled.

Tied Elections

In case of a tie, each teacher who is tied will receive a place on the School Advisory Council, until all teacher places are filled.

Documentation

All nomination forms and ballots will be retained by the school until the end of *three school years (for audit reasons)*.

ELECTION OF NEW EDUCATION SUPPORT EMPLOYEES (SCHOOL RELATED PERSONNEL) TO THE SCHOOL ADVISORY COUNCIL

The election of education support employees will follow the procedure established for election of teachers (substituting "education support employee" for "teacher").

ELECTION OF NEW STUDENTS TO THE SCHOOL ADVISORY COUNCIL (SECONDARY SCHOOLS ONLY)

The election of students will follow the procedure established for election of teachers (substituting "student" for "teacher") with the following additions/changes.

If a student is absent on the day of elections, the student will not have the opportunity to cast an absentee ballot.

A student elected to an office (such as President of the Student Council) may also serve as an elected student member of the School Advisory Council. At the time of election, students must be notified that in addition to the elected office, the elected person will also serve as a student representative on the School Advisory Council.

ELECTION OF NEW PARENTS TO THE SCHOOL ADVISORY COUNCIL

The election of parents will follow the procedure established under election of teachers (substituting "parent" for "teacher") with the following additions/changes.

Nominations

The nomination of parent representatives to the School Advisory Council will be widely publicized in advance by the school through the usual media

channels, such as parent newsletters, posters, press releases, notices sent home with students, and/or announcements at parent meetings. This notice should also contain information about the time and place of elections.

In the case of any dispute as to nominations, the matter will be resolved by a meeting of the principal, a parent representative (such as a member of the PTO/PTA or a previous parent member of the School Advisory Council), and a district-level administrator, such as the district liaison.

Elections

Schools should make sure that parents are notified of the opportunity to vote and that parents do not receive duplicate ballots. The election procedure should assure that parents have an opportunity to cast a ballot, that the voting is secret, and that there is no way to tamper with the ballot box.

The election of parent representatives to the School Advisory Council will be widely publicized in advance by the school through such means as information sent home at the time of nomination, parent newsletters, posters, press releases, notices sent home with students, and announcements at parent meetings. Parents will be informed that elections will take place at a certain time and place.

At the time of elections, the parent should be given a written ballot. The parent's name should be checked off a list of parents, or the parent asked to sign a list of those voting in the election. The parent should be given an opportunity to mark the ballot and deposit it in a ballot box which is the supervision of the staff.

Counting of the Ballots

Ballots will be counted during the next working day after the closing of the voting on the designated date for elections. The counting will be by the principal (or his/her designee), the union representative, and a parent representative (such as a member of the PTO/PTA or a previous parent member of the School Advisory Council).

SELECTION OF NEW BUSINESS AND OTHER COMMUNITY MEMBERS FOR THE SCHOOL ADVISORY COUNCIL

Unlike the other members of the council (teachers, education support employees, students, and parents) who are elected, the business and community members are selected by the principal. This affords the principal the opportunity to achieve ethnic, racial, and economic balance through selection of members of this peer group.

Recruitment of Business and other Community Members by School/District

The selection of business and other community members to the School Advisory Council will be widely publicized by the school and/or district through such means as parent newsletters, posters, press releases, notices sent home with students, and announcements at parent/community meetings.

Selection by Principal

The principal will select the designated number of business and other community members. The selection of the business and community members should be made after the election of the balance of members of the School Advisory Council. The principal should select these members to help achieve representation of the ethnic, racial, and economic community served by the school. Before final selection, the principal may want to discuss the candidates with school faculty and existing School Advisory Council members. The selection process should be completed by the last day in September.

Members with two unexcused consecutive absences from a properly noticed meeting should be replaced.

Should there be openings (because of reasons such as resignation of members, change of peer group status) during the year, replacements will be chosen from the election list until the list of names is exhausted.

Once the election list is exhausted, each SAC should vote to decide one of the following:

1. hold the nominations and elections proceedings again;
2. appoint a member to fill this opening until the end of the year; or
3. wait until the next year to fill this position.

Article IV Officers and Their Election

Section 1 Terms

The SAC chairperson shall be elected annually by the SAC membership. Parents and/or Business/Community members should be encouraged to run for chair.

If a SAC wishes, it may elect additional officers, such as Vice-Chairperson, Secretary, and/or Treasurer. A SAC may not have co-chairs; one should be designated as “chair” and the other as “vice” or “assistant chair”.

Section 2 Vacancies

The SAC officer may be elected by the SAC for the remaining vacating officer’s term.

Article V Duties of Officers

SCHOOL ADVISORY COUNCIL CHAIRPERSON

- * Works in conjunction and cooperation with the principal;
- * Calls the meeting to order, maintains order and sees that the meeting is properly adjourned;
- * Works closely with the principal to establish an initial agenda for each meeting;
- * Posts the agenda in time to notify the appropriate members of the purpose of the meeting;
- * Sees that the agenda is followed;
- * Sees that SAC subcommittees function as directed and that reports are prepared and presented;
- * Is an impartial, conscientious facilitator of discussion and debate and insists on fairness in the actions and debate of the members;
- * Is responsive to the concerns and needs of all members and visitors;
- * Creates an atmosphere conducive to business, ensuring smooth transactions during each meeting;
- * Encourages active participation by members and visitors at meetings;

- * Accepts items for the initial agenda in advance of meeting, accepts appropriate and timely changes to the agenda by the consensus of the group at the meeting;
- * Efficiently follows through on unfinished business; and,
- * Has the desire and commitment to learn education concepts as they evolve.

SCHOOL ADVISORY COUNCIL VICE-CHAIRPERSON

- * Serve in SAC Chairperson's absence
- * Serve on Executive Board

SCHOOL ADVISORY COUNCIL SECRETARY

Distribute the agenda, particularly if items require a vote, three days before all SAC meetings to all SAC members.

- * **Prepare and send a hard copy of each SAC meeting minutes to the District SAC Contact person for file.**
- * Serve on Executive Board

Article VI Meetings

Meetings should be scheduled when all stakeholders can attend. School Advisory Councils are subject to Florida's Government-in-the-Sunshine Law and Public Records Law. SAC will conduct meetings with "Robert's Rules of Order, Revised".

Notices of School Advisory meetings and a copy of the general agenda should be publicized through student/parent registration materials, school and community newsletters, report card inserts, area newspapers, telephone recordings, postings at the school, etc.

Persons, including teachers, who sit on a council, should not discuss with each other, outside of the council meetings, matters to be resolved by the council. Employees may meet and discuss with other employees matters relating to their duties as employees, provided they do not discuss matters upon which they will take action as a council member.

For the most part, meetings should be held monthly throughout the school year, with the addition of called meetings to deal with special issues as needed. Those dates should be published by the School Advisory Council.

The master school schedule, feeder school schedules and other community activities should be considered prior to establishing regular School Advisory Council meeting dates.

Article VII Executive Board

The SAC Chairperson, Vice-Chairperson, Secretary are the executive board who may help with the principal to plan SAC business and make the agenda for each meeting.

Article VIII Standing and Special Committees

SAC may have standing or special committees for the purpose of performing surveys, studying data, planning or proposing SAC business, etc. with all meetings to be prominently pre-notified and open to the public. Minutes of all committee meetings will be kept for the full SAC meeting reporting.

Article IX Utilization of School Improvement Funds

A portion of the Educational Endowment Trust Fund (lottery money) is distributed to each school (through their districts) for programs and projects to enhance student performance. The money may not be used for capital improvements or for projects or programs with a duration of more than one-year. A principal may not override the selection of the use of the money. The clearly earmarked amount in the General Appropriations Act (since 1977) for discretionary use by SACs is currently ten dollars per unweighted FTE student.

Article X Amendments of Bylaws

The SAC must submit to the District SAC contact person each year any amendments to the previous year's Board reviewed local SAC Bylaws for school board review .

APPENDIX

* RESPONSIBILITIES OF A SCHOOL ADVISORY COUNCIL

Each School Advisory Council shall:

- a. Review the results of any needs assessments conducted by the school administration or other appropriate agency.
- b. Assist in the development of the Continuous Improvement Plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.
- c. Define adequate progress for each school objective; obtain public input when defining adequate progress for school objective; 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 in any single goal area.
- d. 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.
- e. Prepare and distribute information to the public to report the status of implementing the Continuous Improvement Plan.
- f. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
- g. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- h. Provide input on the school's annual budget and the use of school improvement funds.
- i. Make recommendations on the waiver of Florida Statutes or State Board of Education Rules which will allow school personnel to establish innovative educational practices and methods.
- j. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- k. Act as a liaison between the school and the community.
- l. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 230.23(18)(g), Florida Statutes.

* ROLES OF INDIVIDUAL SCHOOL ADVISORY COUNCIL MEMBERS

It is important that members of a School Advisory Council understand their role and the role of other members. This understanding will allow the School Advisory Council to fulfill its responsibilities and functions.

The roles of School Advisory Council (SAC) members are described below:

PRINCIPAL

- * Participates as a voting member of the SAC and participates in decision-making activities with the SAC, involving it in decisions in accordance with stated purposes and policies;
- * Develops and models feelings of trust and understanding between the SAC and school staff;
- * Demonstrates leadership abilities by encouraging the SAC to exercise its advisory role in the decision-making process;
- * Attends all meetings or sends a representative;
- * Follows up on issues raised at prior meetings;
- * Promotes and maintains open communication and listens carefully to feedback;
- * Creates a climate in which the SAC is an integral, valued component of the school;
- * Serves as a resource, providing information about the community and school program;
- * Encourages leadership development from within the SAC;
- * Keeps the SAC apprised of school and county policies and procedures, especially proposed changes;
- * Provides the resources for accomplishing the SAC's clerical duties (this may include printing of meeting notices and agendas, preparation of minutes); and,
- * Consults with the SAC regarding development of the school's Continuous Improvement Plan and budget.

PARENT AND COMMUNITY REPRESENTATIVES

- * Serve as representatives of the school community, seeking suggestions and recommendations from members of the school and community as they relate to the SAC's business;

- * Function according to established procedures by making suggestions and recommendations representative of the views the parents, citizens and community organizations of the school community;
- * Participate regularly in SAC meetings and carry out committee assignments;
- * Participate and engage in discussions relative to SAC business and agenda items;
- * Become knowledgeable about the personnel, material resources, and educational program of the school:
- * Act as resource persons for the SAC especially in the solutions of community-related problems which affect the school and its students;
- * Assist in obtaining community resources to aid the school's educational program;
- * Assist in recruiting lay persons to implement recommended projects;
- * Link the SAC, community and school through personal contacts, written reports and in community meetings; and,
- * Participate in activities aimed at obtaining parent and community support and assistance with school-related programs.

TEACHERS AND EDUCATION SUPPORT EMPLOYEE REPRESENTATIVES

- * Obtain suggestions and recommendations from all members of the faculty and school staff;
- * Represent the views of the total school staff;
- * Update other staff members about future meeting dates and topics;
- * Disseminate appropriate SAC information to staff;
- * Participate regularly in the SAC meetings and carry out SAC assignments;
- * Become aware of the total personnel and material resources of the school, community, and the school's educational program;
- * Become informed about the comprehensive educational program of the school;
- * Act as resources for the SAC by making specialized information available about educational programs, innovative ideas and resources;
- * Assist in identifying community resources which can aid in the school's 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 SAC; and,
- * Encourage school staff support for the goals and activities of the SAC.

STUDENT REPRESENTATIVES (SECONDARY LEVEL ONLY)

- * Secure 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 SAC assignments;
- * Act as resources for the SAC by providing the viewpoint of the students;
- * Assist in obtaining community resources to aid in the school's educational program;
- * Assist in securing the support of students in programs planned to deal with problems affecting them;
- * Link the SAC, the community and the student body; and,
- * Lead students to participate in activities aimed at obtaining parent and community support for the school.

DISTRICT STAFF LIAISONS

- * Do not serve as voting members of the SAC;
- * Participate regularly in SAC meetings and carry out SAC assignments;
- * Become knowledgeable about the personnel and material resources of the school, community and the school's educational program;
- * Assist in obtaining district resources to aid the school's educational program;
- * Act as resource persons for the SAC especially in the solutions of district-related problems which affect the school and its students and its parents;
- * Assist in recruiting other staff members to assist with implementation of recommended projects; and,
- * Link the SAC, district, community and school through personal contacts, written reports and community meetings.

COMMUNITY MEMBERS/BUSINESS PARTNERS SURVEY

Dear Community Members and Business Partners:

The schools of Pasco County want, need and expect your involvement as we continue to provide our students with education that will give them the competence and skills they need to be successful and productive adults. As we continuously re-tool and reform our best practices, our schools will use valuable input from people like you who wish to contribute as members of School Advisory Councils. If you wish your name to be considered as a nominee for a School Advisory Council member, please check below, sign and return to a school in your neighborhood. Whether or not you feel you are able to serve on a School Advisory Council, please check one or two of the other areas in which you would be willing to volunteer your time, expertise and assistance.

I am ready to:

- Serve on a School Advisory Council
- Volunteer in a classroom, clinic, or office _____ hrs. per _____.
- Make contacts with groups or organizations that might provide supplies/funds for students whose economic situation might prevent them from participating in special school activities.
- Read stories to children.
- Share my career with students. My career is _____
- Help out at special events and/or fundraisers.
- Join and be an active member of the PTA/PTO.
- Demonstrate/share my hobby. My hobby is _____
- Provide on-the-job training for a student. I can train in _____
- The name and address of my business is _____
- Provide my employees with release time for parent/teacher conferences.
- Supervise children in the lunchroom or on the playground.
- Tutor a student.
- Translate for a non-English speaking parent or student. I am fluent in _____
- Provide transportation to a neighborhood parent who would like to be involved at school but has no transportation.
- Attend workshops which will help me gain the up-to-date skills I need to assist today's high-tech, sophisticated and sometimes difficult-to-comprehend students.
- Other _____

Name

Address

Telephone

School of Choice

Signature

**NOMINATION FORM FOR MEMBERSHIP TO
THE (SCHOOL NAME)
SCHOOL ADVISORY COUNCIL**

I hereby nominate (name of person)

for membership to the School Advisory Council in the membership category of:

(circle one of the peer groups listed below)

Peer Group Definition

Teacher The term "teacher" includes classroom teachers, certified student services personnel, and media specialists.

Education Support The term "Education Support Employee" means any person employed by a school who is not defined as instructional or

Employee administrative personnel pursuant to s.228.041 and whose duties require 20 or more hours in each normal working week.

Student The term "student" means a student at this school.

Parent The term "parent" means a parent of a student at this school.

Florida legislation requires that teachers be elected by teachers; education support employees be elected by education support employees; students be elected by students; and parents be elected by parents.

I am a member of the same peer group as the person nominated above.

I have contacted this person and he/she agrees to serve if elected.

Signature:

Date:

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**BALLOT FOR TEACHER MEMBERSHIP TO
THE SCHOOL ADVISORY COUNCIL**

SCHOOL NAME: (insert name of school here)

Teacher The term "teacher" includes classroom teachers, certified student services personnel, and media specialists.

Florida legislation requires that teachers be elected by teachers; education support employees be elected by education support employees; students be elected by students; and parents be elected by parents. School advisory councils should be representative of the ethnic, racial, and economic community of the school.

Directions:

The School Advisory Council at X school has openings for ___ teachers. Therefore, vote for ___ of the following. All ballots should be placed in the ballot box on the secretary's desk in the Administration office by the end of the day on (designated date).

VOTE FOR ___ OF THE FOLLOWING:

TEACHER "A"

TEACHER "B"

TEACHER "C"

TEACHER "D"

TEACHER "E"

TEACHER "F"

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**BALLOT FOR EDUCATION SUPPORT EMPLOYEE
MEMBERSHIP TO
THE SCHOOL ADVISORY COUNCIL**

SCHOOL NAME: (insert name of school here)

Education Support Employee The term "Education Support Employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s.228.041 and whose duties require 20 or more hours in each normal working week.

Florida legislation requires that teachers be elected by teachers; education support employees be elected by education support employees; students be elected by students; and parents be elected by parents. School advisory councils should be representative of the ethnic, racial, and economic community of the school.

Directions:

The School Advisory Council at X school has openings for ____ education support employees. Therefore, vote for ____ of the following. All ballots should be placed in the ballot box on the secretary's desk in the Administration office by the end of the day on (designated date).

VOTE FOR ____ OF THE FOLLOWING:

EDUCATION SUPPORT EMPLOYEE "A"

EDUCATION SUPPORT EMPLOYEE "B"

EDUCATION SUPPORT EMPLOYEE "C"

EDUCATION SUPPORT EMPLOYEE "D"

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**BALLOT FOR STUDENT MEMBERSHIP TO
THE SCHOOL ADVISORY COUNCIL**

SCHOOL NAME: (insert name of school here)

Student The term "student" means a student at this school.

Florida legislation requires that teachers be elected by teachers; education support employees be elected by education support employees; students be elected by students; and parents be elected by parents. School advisory councils should be representative of the ethnic, racial, and economic community of the school.

Directions:

The School Advisory Council at X school has openings for ____ students. Therefore, vote for ____ of the following. All ballots should be returned to your homeroom teacher today.

VOTE FOR ____ OF THE FOLLOWING:

STUDENT "A"

STUDENT "B"

STUDENT "C"

STUDENT "D"

STUDENT "E"

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**BALLOT FOR PARENT MEMBERSHIP TO
THE SCHOOL ADVISORY COUNCIL**

SCHOOL NAME: (insert name of school here)

Parent: The term "parent" means a parent of a student at this school.

Florida legislation requires that teachers be elected by teachers; education support employees be elected by education support employees; students be elected by students; and parents be elected by parents. School advisory councils should be representative of the ethnic, racial, and economic community of the school.

Directions:

The School Advisory Council at X school has openings for ____ parents. Therefore, vote for ____ of the following. All ballots should be placed in the ballot box on the secretary's desk in the Administration office by the end of the day on (designated date).

VOTE FOR ____ OF THE FOLLOWING:

PARENT "A"

PARENT "B"

PARENT "C"

PARENT "D"

PARENT "E"

PARENT "F"

The School 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 Section 230.23(18), Florida Statutes. School Advisory Councils shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its administrative or instructional staff.

