

Manatee County School District
Dr. Mona Jain Middle School
School Advisory Council
Operational Guidelines
2020-2021

Article I. General

- A. The provisions of Florida law and rules of Manatee County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated herein by reference.

- B. To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the Manatee County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

Article II. Name

The official name of this body shall be *Dr. Mona Jain Middle School* School Advisory Council.

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 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 assessments conducted at the school.

- 2. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, strategies, and evaluation procedures to measure student performance. The school advisory council shall be the final decision-making body at the school relating to school improvement.

- 3. Assist in defining adequate progress for each school goal and for the overall school improvement plan.

- 4. 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.

5. Monitor students' and school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
6. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
7. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
8. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
9. Assist the principal as requested in preparing the school's annual budget funds.
10. Provide input on the use of school improvement funds (Lottery dollars).
11. Make recommendations on the waiver of School Board Policy/Rules, Florida Statutes or State Board of Education Rules, which will allow school personnel to establish innovative educational practices and methods.
12. Act as a liaison between the school and the community.
13. Identify other duties and functions of the School Advisory Council.

Article V. Composition

The School Advisory Council shall include the school principal and an appropriately balance 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 (10) and no more than (25) members.
6. The membership shall be comprised, at a minimum, of the following: teachers (3), support employees (1), parents (3), business/community members (2).

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

A. Selection of Members:

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 these guidelines:
 - a. Teachers shall be elected by teachers from the list of those on the faculty who volunteered to serve.
 - b. Education support employees shall be elected by education support employees from the list of those on the staff who volunteered to serve.
 - c. Students shall be elected by the student body from the student council roster.
 - d. Parents shall be elected by parents by those attending the meetings.
 - e. A vote will be held for nominated individuals at the last SAC meeting of the current school year, usually in May or June. Their term will begin at the closing of the last SAC meeting of the current school year. An additional vote for nominated individuals will be held during the first SAC meeting of the school year (usually September), if necessary, to fill any vacancies. Any vacancies left after the second round of voting will be filled by appointment by the Principal.
2. Business and community members shall be selected by the School Advisory Council after reviewing a list of nominees prepared by the school principal using the following guidelines:
 - a. The principal shall:
 - i. Seek candidates from businesses and the community through letters, newsletters, or other media releases.
 - ii. Prepare a list of individuals seeking nomination and present the list to the School Advisory Council for selection.
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 or designee for review and submission to the School Board for approval each school fiscal year. The membership list shall include:
 - a. the name of each council member.
 - b. the peer group represented.
 - c. a description of how membership reflects the ethnic, racial, and economic community served by the council.
 - d. the number and percent of school-based and non-school-based members.
 - e. a description of how members were selected for each peer group.

2. The principal shall also submit a revised list to the Superintendent for School Board approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it. Revisions in other data that result from the member change will also be noted.

C. Vacancies:

The principal shall:

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

D. Membership Term:

1. Members will serve a minimum of one year.
2. A member may serve a maximum of three (3) consecutive terms. For each of these terms the member must be selected following the procedure for member selection.

E. Attendance:

1. Attendance records will be maintained as part of the meeting records.
2. Absences are excused by notifying the SAC chair or principals prior to the meeting.
3. Two consecutive unexcused absences from a noticed meeting will result in nomination and election of a member to serve for the remainder of the term.

Article VII. Officers

A. Officers:

There shall be a Chairperson, Vice-Chairperson, and a Recording Secretary nominated prior to being voted on for selection. The Chairperson, Vice-Chairperson, and Recording Secretary for the upcoming school year will be selected at the last SAC meeting of the current school year. Their term will begin at the closing of the last SAC meeting of the current school year.

B. Duties:

1. The Chairperson shall preside at all School Advisory Council meetings, schedule meetings, prepare agendas in collaboration with the principal, 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 other 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, addresses, and telephone numbers of all members, indicating the status of such members (i.e. teacher, parent, etc.) and the expiration date of each member's current term. The Recording Secretary shall notify all members of School Advisory Council meetings. Posting of minutes.

C. Term of Office:

1. Each officer shall serve a term of one year with no officer serving in the same position consecutively for more than two years.
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

Decisions of the SAC shall be by consensus when a quorum – a majority of council members are present. If consensus cannot be achieved, decisions shall be determined by a majority vote of the members present.

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. Meetings will be held at least once every month during every complete month of a regular school year - generally September through May. Meeting cancellations must be approved by majority vote of the council members.
2. Meetings will be scheduled at times to support the maximum attendance by members of the school community.

3. Meeting notices, including agendas, will be posted in the teacher lounges, mail room and parent newsletter 48 hours prior to the scheduled meeting. A copy of the notices will be maintained with the records of meetings.
4. When a matter is scheduled to come before the School Advisory Council for a vote, a written notice shall be given to each SAC member at least three days prior to the meeting. A copy of the notice will be maintained with the records of the meeting.
5. All meetings will be open and public. Each meeting shall require the presence of a quorum. A quorum shall consist of a majority of the membership.
6. Minutes from all regularly scheduled meetings will be recorded and maintained in the Principal's office. The past and current records of all meetings of the School Advisory Council will be available to the public at all times. The record of each meeting will be submitted to the School Board office in care of the Office of School Improvement.
7. The School Advisory Council shall be in compliance with Florida Government-in-the-Sunshine Law and Public Records Law.
8. Meetings shall be conducted according to "Robert's Rules of Order Revised".

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.

2. 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.

Approved by the Dr. Mona Jain Middle School Advisory Council this 14th day of October, 2020

Signed by:



Chairperson School Advisory Council

Date **10/14/20**

Principal

Date _____