

POWELL MIDDLE SCHOOL



ADVISORY COUNCIL HANDBOOK

TABLE OF CONTENTS

District and School Vision and Mission	2
Legislative Mandate	3
Powell Middle School Advisory Council Duties	4
* Purpose	4
* Membership	5
* Officers	6
* Meetings	7
* Changes in Policies and Procedures	7
Glossary	8

DISTRICT MISSION STATEMENT

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

DISTRICT VISION STATEMENT

Every person, a teacher,
Every teacher, a leader,
Every student, a success!

POWELL MIDDLE SCHOOL'S MISSION STATEMENT

To share the responsibility for preparing our students to become productive citizens through a caring environment with a commitment to excellence.

POWELL MIDDLE SCHOOL'S VISION STATEMENT

To do our best, to be the best, while dedicating ourselves to provide the best.

LEGISLATIVE MANDATE

Florida Statute Section 229.58 and the newly enacted CS/House Bill 1661 amending section 229.58, Florida statutes *provide* information on the legislative mandate.

School Advisory Councils (SACs) continue to be a key component of Florida's system of school improvement and accountability. Currently section 229.58, F.S., requires each school board to establish school advisory councils. Section 229.58, F.S. also specifies that each SAC shall perform such functions as are prescribed by regulations of the school board; however, no SAC shall have any powers and duties now reserved by law for the school board. SACs assist in preparing and evaluating the school improvement plan (SIP), and shall provide assistance in the preparation of school's annual budget. SIPs are locally developed "blueprints" for achieving the state education goals and student performance standards.

Resources for support to SACs with implementations of this *bill* include "Florida's Sunshine Law", where SAC must comply with the open meetings requirements and "Robert's Rule of Order, Revised" Which is considered as the standard for conducting assemblies in the United States.

CS/House Bill 1661 delineates the legislative expectations that all school advisory councils in the state will have bylaws that establish specific requirements or procedures. Effective July 1, 2002

POWELL MIDDLE SCHOOL ADVISORY COUNCIL DUTIES

I. PURPOSE:

The Powell Middle School Advisory Council shall perform such functions as are prescribed by regulations of the school board; however, no SAC shall have any of the powers and duties now reserved by law for the school board. The School Advisory Council shall participate in decision making by advising the principal in matters pertaining to the administration and supervision of the school. Advising is intended to mean: inquiring, informing, suggesting, recommending and evaluating.

II. FUNCTIONS:

The Powell Middle School Advisory Council functions shall include but not be limited to:

- a. Assisting in the preparation and valuation of the school improvement plan.
- b. Providing assistance in the preparation of the school's annual budget.
- c. Determining the distribution of the Educational Enhancement Trust Fund (lottery money) to the school for programs and projects to enhance school performance through the implementation of the School Improvement Plan. The money, however, may not be used for capital improvements or for projects or programs with duration of more than one year. The principal may not override the selection of the use of the money. The clearly earmarked amount in the General Appropriations Act for discretionary use by SAC is currently five dollars per unweighted FTE (full time enrolled) student.
- d. Participating in the decision making process through involvement in the assessment of educational needs, the establishment of priorities, the planning of the educational program and resources for it, the definition of goals, and the evaluation of the school and its academic effectiveness
- e. Facilitating school communication with students, parents, and community.
- f. Informing and advising school staff regarding community conditions, aspirations, and goals.
- g. Assisting in providing support to parents, teachers, students, and community for school programs.

III. MEMBERSHIP

A. COMPOSITION:

Membership on this Council shall include: parents, teachers, students, administrator/s, support staff and representatives from the community.

With the exception of the community members who will be appointed by the Principal, peers will elect all Council members. All parents shall be elected at an openly advertised meeting. This election shall be conducted under the guidance of the current advisory council. To provide for a majority of parent representatives on this council, at least 51% of the council's membership shall be elected parents of students attending Powell Middle School. The majority (over 50%) of the SAC members must not be employed by Hernando County School District.

Members shall be reflective of the gender and ethnicity of the current student body.

B. VOTING MEMBERS:

All members of the SAC committee are voting members, excluding the Principal.

C. ATTENDANCE:

Two Unexcused consecutive absences shall result in that member being subject to removal by the Council.

D. RESIGNATION:

Any member may resign by submitting a written letter to the Chairperson of the SAC.

E. VACANCY:

The School Advisory Council shall vote in new members, recommended by the principal, throughout the school year to fill vacancies.

F. LENGTH OF TERM:

Members will serve a one-year term. Application for membership is not limited to one term.

G. TRAINING:

If a member has never served on a Hernando County School Advisory Council, that members will be expected to attend a mandatory training session in the immediate future.

IV. OFFICERS:

The officers of the Powell Middle School Advisory Council shall consist of the Chairperson, Vice Chairperson and Secretary/Treasurer. They shall be elected at the organizational meeting of the newly elected Council. The officers shall serve for one year but can be re-elected. Duties shall include:

CHAIRPERSON:

The Chairperson shall preside at all Advisory Council meetings and sign all letters, reports and other Council communications. The Chairperson shall appoint all committees.

VICE-CHAIRPERSON:

The duties of the Vice-Chairperson shall be to substitute for the Chairperson when the Chairperson is absent and to perform such duties as may be assigned by the Chairperson.

SECRETARY/TREASURER:

The Secretary/Treasurer shall keep the minutes of the meetings and transcribe them as quickly as possible. Copies of the minutes will be circulated to all members and to any others who may request them. Once approved, The Secretary will keep a bound volume with all the minutes, correspondence and other activities as well as posted on the school's website; keep a record of all Council members and their addresses, telephone numbers and e-mail addresses. As Treasurer the duties shall be to arrange with the school bookkeeper to have the financial report of the Lottery Enhancement Funds available for all SAC meetings. This report should include the beginning and the end balance of the current year as well as any rollover monies. This report should also list when the processing of funds was completed and who the funds were made payable to as well as the explanation of payment.

V. MEETINGS:

Meetings should be scheduled when all members can attend. A calendar for the year shall be established at the first meeting of the school year, usually in August. Meetings may be held monthly even during summer as necessary. A copy of the calendar may be sent home with each student, so that parents are encouraged to participate. A calendar of SAC meetings and Agenda will be posted on Powell's website.

All meetings of the Powell Middle School Advisory Council shall be conducted following "Robert's Rules of Order, Revised", and in compliance with the Sunshine State Law. The Sunshine State Law forbids discussion among members about any issues that may come to a vote other than at an announced workshop or meeting.

Legislature requires at least three days advance notice in writing to all members of the SAC of any matter that is scheduled to come before the Council for a vote.

Legislature requires a quorum to be present before the SAC may take a vote. A majority of the membership of the Council constitutes a quorum.

The Secretary shall take the minutes of the meetings. Copies of the minutes will be circulated to all members at the next scheduled meeting for approval. Approved meetings will be posted on Powell's website.

All decisions of the Powell Middle School's Advisory Council shall be made only after an affirmative vote of a majority of the quorum in attendance. All correspondence, survey/questionnaires distributed in the name of the Council must have the approval of the majority of the Council and/or be signed or initialed by the Chairperson and Principal.

Agenda items may be added by contacting the Chairperson or the Principal.

VI. CHANGES IN POLICIES AND PROCEDUES

Changes in the policies and procedures can be made at any meeting, with a thirty day prior specific notice to the membership. After discussion, a vote of the quorum will be required.

GLOSSARY

SAC School Advisory Council—A team of people representing various segments of the community. The team is to include parents, teachers, students, administrators, support staff business/industry people and other interested community members. By law, each school in the State of Florida must have a SAC, each SAC must be composed of individuals representative of ethnic, racial and economic makeup of the community served by the school and the majority of SAC members must not be employed by the school district.

SAC Regulations—SAC is directed to follow the legislative expectation of section 229.58 Florida Statute (<http://www.leg.state.fl.us>), must be in compliance with Florida's Sunshine State Law, must follow the parliamentary procedures as instructed in "Robert's Rule of Order Revised" and follow the guidelines set forth in the "General Appropriations Act".

School Improvement Dollars—this is money from legislature to help implement the School Improvement Plans that are required by law. This amounts to \$3.12 per FTE. This funding should be allocated directly to the SAC and may be spent however the SAC determines it should be spent. It is not subject to override by the Principal or interim approvals by school district staff. Moneys may be expended only on programs or projects selected by SAC. These moneys may not be used for capital improvements. The money is appropriated through the Lottery (Educational Enhancement Trust Fund) and is for SAC to use to raise student performance SIP

School Improvement Plan—A fixed format plan designed to achieve the state education goals and student performance standards. The school improvement process is data-driven decision making. The process is supposed to be fairly simple and straightforward. The SAC reviews relevant data, (i.e. test scores, surveys from parents, teachers, students, support staff), identifies problem areas, develops improvement strategies, monitors their implementation, and then starts the whole process over for the next school year's SIP.

Robert's Rules of Order-The object of "Rules of Order" is to assist an assembly to accomplish in the best possible manner the work for which it was designed. Contains "Order of precedence of Motions", "Table of Rules Relating to Motions". (Examples of motions would be: Adjourn; Take a Recess; Voting etc.)