

SCHOOL ADVISORY FORUM**A SCHOOL ADVISORY FORUM SHALL BE ESTABLISHED FOR EACH SCHOOL IN THE DISTRICT.**

Authority: The School Board of Broward County, Florida

Policy Adopted: 7/29/76; 7/21/77;5/3/79;5/21/91,4/23/96

Policy Amended 10/20/98; 12/12/00, 7/06/04

- A. Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between its stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council.

B. MEMBERSHIP

1. The membership of the School Advisory Forum (SAF) shall be representative of the school community to include parents or guardians of students enrolled In the school, students of the school, business partners of the school, community members and business people. Participation from all ethnic, religious, cultural and socioeconomic backgrounds is welcomed and encouraged.
2. A Broward County School Board employee shall not be the chair at the school where employed. The Chair and Vice-chair shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service. Officers should be elected per their school bylaws.

C. DUTIES

1. All duties will be advisory in nature, none of which will conflict with any of the powers and duties reserved by law, policy, or administrative guidelines to the principal.
2. Actively participate with the School Advisory Council in identifying the educational needs and priorities of the school.
3. Actively participate with the principal in the preparation of the budget, and reviewing the budget-related concerns after each FTE count.
4. Indicate awareness of the program and plans for the school by the signature of the chairperson on the budget when it is submitted for district budget preparation.
5. Assist in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
6. Address parent/community concerns; work with the administration to solve problems and to initiate desirable change.
7. Assist in increasing/sustaining high levels of community support for the school.
8. Assist in planning, developing and implementing parent/community programs and training activities.
9. Participate in joint training opportunities with the School Advisory Council.
10. In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly with the School Advisory Council.

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11. The School Advisory Forum shall use guidelines developed by the district, develop and adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, and conduct meetings according to Robert's Rules of Order, Newly Revised.
12. Record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws.
13. School Advisory Forum (SAF) chairperson or designee shall represent SAF as a voting member at School Advisory Council meetings.
14. SAF Chair or designee shall represent SAF as voting member of the Area Advisory Council meetings.
15. School Advisory Forums and its officers are prohibited from using their titles and/or positions to endorse, or give the impression of endorsing, candidates for public office

D. VOTING RIGHTS:

Meetings are open to all, but voting rights are granted only to members who are parents or guardians of students who are enrolled in the school or matriculating to the school the following year, students of the school, employees of the school and business partners of the school. To vote at any meeting, members must sign in, present proof that they meet the voting membership requirements, if requested.