



**School Advisory Council of Riverview High School**  
**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 Riverview High 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. 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: School Advisory Council of Riverview High School.

**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 principal, currently Dr. Paul Burns, 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:

- 1. Review the results of any needs or assessments conducted at school.
- 2. Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan; such as: goals for the school, indicators of student progression, strategies and evaluation procedures to measure student performances. The School Advisory Council of Riverview High School shall be the final decision making body at this school relating to school improvement.
- 3. Define- what is, adequate progress for each school goal and for overall school improvement with the school board, if and when the school fails to make adequate progress on the overall plan.
- 4. Report progress, in meeting the goals of the School Improvement Plan. A mid year review and an end of the year report shall affirm the goals of the School Improvement Plan.
- 5. Monitor students' and school's progress in attaining goals, per, The School Improvement Plan, and evaluate the appropriateness of the indicators of the student progress, strategies and evaluation procedures which are selected, to measure student performance.
- 6. Prepare the distribution 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's goals.
- 7. Make necessary recommendations on the accumulation of reporting data that is beneficial to parents.
- 8. Serve as a resource for the principal, Dr. Paul Burns, and advise the principal in matters pertaining to the school.
- 9. Provide input on the school's budget and the use of School Improvement funds to assist with the preparation of the school budget.
- 10. Make recommendations on the waiver of the School Board policy/Rules, which will allow school personnel to establish innovative practices and methods.
- 11. Act as a liaison between the school and the community.
- 12. Assist in the preparation of the feedback report to the Commissioner of Education as is required by and pursuant to Florida Statutes.

## **Article V. Composition**

The School Advisory Council shall include the school principal and an appropriately balanced number of teachers, education support employees, students, 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, excluding students in the count.
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 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 (2), support employees (1), students (at least one from each grade level), parents (6), and business/community/foundation members (1).

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

### A: Selection of Members:

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, guidance counselors, and support personnel may be selected by Principal Dr. Paul Burns.
  - c. Students shall be nominated and elected by the Student Council. Students expressing an interest may also be selected by teachers and or the principal. The members of the school Advisory council will make sure that there is a fair composition of racial, Ell's, ESE, and, also including the Teen Parent Program of Riverview, reflective of our school's population.
  - c. Parents showing interest and support shall be asked to join and SAC membership is open to all parents who are able to be consistent with attendance.
2. Business and community members shall be selected by the Principal Dr. Paul Burns, with review by the members of the School Advisory Council. Using he following guidelines:
  - a. The principal shall:
    - 1) Seek candidates from businesses and the community through letters, newsletters, or other media releases; and or through personal knowledge of said community or business leader.
    - 2) Prepare a list of individuals seeking nomination and present the list to the School Advisory Council for review and selection. According to the needs of the school and the willingness of said person/persons to participate. The Principal Dr. Paul Burns will have the final say.
  - b. The School Advisory Council shall:
    - 1) The business/community member(s) will be approved by the SAC membership at the first meeting.
    - 2) SAC Roster to be approved after first SAC 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 members to the Superintendent/designee for review and submission to the School Board for approval, this will be done 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, of The School Advisory Council members to the Superintendent designee, for School Board approval. This will happen when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and 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 Secretary of SAC with the principal's approval will:

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/designee 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 year. New members will begin at the first SAC meeting, when scheduled by the Principal and the secretary of SAC.
2. *Describe limits on term served.* A member may serve an unlimited number of terms.
3. *Describe staggered terms.* Terms maybe 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 and is noticed according to the procedures in the by-laws shall be replaced. Absences must be excused through the secretary of SAC.)

**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. This may also occur at the last SAC meeting of the year, or during the summer, at the principal's discretion.

## B. Duties:

1. The Chairperson shall preside at all School Advisory Council Meetings.
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, and, or the Principal Dr. Paul Burns.
3. The Recording Secretary shall keep a proper record of all meetings of the School Advisory Council. 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, as requested by Principal Dr. Paul Burns. The Secretary shall also keep an accurate list of names, addresses, phone numbers and current e-mail addresses. The status of the members will also be recorded (i.e. teacher, parent, etc.). The Recording Secretary, shall notify all members of the School Advisory Council Meetings about, and/or cancellations, and shall post dates prior to meetings, around the school and on the Riverview Website.
4. The recording secretary will be responsible to post the Riverview SAC Minutes to the Superintendent's designee, Douglass Roberts.

## 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, and may serve multiple terms if he or she, so chooses.
2. *Describe process for filling vacancies.*  
Vacancies occurring during term shall be filled at the first meeting after the vacancy occurs, if possible.

## **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.. A majority of the membership of the council constitutes a quorum. (We must have at least fifteen members for a quorum.)

## **Article IX. Meetings**

The School Advisory Council 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, which will support maximum attendance by members of the school community.
3. Meeting notices, including agendas, will be posted in the mail room, outside of the meeting room and on the website 48 hours prior to the scheduled meeting.
4. All meetings are open to the public.
5. Each meeting shall require the presence of a quorum. A majority of the membership of the council constitutes a quorum. (Currently 15)
6. Minutes from all regularly scheduled meetings will be recorded and maintained by the secretary of SAC and will be kept by the secretary in a SAC binder, as requested by Principal Dr. Paul Burns. The minutes will be sent to Bianca Jongebloed, during the 2017-2018 school year, after each meeting.
7. 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 principal.

1. 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; final approval will always be with the Principal, Dr. Paul Burns.

2. Special Committees

The School Advisory Council may create other committees to address specific needs, or if the principal should have certain needs from the membership, committees may be formed. The committees shall terminate upon completion of said specific tasks, or at the request of the principal.

**Article XI. Amendments**

The Operational Guidelines shall be reviewed annually and revised as deemed necessary, with the principal and secretary present. This may be done prior to the first meeting, so that they may be available to the membership at the first meeting. The Operational Guidelines and the Official roster must be prepared, and must be ready to be sent to the official SAC designee for the Superintendent, shortly after the first meeting. (The guidelines will be available to all members at the first meeting)

This year (2017-2018) the designee is: Bianca Jongbloed

Approved by:

*Principal of Riverview High School: Dr. Paul Burns*

*Chairperson: Tim Beattie*

*Vice-Chairperson: Lisa Russo*

*Secretary: Molly Housh*