



Welcome to the position of School Advisory Forum Chair

This manual guides you through the School Advisory Forum process and the responsibilities of a School Advisory Forum Chair. You will also find an introduction to the Area Advisory Council and the District Advisory Council process.

We hope that you will find this information valuable and should you have any questions or need assistance please do not hesitate to contact your Area Advisory Chairperson. Your school principal will inform you of dates, locations and times of your Area Advisory meetings.

Each school is responsible to provide a hard copy of this manual for your use. This manual is also available on your Area Advisory website.

Please make sure to register your email address to receive notices and current district news. The websites for advisories are located on the contact page of this manual.

Revised September 15, 2021

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Contact information:

District Advisory Council: <http://browarddistrictadvisory.ch2v.com/>

- Email: districtadvisorycouncil@gmail.com

North Area Advisory Council: <http://northareaadvisorycouncil.ch2v.com/>

- Email: northareaadvisory@gmail.com

Central Area Advisory Council: <http://centralareaadvisorycouncil.ch2v.com/>

- Email: caac.chair@gmail.com

South Area Advisory Council: <http://southareaadvisory1.ch2v.com/>

- Email: browardsoutharea@gmail.com

Gifted Advisory Council: <http://giftedadvisorycouncil.ch2v.com/>

- Email: browardcountygac@gmail.com

Exceptional Student Education (ESE) <http://browardeseadvisorycouncil.com>

- Email ese.chair@gmail.com

English Speakers of Other Languages (ESOL)

- Email: esolparents@browardschools.com

[Get Involved](#) link to other advisories: <https://www.browardschools.com/Page/32049>

List other contact information that is provided to you at meetings:

Name/Department

Phone #/Email address

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**Overview of The Advisory Manual for
School Advisory Forum Chairpersons
Area Advisory Councils
District Advisory Council**

“An advisory board is composed of people with a genuine interest in [the district’s] work and a desire to see it do well. [The] Advisory Board members serve as a sounding board, offering ideas and expertise and giving honest advice. They will be the people with no axe to grind who want to listen... and advise... Above all, they’ll want to contribute to the organization’s well-being.”

Susan Ward, “Your Guide to Small Business: Canada”

This manual is the product of many years of work by numerous members of the School Board of Broward County’s Advisory Councils. The District Advisory Council, along the Area Advisory Councils, advocate for the highest quality of public education for all students by sustaining an effective network of parents, students, community, businesses, as well as school and district personnel.

Committees, Councils and Forums Policies were formally adopted on:

District Advisory Council 7/29/1976

School Advisory Council 7/29/1976 (Name changed to School Advisory Forum in 2000)

Area Advisory Councils 7/23/1984

School Advisory Forum (SAF) Policy 1.3

- 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.
- 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 at 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.
- Meetings are open to all, but voting rights are granted to members who are parents, guardians, students who are enrolled in the school or are 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.

Area Advisory Council – Policy 1.21

North Area Advisory Council (NAAC), Central Area Advisory Council, (CAAC) and South Area Advisory Council (SAAC)

- The Area Advisory Council shall serve as the liaison between local School Advisory Forums, School Advisory Councils, the Area Advisory Councils , and the District Advisory Council.
- Provide schools within a specific geographic area a means by which to collectively discuss common issues, which impact education.
- Each Area Advisory meets monthly with SAF Chairs.
- The principals and School Advisory Council Chairs also attend the Area meetings.
- Issues that are common among schools are discussed and concerns are communicated to appropriate district personnel.
- Communication from district to Area Advisory, such as policy changes, state mandates, district initiative, etc.
- All meetings are open to the public.

District Advisory Council (DAC) Policy 1.2

- The District Advisory Council shall act as a forum for Area Advisory Council and others to propose recommendations and discuss issues that are germane to the district. The DAC shall bring before the School Board and the Superintendent of Schools information based on this intercommunication.
- Information and concerns that are considered global are brought from the Area meetings to the DAC for appropriate action.
- All meetings are open to the public.

ADVISORY ACCOUNTABILITY



Advisory Forum Is...

Why Advisory?

- To promote the involvement of parents, communities and partners in their children's education.
- To have the ability to make recommendations which may affect a school or School Board policies and procedures.
- To be involved with decision-making at the school, area and/or district level.
- To actively participate in the school improvement process.

**Students + Parents + School + Community =
Partners for Student Success!**

An Advisory Forum Is...

A group of concerned individuals working together to help identify needs and recommend alternative programs of action or policies which will help improve the quality of education for students.

Advisory Forum members should remember that the Forum ... is advisory. It has no authority to make final decisions and must clearly understand the procedures it needs to follow in order to help bring about change. Advisory should look at numerous alternatives, recommending several whenever possible.

The Role of an Advisory Forum

- Influences/modifies policies (through proper channels)
- Improves communication to and from community
- Public Relations
- Identifies needs and desires of community members
- Informs the community
- Advises/Guides
- Develops leadership
- Aids in planning community education programs
- Evaluates programs
- Assists in carrying out objectives

Benefits of Advisory Boards

The mission of the Advisories is three fold: To disseminate information to parents and the community about the school district, advise the school board and superintendent on educational matters and issues of community interests.

Additional Benefits are: Keeping stakeholders up to date on issues and solicit their views that might not otherwise be heard.

- Provide valuable input from a stakeholder’s perspective.
- Provide assistance in formulating district policies.
- Serve to build public consensus on issues before School Board members make a decision.
- Develop better policies and programs from the grassroots level.

Overview of Organizational Rules That Govern Broward County Public School Committees

School Board Policies

Policies determine the membership, when committees meet, and what rules they must follow.

- 1.7 School Board-Established Advisory Committees and Appointment of a School Board Member Representative(s) To Such Committee(s)
- 1.2 District Advisory Council (DAC)
- 1.21 Area Advisory Committees (AAC)
- 1.3 School Advisory Forum (SAF)

School Board Policies can be found at <https://www.browardschools.com/Page/37754>

Florida Sunshine Law

Sunshine Law requires that meetings of boards or commissions must be open to the public.

- All Advisory boards are subject to the Sunshine Law
- Public access to all meetings
- Public notice of meetings required
- Official minutes must be recorded
- Place of meeting must be easily accessible
- Entire decision-making process must be conducted in an open manner

The Florida Sunshine Law Manual can be found at:

[http://myfloridalegal.com/webfiles.nsf/wf/mnos-b9qq79/\\$file/sunshinemanual.pdf](http://myfloridalegal.com/webfiles.nsf/wf/mnos-b9qq79/$file/sunshinemanual.pdf)

Bylaws

Defines the primary characteristics of the organization and how it operates.

Bylaws set the rules for the organization. A template is provided in this manual and is available on Broward County Public Schools, department Office of Service Quality.

<https://www.browardschools.com//cms/lib/FL01803656/Centricity/Domain/13618/SAF%20Bylaw%20Template%201.pdf>

Robert's Rules of Order

A set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Robert's Rules of Order are guidelines on how to run a meeting, developed in the late 1870's, based on parliamentary procedure. It is detailed in its coverage of what to do in any given circumstance.

Online Ethics Training

Training for Members of School District Appointed Committees, Councils, and Task Forces is mandatory. Each member of a School Board-Based Advisory Committee is required to complete the school district's annual training program for School Board-Established Advisory Committees prior to the second meeting following their appointment to any advisory committee. The training will cover the following topics: ethics standards for public officers, The Sunshine Law, public records laws and Robert Rules of Order. This does not preclude members of the public from attending School Board-Established Advisory Committee meetings.

Link for the mandatory training is provided below.

https://www.brainshark.com/1/player/browardschools?fb=1&fb=0&fb=0&r3fl=&r3fl=&r3fl=&nodesktopflash=1&custom=committee_training

Guidelines for School Advisory Forums

These guidelines were developed by Advisory Councils in response to the most common School Advisory Forum (SAF) questions.

- Meetings must be advertised by the school and include date, time and location.
- The SAF membership will be determined by date and times.
- The SAF meetings must be scheduled for the fourth or first week of the month.
- When developing your agenda, meeting times should be consistent.
- All meetings shall be conducted in the "Sunshine" (i.e., open to the public).
- The majority of your membership shall be parents.
- School staff, business partners and community members are ALSO part of SAF.
- The chairperson and other officers shall be elected by the Advisory Forum membership.
- No full or part-time (as defined as one who receives benefits) School Board employees shall hold the position of SAF Chair at the school where they are employed.
- The SAF must assume all responsibilities assigned to it by School Board Policy 1.3.
- SAF shall not collect dues.
- SAF shall not be a fundraiser.
- Each SAF must send a representative to the Area Advisory Council meetings.

MEETING CHECKLIST FOR ADVISORY CHAIRS

PLAN THE MEETING

- _____ Meet with the principal
- _____ Meeting date established and advertised
- _____ Ask if you can give a short speech at Open House
- _____ Contact guest speakers, obtain video, etc.
- _____ Agenda developed and distributed
- _____ All materials ready – Copies made of handouts and sign in sheets
- _____ Subcommittees monitored and prepared to gather facts

OPERATE THE MEETING

- _____ Start on time
- _____ Establish meeting etiquette
- _____ Discuss one item at a time and move on (avoid getting side-tracked – stay on topic)
- _____ Get input from the group
- _____ Summarize decisions the group has made
- _____ Review follow-up responsibilities and deadlines
- _____ Celebrate successes
- _____ End on time

FOLLOW UP

- _____ Minutes copied and distributed at the next meeting
- _____ Provide minutes to the SAC Chair to be posted on the school website
- _____ Make sure speakers and presenters are thanked

PLAN THE MEETING

Before your meeting

- Set Calendar for the year – Meetings must be held during the fourth or first week of the month.
- To avoid conflicts, meeting dates and times should be placed on the master calendar.
- Share the meeting agenda with the principal or designee.
- Ask for a contact person for copies.
- Allow time for the Principal's report.
- Establish what school computer will be available for your use.
- Provide your contact information to all SAF members.
- In the event you are inviting a guest speaker, please let your principal know.

Meeting date established and advertised

- SAF meetings must be advertised prior to the meeting date.
- Have meeting agendas posted to the school website.

Contact guest speaker, PowerPoint, or any other documentation needed

- Make sure you confirm with the speaker one week in advance of your meeting and then again one or two days before the meeting. You can call or email for confirmation.
- The speaker may attend virtually or in person depending on circumstances.

Agenda developed and distributed

- Prepare your agenda, an example is supplied in the forms section of this manual.

Ensure that all materials are ready – Copies made of handouts, questions, etc.

- Prepare these at least a few days before the meeting so you do not feel rushed.
- Don't forget a sign in sheet, an example is supplied in the forms section of this manual.

Establish a meeting location

- Inquire with administration as to the location of the meeting.

OPERATE THE MEETING

Start on time

- Send or make a copy of the agenda and give it to the recording secretary who should sit next to the presiding officer because it makes it easier for the secretary to take minutes.
- The secretary can see if items have been skipped and quietly bring them to the attention of the presiding officer.
- If someone is taking your minutes, note the time the meeting started. (I called this meeting to order at 7:02 pm).
- If the group is small this is an opportunity for everyone to introduce themselves.

Meeting etiquette

- Everyone participates, no one person dominates
- Different perspectives are vital to the success of the advisory process
- Establish time limits

Discuss one item at a time and stay on topic

- One topic and one person speaks at a time

Get input from the group

- Facilitate the conversation on issues brought forth
- Define the concern
- What are possible resolutions
- Inquire with staff if data can be made available

Summarize decisions the group has made

Review follow-up responsibilities and deadlines

- Follow up with the principal on an issue
- Send a response/motion to the Area Advisory Council Chair

Celebrate successes

End on time

FOLLOW UP

Minutes copied and distributed after the meeting

- The minutes will be made available on your school website. Mark them DRAFT and have them approved at the next meeting.

Make sure speakers/presenters are thanked

- Email your speakers and thank them.

The Flow of Information Through the Advisory Forum Process

We Have a Concern (at our school)

- Bring the issue to the School Advisory Forum
- Determine if this is a school site issue or global issue
- Discuss possible resolutions

If more information, direction, or action is needed:

- Bring the issue to the Area Advisory meeting for discussion.
- Motions passed at the Area Advisory will be presented to DAC.
- Motions passed at DAC will be presented to the School Board and Superintendent.

Examples of school-based issues:

School objectives

School programs

Student learning outcomes

Budget planning

Building maintenance and usage

School Construction

School Speed Zones

Traffic Pattern

Examples of global issues:

Growth and overcrowding

School health and safety

School funding

District Policies

Timeline - School Advisory Forum

Please note! This is a suggested timeline.

| Month | Event/Action | Suggested Topics |
|------------------|---|---|
| August | Check in with the Principal and set meeting dates for the coming school year. Prepare a short speech at Open House. Prepare information for the first day packet. | Review Advisory goals for the current year. |
| September | Attend and speak at Open House. Attend and provide reports at PTA/PTO/I Zone meetings each month. Attend SAC meetings as a member of the council. School Use Review - update facilities, construction, renovation lists. Form committee to review bylaws. | Discuss general school information, new policies, procedures, facilities update. Review boundaries, special programs, summer school review. Bylaws should be reviewed at a minimum every year. |
| October | Review safety issues. Explain Full Time Equivalent (FTE). High Schools should discuss college applications/scholarships/ financial aid. | Review school budget (staffing and program revisions). Review safety issues. |
| November | Discuss Report Cards and the School Accountability Report. | Explanation of grading scale, terms, parent teacher conferences. Review School's Accountability Report. |
| December | Provide information on special programs. Review the School Board's Legislative Program and familiarize your school community with the legislative process and concerns. | Present information on Magnet Programs, ESE and ESOL programs and/or extra-curricular activities/other programs offered at your school. |
| January | Begin Budget Process (opportunity for joint meeting with SAC). Provide information on standardized tests. | Principal discusses the budget for the following school year with SAC and SAF. |
| February | FTE Count results in review of staffing and programs. Update on legislative issues. Form committee to review bylaws. | Bylaws should be reviewed at a minimum every three years. |
| March | Discuss Matriculation Establish a nominating committee for next year's Advisory Forum officers. | Have the administration discuss the matriculation process. |
| April | Present nominations of officers for School Advisory Forum. Present School Improvement Plan (opportunity for joint meeting with SAC). | Work with SAC on SIP and waivers. |
| May | Hold elections for next year's officers. Provide results of school's standardized tests. | Explain method of scoring used on State Testing, and SATs. |
| June | Review Advisory Forum's record and turn over to the incoming Chair. Return this Book to the principal. | And have a great summer!! |

Meetings to Attend

As Chairperson of your School's Advisory Forum, these are the monthly meetings that you are required to attend:

- Monthly School Advisory Forum (SAF) meeting
- School Advisory Council (SAC) meeting
- Your Area Advisory's General meeting

These are suggested meetings which may be informative in your role as SAF Chair

Broward County School Board Meetings available at <https://www.browardschools.com/Page/55263>.
Agendas are available 7 days in advance of a meeting or workshop.

District Advisory Council (second Wednesday of each month, 6:30 PM at KCW) See the next page for ways to participate in the Area Advisories and District Advisory Council.

Advisory meetings at other schools.

Community meeting

City/Community meetings or Education Advisory Boards.

Area and District Advisory Officer Participation

The following is a description of positions elected to serve the Area Advisory.

EXECUTIVE COMMITTEE:

AREA ADVISORY CHAIR: The Chair shall preside at all meetings, to include but not limited to, the monthly Steering and General meetings. The Chair is a member of the District Advisory Council (DAC) and DAC Steering Committee.

AREA ADVISORY VICE CHAIRS: The Vice Chairs shall assist the Chairperson and shall perform the duties of the Chair in his/her absence. The Vice Chairs' specific responsibilities shall be determined annually through discussions with the Chair and members of the Steering Committee.

AREA ADVISORY RECORDING SECRETARY: The Recording Secretary shall keep the minutes of all meetings and transcribe them in a timely manner. Copies of the meetings will be provided to all members.

AREA ADVISORY CORRESPONDING SECRETARY: The Corresponding Secretary is responsible for the timely distribution of the correspondence of the Area Advisory to include but not limited to, notice of meetings, thank-you notes, invitations, etc. The Corresponding Secretary shall also prepare a sign-in sheet for each meeting and keep the attendance records for all meetings. All Correspondence received shall be reported on a timely basis by the Corresponding Secretary.

DISTRICT ADVISORY COUNCIL (DAC) REPRESENTATIVES: are elected from the Areas Advisories. These individuals are representatives to the DAC. They represent their particular groups' concerns by attending all meetings of the DAC at the time and location advertised. In order to represent the Area Advisory to DAC it is important that these individuals also attend the Area Advisory meetings.

BUSINESS: This representative shall inform the DAC of those concerns from the business community as applicable for their Area Advisory.

ELEMENTARY SCHOOL, MIDDLE SCHOOL AND HIGH SCHOOL REPRESENTATIVES: These representatives must have a child at the level they represent and inform the DAC of concerns.

CITIZEN-AT-LARGE: This person shall not have children enrolled as students in the Broward County Public Schools. He/she shall inform the DAC of concerns of the community.

FACILITIES: This representative attends all District Facilities meetings and reports on the same to the Area Advisory. They also represent the Area's facilities concerns to the DAC.

LEGISLATIVE: This representative shall inform the DAC of legislative concerns/action as they pertain to the Area Advisory.

PARENT-AT-LARGE: One parent shall represent the Area Advisory to the DAC.

TEACHER: One teacher, elected from the Area Advisory membership at large from teacher nominations submitted by individual schools, shall represent the Area teachers' perspective to the DAC.

MOTION GUIDELINES

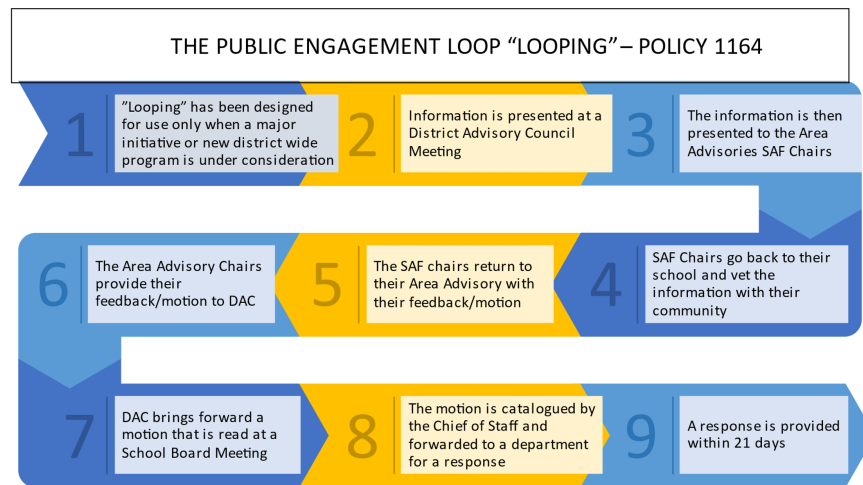
A motion is a formal proposal by a member to do something. Motions are the basis of the group decision-making process. They focus the group on what is being decided.

A motion is made at a meeting when a desired action is requested. Motions typically start at a school. At a School Advisory Forum meeting a topic is often discussed and a result of that discussion becomes a motion. If the body votes in favor of the motion and it requires additional action, it is then presented to the principal or the Area Advisory for consideration.

The School Advisory Forum Chairperson from the school where the motion originated, presents the motion at the Area Advisory meeting. If the Area Advisory membership approves the motion and additional action is required, the Area Advisory Chairperson brings the motion to the DAC.

The Area Chairperson presents the motion to the DAC membership for consideration. If the motion passes, the DACI Chairperson either forms a subcommittee to further investigate or they present the motion to the School Board Members and the Superintendent at a school board meeting.

The motion is then tracked by the Chief of Staff or his designee. The Chief of Staff sends the motion to the appropriate department head. The Chief of Staff has 21 days to respond as to the status of the motion.



8.25.2021

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Ground Rules for motions:

- Must request a specific action on the part of the school, Area Advisory, District Advisory Council, or School Board, Superintendent, department, staff, etc.
- Should not be a request for information unless all other avenues have been explored and an answer has not been forthcoming.
- Should always be presented in the format outlined on our motion form. It should start with "Whereas..." which tells the membership why the motion is coming forward.

- Should always provide a suggested solution for the concern addressed by the motion.
- The maker of the motion MUST present the wording to the recording secretary regardless of the motion passing or failing.
- The wording MUST be presented to each succeeding body. If there are amendments to the motion, strikeouts and insertions must be shown.
- The Chair recognizes the member wanting to make a motion. It is suggested that the presenter making the motion put it in writing first.
- Making the Motion always states a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- Avoid personalities and stay on your subject.
- Another member will second the motion or the Chair will call for a second.
- If there is no second to your motion it is lost. **There is no further discussion.**

Example of a member making a motion:

- The Chair recognizes Abe.
- Abe makes motion and it is seconded.
- The motion is then repeated so that it is recorded accurately.
- Example: It is moved and seconded that a special committee of three members be appointed by the Chair to report recommendations on investigating extending the lunch period.
- Handle debate. Discuss the pro's, cons and resolution to the motion.
- Ask for a vote. All in favor? Any opposed?
- Announce the result. A) Motion passes unanimously. B) # in favor of the motion, # against the motion. C) Motion fails.

SCHOOL ADVISORY FORUM (SAF) GUIDELINES

School Advisory Forum (SAF) Duties

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.

- Elect School Advisory Forum (SAF) chairperson at May meeting **(May not be a School Board of Broward County employee, with benefits, at that school.)**
- Address parent/community concerns; work with the administration to solve problems and to initiate desirable change.
- Actively participate in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
- Actively participate in increasing/sustaining high levels of community support for the school.
- Assist SAC in identifying the educational needs and priorities of the school.
- Participate in joint training opportunities with SAC.
- In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly with the School Advisory Council.
- Develop and adopt procedural by-laws.
- Record and maintain minutes of all meetings. Have minutes posted on the school website.
- Conduct all meetings and business of the SAF in accordance with the Florida Sunshine Laws.

Duties of School Advisory Forum (SAF) Chairperson

- Conduct monthly School Advisory Forum meetings.
- Represent SAF at Area Advisory meetings (one vote per school).
- Represent SAF as a voting member at SAC meetings.
- Actively participate in the development of the annual budget.
- Serve as liaison between SAC and SAF.

School Advisory Forum (SAF) ELECTION PROCESS

Once a nominating committee is named (as per your school's bylaws) the following procedures should be utilized.

- Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for (numbers) consecutive terms. (Check your bylaws)
- Notification shall be sent out to parents (via parent link, websites, marquee, etc.).
- The Nominating Committee may extend a courtesy call to each of the present SAF officers asking if they wish to stay on as officers for the next school year (again, check your bylaws for limits on terms of office).
- The Nominating Committee compiles a slate of officers from the names they have received. It is the responsibility of the nominating committee to slate that candidate who is best qualified for the position.
- The Nominating Committee will contact each slated officer to inform them of their nomination and confirm their acceptance.
- The Nominating Committee presents the slate of officers to membership at a general meeting, usually one month prior to the election. (Check your bylaws)
- The Nominating Committee presents the slate at the election meeting and asks for nominations from the floor. **If there are no** nominations from the floor the slate can be voted on as is - one vote for the entire slate.
- **If there are** nominations from the floor you can have either an open or closed ballot election. An open ballot is typically taken by a show of hands; a closed ballot is taken by written ballot. You must vote for each position for which there is more than one nominee. Then, you can vote on the remainder of the slate. (For example: there is a nomination from the floor for the position of recording secretary. You must have a vote for the position of recording secretary (either open or closed) and then vote on the remainder of the slate.)

SCHOOL ADVISORY COUNCIL (SAC) GUIDELINES

School Advisory Council (SAC) Duties

Duties of the School Advisory Council are defined by Florida Statutes and School Board of Broward County Policy. No advisory council has any of the powers and duties reserved by law to the school board.

- Engage in ongoing training activities of team building, school improvement process, new member orientation, skill development, allocation of resources, annual budget process, and capacity building in support of the objectives in the School Improvement Plan. School-based accountability funds may be used to support these training efforts.
- Participate in joint training opportunities with SAF.
- Semi-annual meetings must be held jointly with the School Advisory Forum
- Develop and adopt procedural by-laws.

Conduct all meetings and business of the SAC in accordance with the Florida Sunshine Laws.

FORMS

Sample Agenda

- Name of Organization: ABC Elementary School
- Name of Group: School Advisory Forum Agenda
- Location: 123 Elm Lane, Ft. Lauderdale FL 33333
- Type of meeting: General Meeting
- Time: September 9, 2015 – 7 P.M.

Call to order:

- **Pledge** (optional)
- **Introductions** (optional)
- **Approval of minutes:** the minutes are approved as distributed (or as corrected).
- **Reports:** Principal Report and any other Committee that has an item to report on.
- **Presentation:** Information from the Area Advisory can be presented for discussion at this time or guest speaker.
- **Old Business:** Information from the last meeting that was not resolved.
- **New Business:** Present issue(s) from Area Advisory Council when feedback has been requested. Is there any further business to come before the meeting?
- **Public input:** Any questions or issues that come from public input does not have to be addressed at this time. It can be stated that it may be put on next month's agenda.
- **Announcement:** Next month's meeting will be ...
- **Adjourn:** Time the meeting was adjourned.
- **Sign in sheet**

Sign in sheet for

Date: _____

| Name | Email address |
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Sample Minutes

Name of Organization: ABC Elementary School
Name of Group: School Advisory Forum Agenda
Location: 123 Elm Lane, Ft. Lauderdale FL 33333
Type of meeting: General Meeting - Minutes
Time: October 1, 2021 – 7 P.M.

- Meeting was called to order at _____
- Role of Participants: i.e., Principal/AP/Reading Coach, gave a report
- Discussion items: This should include a description and potential outcome
- Document major decisions (motions) and ensure that the participants agree with your understanding of the decision. If you're in doubt, speak up to clarify whether a decision has been made.
- Meeting adjourned at _____.

(School Name)

SCHOOL ADVISORY FORUM

BYLAWS {TEMPLATE}

ARTICLE I: NAME

The name of this forum shall be the **(name of school)** School Advisory Forum (SAF). This Forum operates under Broward County School Board Policy 1.3: School Advisory Forum.

ARTICLE II: OBJECTIVES

Section 1: Mission Statement: The mission of the **(name of school)** SAF is to 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.

Section 2: 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.
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. As an apolitical organization, officers and members are prohibited from using their titles and/or their positions to endorse, or give the impression of endorsing candidates for public office. In addition, public monies and/or materials may not be used to endorse candidates or further their campaigns.

ARTICLE III: MEMBERSHIP

Section 1: Membership of the School Advisory Forum (SAF) shall be representative of the school community to include parents or guardians of the students enrolled in the school, students of the school, employees of the school, business partners of the school, community members and business people. Participation from all ethnic, religious, cultural, and socioeconomic backgrounds is welcome and encouraged.

Section 2: Voting Rights: Meetings are open to all but voting rights are granted only to members who are parents or guardians of the 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 and show proof that they meet the above voting membership requirements, if requested.

ARTICLE IV: OFFICERS

Section 1: Officers. The officers shall be the Chairperson, Vice-Chairperson, and Recording Secretary. They should be elected annually at the final meeting of the school year but no later than the first meeting of the next school year.

Section 2: Eligibility: The Chairperson and the Vice-chairperson shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service

and shall not be employed by the School Board of Broward County at the school where they will serve.

Section 3: Term of Office: Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for **(number)** consecutive terms.

Section 4: Election of Officers: Nominations shall be taken in accordance with Article V, Section 2. The election shall be by a written and signed ballot when there is more than one candidate for any office. The ballots will be counted by a member of School Administration, a member of the Nominating Committee and a voting member of the Advisory Forum who is not on the ballot.

Section 5: Chairperson Duties. The Chairperson shall have the following duties:

- a. Preside at all the **(name of school)** SAF meetings;
- b. Sign all correspondence as well as, distribute all correspondence to the elected officers of the **(name of school)** SAF;
- c. Attend all Area Advisory Meetings
- d. Attend the School Advisory Council meetings as a voting member or appoint a permanent designee to attend the meetings;
- e. Act in a professional, prompt and organized manner at all times and,
- f. Represent the majority opinion of the **(name of school)** SAF.

Section 6: Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties:

- a. Assume all the duties of the Chairperson in the event that s/he becomes incapacitated, unavailable, or must step down;
- b. Assist the Chairperson in performing his/her duties;
- c. Act in a professional, prompt and organized manner at all times.

Section 7: Recording Secretary Duties. The Recording Secretary shall have the following duties:

- a. Ensure the recording of minutes at each **(name of school)** SAF.
- b. Present the minutes at the next **(name of school)** SAF meeting for review.
- c. Retain copies of all minutes of any **(name of school)** SAF meetings and committees.

d. Transmit the approved **(name of school)** SAF minutes to the Principal and to such other persons as the Forum may direct. Retain copies of all the **(name of school)** SAF correspondences, chairperson's reports, and meeting/committee reports

ARTICLE V: COMMITTEES

Section 1: The Chairperson will create such committees as may be required to promote the objectives of the **(name of school)** SAF. Once formed the committee members shall elect a Chairperson.

Section 2: Nominating Committee: The Chairperson will appoint a Nominating Committee at the general meeting no later than March. The Committee will consist of at least three members and always have an uneven number of members. At least one officer of the SAF shall serve on the Nominating Committee. The committee will elect a chairperson. The purpose of the Nominating Committee shall be to nominate one person to fill each elected position and to present this slate of officers at the general meeting where elections will take place. Additional nominations may be made from the floor when the elections are held. The Committee shall function according to Robert's Rules of Order, Newly Revised.

Section 3: Each Committee Chair shall have the duty to update the **(name of school)** SAF, as necessary, at the monthly general meeting.

ARTICLE VI: MEETINGS

Section 1: General Meetings: **(name of school)** SAF shall meet regularly with the time, date, and place of future meetings decided by the **(name of school)** SAF with the understanding that all meetings will be held in places that are easily accessible to the public. Notification of all regular meetings shall be included in the minutes and announced per Florida Sunshine State law.

The **(name of school)** SAF shall meet at least twice a year with the **(name of school)** School Advisory Council with the time, date, and place of meeting to be determined by mutual agreement of the SAC and SAF. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

Section 2: Special Meetings:

a. A special meeting may be called when it is deemed necessary to conduct the business of the forum. The Chairperson or a majority vote of the membership may call special meetings. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

ARTICLE VII: AMENDMENTS

These bylaws of the **(name of school)** SAF may be amended at any regular meeting by a two-thirds affirmative vote of those eligible voters in attendance, provided that the amendment has been submitted in writing at the previous meeting. Any amendment must conform to the Broward County School Board Policy for School Advisory Forums; Policy 1.3.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the **(name of school)** School Advisory Forum.

Adopted

Date

OPEN HOUSE SPEECH

(For School Advisory Forum Chairperson)

Welcome back to a new school year. Each school offers numerous ways for parents and community members to get involved. I am here this evening to speak about our SCHOOL ADVISORY FORUM.

The School Advisory Forum facilitates discussions between parents, students, teachers, administrators, and community members on issues that impact the educational process affecting an individual school. The School Advisory Forum Chairperson, with the school's principal, brings the concerns of his/her community to the Area Advisory Council. The Area Advisory Council relays information to the District Advisory Council and ultimately to the Superintendent of Schools and to the members of our School Board. Each school, by school board policy, has a School Advisory Forum. Everyone in the school community is a member of the School Advisory Forum. There are no membership dues.

My name is _____ and my phone number is _____ or my contact information can be found on the school website under Our School - Community. I am a volunteer elected to serve as the School Advisory Forum Chair.

OR

Our school is in need of an Advisory Forum Chairperson. If you want to make a difference in our school system, Advisory is the place for you. SAF promotes positive parent participation in every aspect of our schools. Join us for an Area Advisory meeting and see what a difference one person can make when they have the support of the Advisory Forum.

Our first SAF meeting will be held on insert day and date at time am/pm in the location of the meeting. Please plan to join us - we will be discussing insert topic.

We always allow plenty of time for discussion of issues of concern to you, our parents and community members. Remember, there are NO dues and everyone is a member of the forum. We look forward to seeing you on the day of the first meeting. And we look forward to working with you this year to make the name of your school the best it can possibly be.

And, as an FYI: (just in case the SAC is not presenting):

The School Advisory Council is charged with writing and implementing the school improvement plan. The elected membership of this committee also reviews the School Discipline Plan and the School Safety Plan on an annual basis.

POLICIES

SCHOOL ADVISORY FORUM Policy 1.3

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.

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.

Other Policies Can be located at: <https://www.browardschools.com/Page/37754>

Policy 1.7 School Board Established Advisory Committees and Appointments of a School Board Member Representative(s) to such Committee(s)

Policy 1.2 District Advisory Council

Policy 1.21 Area Advisory Council

Policy 1403 School Accountability & Improvement (School Advisory Council)

Policy 1164 Communications and Public Engagement

Policy 1165 Parent Family Involvement

Policy 1.24 Gifted Advisory Council

Policy 1.22 Exceptional Student Education (ESE) Advisory Council

Policy 1.23 English Speakers of Other Languages (ESOL) Leadership Council

Policy 1.5 Diversity Committee

Policy 7012 Facilities Task Force

ACRONYMS

| | | | |
|-------|---|-------|---|
| ACCEL | Academically Challenging Curriculum to Enhance Learning | ESOL | English for Speakers of Other Languages |
| ACT | American College Testing | FAPE | Free Appropriate Public Education |
| AICE | Advanced International Certificate of Education | FCAT | Florida Comprehensive Assessment Test |
| AP | Advanced Placement | FDLRS | Florida Diagnostic & Learning Resources System |
| BAS | Benchmark Assessment System | FERPA | Family Educational Rights and Privacy Act |
| BCPS | Broward County Public Schools | FISH | Florida Inventory of School Houses |
| BECON | Broward Educational Communications Network | FLDOE | Florida Department of Education |
| BEEP | Broward Enterprise Education Portal | FLVS | Florida Virtual School |
| BRACE | Broward Advisors for Continuing Education | FSA | Florida Standards Assessment |
| BYOD | Bring Your Own Device | FTE | Full Time Equivalent (Student count) |
| CAAC | Central Area Advisory Council | FTF | Facilities Task Force |
| CLEP | College Level Examination Program | GAC | Gifted Advisory Council |
| CLAST | College Level Academic Skills Test | GEM | Gifted Education in Mathematics |
| DAC | District Advisory Council | GPA | Grade Point Average |
| ELA | English Language Arts | HEART | Homeless Education Assistance Resource Team |
| ELL | English Language Learners | HOPE | Health opportunities through Physical Education |
| EOC | End-of-Course Assessment | IB | International Baccalaureate Program |
| EP | Educational Plan | | |
| ESE | Exceptional Student Education | | |

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|----------|--|-------|---|
| IDEA | Individuals with Disabilities Education Act | PTSA | Parent Teacher Student Association |
| IEP | Individual Education Plan | PTO | Parent Teacher Organization |
| IZONE | Innovation Zone | SAAC | South Area Advisory Council |
| K-12 | Kindergarten through grade 12 | SAC | School Advisory Council |
| LEP | Limited English Proficiency | SAF | School Advisory Forum |
| MTSS/Rti | Multi-Tiered System of Supports/Response to Intervention | SAT | Stanford Achievement Test |
| | | SBBC | School Board of Broward County |
| NAAC | North Area Advisory Council | SEL | Social and Emotional Learning |
| NBCT | National Board Certified Teachers | SESIR | Florida's State Environmental Safety Incident Reporting |
| NJHS | National Junior Honors Society | SIP | School Improvement Plan |
| NMSQT | National Merit Scholarship Qualifying Test | SPAR | School Public Accountability Reports |
| OSPA | Office of School Performance & Accountability | SRO | School Resource Officer |
| OSQ | Office of Service Quality | STEM | Science Technology, Engineering & Mathematics |
| PSAT | Preliminary Scholastic Aptitude Test | TAC | Technology Advisory Committee |
| PTA | Parent Teacher Association | | |