

## **GUIDELINES FOR POLICY 1403: SCHOOL ACCOUNTABILITY AND IMPROVEMENT**

### **INTRODUCTION**

This guide is designed to assist in the implementation of School Board Policy 1403: School Accountability and Improvement. It includes a description of School Advisory Councils' roles and responsibilities and a timeline for implementation. Sample agendas, meeting minutes, bylaws, and meeting resources are provided to assist School Advisory Councils in fulfilling their obligations. All resources are posted on the District's Accountability & School Improvement website at: <http://www.broward.k12.fl.us/schoolimprove>

### **SCHOOL ADVISORY COUNCIL MEMBERSHIP**

Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (S 1001.452) a majority of the SAC members cannot be employees of the Broward County Public Schools.

SAC members must include:

- Principal
- Teachers
- BTU steward (or designee)
- Parents
- Innovation Zone representative (must be a parent)
- SAF Chairperson (or designee – must be a parent)
- ESOL representative (must be a parent of a student an ELL student at the school)
- ESE representative (must be a parent of an ESE student at the school)
- Gifted representative (must be a parent of a Gifted student at the school)
- Pre-K (if applicable - parent or certified teacher)
- Non-Instructional Support Employees
- Community / Business Representatives
- Students (required on high school & adult/technical centers -- optional at the middle school)
- Community School representative (if applicable)

SAC members must be elected by their peer groups (teachers by teachers, parents by parents, etc.). The business and community representatives are selected by the principal and approved by the SAC.

Once the SAC is established, its members elect their officers. Each SAC must have a SAC Chair and a parent member designated as I-Zone representative. Other officers are elected according to each SAC's bylaws.

The membership of each School Advisory shall be submitted online to the District Accountability Department by no later than October 31<sup>st</sup> of each year. The submitted

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composition must be approved annually by the School Board of Broward County Public Schools. The District shall submit the documentation to the FDOE annually, indicating that all District schools have a Board-approved School Advisory Council, with membership that meets all requirements in State statutes. Changes in SAC membership during the year must be reflected in the SAC meeting minutes and must be entered into the Online SAC Membership/Attendance System.

SAC membership is entered into the online SAC Membership/Attendance system that is accessed through the Accountability & School Improvement website. The system generates the SAC Composition Report, which is then submitted by the school online in October.

## **SCHOOL ADVISORY COUNCIL MEETINGS**

Once members are entered into the system, the online SAC Composition System generates sign-in sheets for use at SAC meetings. These are the sign-in sheets that must be used. The system will also generate a guest sign-in sheet that must be used to document attendance by guests at all SAC meetings.

Membership on SAC is a serious commitment. Per State Statute, SAC members who have two unexcused absences shall be replaced on the SAC. This practice is intended to discourage poor attendance which may result in not achieving a quorum at SAC meetings.

School Advisory Council meetings should be scheduled at a time when parents, students, teachers, businesspersons, and members of the community can attend. A timeline and communication process has been developed to assist principals in attracting and retaining SAC membership.

In order to conduct business at a SAC meeting, a quorum must be present. To establish a quorum, a majority of SAC members must be present. A quorum must be present to conduct a vote. Schools are expected to make every effort to encourage parent participation on the SAC and should survey all parents/stakeholders annually to determine the best meeting time for SAC meetings for the following school year.

All schools are required to enter SAC attendance into the online SAC Attendance System after each SAC meeting so that accurate attendance data can be gathered.

All School Advisory Council meetings must be open, advertised (at least three days in advance), and are subject to the Sunshine Law.

Each month, School Advisory Council meeting agendas, sign-in sheets, and meeting minutes must be sent to the school's Area Office.

## **VOTING PROCEDURES FOR SCHOOL ADVISORY COUNCIL MEMBERS**

Per Florida State Statute 286.012, School Advisory Council members must vote on issues brought before the council unless they have a conflict of interest, and in that case must comply with the conflict of interest requirements set forth in section 112.3143, Florida Statutes.

If a conflict of interest exists, the council member is required to follow the procedures set forth in the conflict of Interest form (Form 8B) attached to this memorandum as to the time for disclosure of the conflict of interest and the time for filing Form 8 B. Form 8B (Conflict of Interest Form) must be kept on file with the SAC agenda, be incorporated into the SAC meeting minutes and be read at the next SAC meeting. In addition, a copy of the completed form must be provided immediately to the other members of the council.

Form 8B provides two (2) procedures for appointed officers as stated below.

- (1) If the member makes "any attempt to influence the decision prior to the meeting" - the member has to fill out and file Form 8B and give it to the clerk before making any attempt to influence the decision -- this means before the meeting.
- (2) If the member makes "no attempt to influence the decision except by discussion at the meeting" then the member has to disclose the nature of the conflict before participating in the discussion (before trying to influence anyone) and must complete and file Form 8B within 15 days after the vote.
- (3) Note that even though members are prohibited from having discussions before the meeting (as it would be a violation of the Sunshine Law), they are allowed to disseminate information (handouts, articles, memos) as long as no response (no dialog) takes place outside of the Sunshine.

When voting on School Recognition Program proposals, if SAC members are BCPS employees, no voting conflict exists when staff members vote on the distribution of the school recognition funds if such distribution is based on a uniform criteria or formula, creating no "special private gain" to a particular person. (See attached memorandum at the end of the Guidelines from the Office of the School Board Attorney, dated 1/10/11.)

Form 8B (Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers) is provided at the end of the Guidelines for use by SAC members.

## **SCHOOL ADVISORY COUNCIL RESPONSIBILITIES**

### School Recognition Funds

Schools designated with a grade of "A" and schools that improve at least one performance grade may be eligible for school recognition and financial awards under the provisions of the Florida

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School Recognition Program. The School Advisory Council (SAC) is responsible for developing proposal(s) for the allocation of the School Recognition Funds. Once the SAC approves a proposal (s) for distribution of the School Recognition Funds, the school's faculty and staff vote to approve one proposal to be implemented. The Employee Relations Department disseminates a memo each year listing the schools that will receive School Recognition Funds. The Accountability and School Improvement Department is responsible for and is the contact department for information pertaining to the School Advisory Council's role in developing and approving the proposals that will be presented for approval by faculty and staff. The Employee Relations Department is responsible for and is the contact department for information pertaining to the content of the SAC proposal(s), how the School Recognition Funds can be spent, and the voting process for approval by the faculty and staff.

#### No Child Left Behind (NCLB) School Public Accountability Report (SPAR)

Each school year, schools are required to publish the NCLB School Public Accountability Report (SPAR) at the beginning of the school year. This report includes school performance data, which provides a report on the status of the School Improvement Plan objectives. This report is disseminated to the schools by ETS and is also available online from the FDOE. The SPAR reports can be accessed online by selecting "DOE Reports" on the District's Accountability & School Improvement website at: <http://www.broward.k12.fl.us/schoolimprove>. A school may post the SPAR on their school website, distribute as a flyer/report, and review publicly at a SAC and SAF meetings in order to meet the state requirement of sharing school performance data with all school stakeholders.

#### School Advisory Council Bylaws

Each School Advisory Council is required to adopt procedural bylaws. A Bylaws template will be provided each year for use by all schools. This template, along with directions, will be posted on the Accountability & School Improvement website. Once the School Advisory Council has revised and approved the amended bylaws, the document must be submitted to the Area Office. Amended SAC Bylaws are due each year to the Area Office in November; the exact date that bylaws are due to the Area Office will be provided with the directions. Schools must maintain a copy of their SAC Bylaws as the procedural guide for conducting business.

#### School Improvement Plan

The School Advisory Council shall be the sole body responsible for final decision-making at the school relating to implementation of ss. 1001.42(18) and 1008.345 as follows:

- Each School Advisory Council shall assist in the preparation and evaluation of the school improvement plan.
- The district school board shall annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the district.
- Each School Advisory Council is responsible for monitoring the implementation of the school improvement plan.

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- The school's leadership is responsible for providing quarterly student performance data reports to facilitate formative evaluation of the school improvement plan and revision of the action plan.
- Schools that are designated Differentiated Accountability (DA) schools must develop school improvement plans that meet the DA requirements as set forth by Federal and State Statute and the Florida State Board of Education.
- Each School Advisory Council is responsible for allocating Accountability Funds to support the school improvement plan goals and objectives. These allocations shall be documented in the school improvement plan and revisions to these allocations must be approved by the School Advisory Council and documented in the Council meeting minutes.
- With technical assistance from the Department of Education, each School Advisory Council shall assist in the preparation of the school's annual budget.
- The School Advisory Council Chair shall sign the school budget when it is submitted for district budget preparation as an indication of SAC participation.

### Waivers

The School Board shall consider requests for waivers of School Board policy, School Board-approved guidelines, and provisions of collective bargaining agreements required to implement and/or support the implementation of school improvements.

An online Waiver database is accessible on the Accountability & School Improvement website at: <http://www.broward.k12.fl.us/schoolimprove>. Schools are responsible for entering their new waivers into this database by the second week of February of each year and for updating waiver information annually by May of each year. Flowcharts for the new waiver and continuation waiver process, an updated waiver timeline and pertinent waiver information are posted on the online Waiver database at: <http://www.broward.k12.fl.us/schoolimprove/OnlineWaivers/OWHome.asp>

New Waiver requests must be initiated by the School Advisory Council. Once a proposal is approved by the School Advisory Council, the following steps must be implemented and documentation must be maintained for submission with the waiver:

- Share the waiver request with the community at an advertised open meeting. This meeting must be a meeting that was scheduled for the sole purpose of presenting the waiver. The principal and SAC Chair must attend this meeting. (December-January)
- Input from the community meeting is presented to the School Advisory Council; the School Advisory Council has the option to approve the waiver request as originally written, revise it per community input, or vote not to pursue the waiver. (January)
- If the School Advisory Council votes to bring the waiver forward, the waiver is presented to the faculty for their vote. The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract. (January-February)
- Waivers must be approved by two-thirds of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds of the affected department or grade level teachers.

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- New Waivers must be submitted with all backup documentation for review by the District Review Panel, Area Office staff, Principals' Executive Committees, and submission to the School Board for approval. (2<sup>nd</sup> week of February)
- Waivers may be approved for up to five years, but must be voted on annually by the faculty to continue the waiver each year.
- If the SAC votes to pursue the waiver despite negative input from the community, this feedback will be presented to the School Board when the waiver is submitted for approval.
- All waivers must be cost neutral and cannot waive State Statute.
- Waivers are not available for uniform (dress code) issues.
- Schools may not waive State statutes, including State Board of Education requirements under Differentiated Accountability.

Once a waiver is approved by the School Board, it may be continued if the school's faculty approves the continuation of the waiver by a two-thirds approval vote. The School Board may stipulate the number of years for waiver approval at the time the waiver is approved for implementation. The number of years a waiver is approved for will be input directly on the waiver form by the Accountability Department following the Board meeting.

The school must collect appropriate data to evaluate the effectiveness of the waiver and present this data to the School Advisory Council and the school's faculty for use in determining whether or not to vote to continue the waiver. The waiver form and documentation shall be submitted in May each year with annual results (faculty vote and evaluation data) recorded on the waiver.

Flowcharts delineating each step of the New and Continuation Waiver process are posted on the Accountability & School Improvement website at: <http://www.broward.k12.fl.us/schoolimprove/OnlineWaivers/WaiverDocs.htm>

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|                                  |   |
|----------------------------------|---|
| LAST NAME—FIRST NAME—MIDDLE NAME | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE   |
| MAILING ADDRESS                  | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:                     |
| CITY                             | <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| COUNTY                           | NAME OF POLITICAL SUBDIVISION:  |
| DATE ON WHICH VOTE OCCURRED      | MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE                      |

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_\_:

(a) A measure came or will come before my agency which (check one)

- \_\_\_ inured to my special private gain or loss;
- \_\_\_ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- \_\_\_ inured to the special gain or loss of my relative, \_\_\_\_\_;
- \_\_\_ inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- \_\_\_ inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.