

Related Entries: (Not identified at this time)

### Community Involvement Opportunities

The administrative authority for the operation of schools is vested in the Superintendent and school principals. While the most important kind of parent/guardian involvement is in the home, supporting the learning and development of his/her children, parents/guardians are key stakeholders in the overall program design, goals, and priorities of our schools. Community members are also key stakeholders in various District support services to schools including District-wide initiatives, curriculum, financial, construction, and compliance issues. While the Superintendent and school principals shall always be open to parents'/guardians', community members', and students' comments, the following are formal opportunities to provide input, advice, and support to the mission and goals of the School District of Lee County and to the individual schools. School Board advisory committees shall consist of qualified members from the community or students whose purpose shall be to provide input, advice and support to the School Board on topics identified by the School Board as specific to each committee. In order to enable advisory committee members to share information at the school level including at SAC meetings, informational staff presentations concerning various aspects of the operation of the School District may be provided at Committee meetings.

- In forming advisory groups, councils, and committees, the Board shall make every effort to reflect the racial and ethnic composition of the current Lee County community population whenever possible.
- All meetings of any advisory group must be open to the public at all times and all minutes of such meetings shall be promptly recorded and open to public inspection. Each committee shall be subject to the Sunshine Law. The agenda for every advisory committee meeting shall include an opportunity for public comment. The committee may, by vote, limit the time allowed for comment and the subject of comment. The committee will also decide whether public comment will be at the end or beginning, or both
- With the exception of requirements for a quorum, all advisory committees shall follow Roberts Rules of Order to ensure effective operation of its meetings. Committee meetings may proceed without a quorum of the membership present. Whenever a recommendation or input from a committee is presented to the School Board, the presentation will include the number of members present at the committee meeting at which the recommendation or input was provided.

- 43 • Any individual wishing to assume membership on an advisory committee  
44 must provide information to the School Board concerning any business  
45 he/she, or any entity he/she has a contractual or employment relationship  
46 with, is doing with the School Board in advance of being appointed to  
47 membership on an advisory committee. “Doing business” with the School  
48 District does not include being employed by the School District. Members of  
49 advisory committees will abstain from voting as an advisory committee  
50 member on any matter, which may personally benefit the committee  
51 member, his or her employer, or any entity he or she presently has a contract  
52 with.
- 53
- 54 • Except as otherwise stated in this policy, each committee’s membership shall  
55 be selected and appointed by the School Board.
- 56
- 57 • When vacancies occur in a committee, the Board Chair will bring such to the  
58 attention of the Board and the Board will take action to fill the vacancy for the  
59 remainder of the term. Members who miss three consecutive meetings of the  
60 committee shall be removed from membership, unless the member has  
61 advised the committee chair of the absence at least three days in advance of  
62 the meeting.
- 63
- 64 • Board appointments shall be made in the summer and effective in  
65 September for one-year terms. SAC representatives serving on the District  
66 Advisory Council shall be appointed for one year terms beginning in  
67 September of each school year.
- 68
- 69 • Citizens may be appointed to serve multiple terms on the same committee.
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- 71 • Each committee shall make a report to the Board on at least a quarterly basis  
72 at a Board briefing meeting.
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- 74 • A School Board Member shall be assigned to each committee as a liaison.
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- 76 • Each advisory committee shall annually, at the first meeting after the  
77 September Board appointment of membership, select a chair from among its  
78 membership. Each committee shall also select from its membership a vice  
79 chair. The chair will be responsible for directing the work of the committee  
80 and guiding the conduct of each committee meeting. The chair will ensure  
81 that the committee, at each of its meetings, maintains its focus and  
82 completes the work set forth for it upon its agenda. The chair will meet with  
83 the School Board Member assigned as liaison to the committee in advance  
84 of each committee meeting. The purpose of this meeting will be to set the  
85 agenda of the committee for its next meeting. A portion of the agenda of  
86 each committee meeting shall be assigned to the Board liaison. During this  
87 portion of the meeting, the Board liaison may bring forth issues for  
88 discussion, advice and input by the committee.

- 89           •       All advisory committee meetings will be conducted with a professional  
90           decorum that is supportive of the School Board’s mission to provide a quality  
91           education in a safe, well-managed environment. All committee members will  
92           be expected to conduct themselves at meetings in a manner that contributes  
93           to the committee’s support of the School Board’s accomplishment of its  
94           mission. Committee members who fail to meet this responsibility and whose  
95           conduct detracts from the accomplishment of the mission of the advisory  
96           committee will be removed from membership.  
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- 98           •       All committees shall meet at least once during the months of September,  
99           October, November, January, February, March, and April.
- 100
- 101       (1)     Process to establish work of School Board advisory committees.
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- 103           Prior to the beginning of each academic quarter, the Superintendent shall establish  
104           and inform the School Board of the quarterly input subject. At the first monthly  
105           meeting in the corresponding quarter, each School Board advisory committee shall  
106           receive information on that quarterly input subject. In addition to the responsibilities  
107           established for each committee in the following paragraphs, each of the committees  
108           shall consider, discuss, and provide input to the School Board on the quarterly input  
109           subject.
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- 111       (2)     The following School Board advisory committees are established.
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- 113           (a)     District Advisory Council
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- 115                     The School Board shall establish a District Advisory Council (DAC). The  
116                     Council membership shall consist of one representative from each District  
117                     school as selected and appointed by the School Advisory Council. There will  
118                     also be one principal representative from each level, selected and appointed  
119                     by the principal groups. Individuals will hold only one membership and one  
120                     vote. Members will not accept membership on the Council in a different  
121                     capacity. The purpose of the District Advisory Council shall be to  
122                     disseminate information concerning the operation of the School District to  
123                     school staff, students and parents, and at meetings of the SAC. The  
124                     purpose of such information sharing is to improve the understanding of  
125                     various aspects of the operation of the School District and assist the SAC in  
126                     its decision-making. To enable the DAC to accomplish this purpose, the  
127                     DAC shall regularly receive informational staff presentations concerning  
128                     various aspects of the operation of the School District, The presentations  
129                     shall include distribution of documents or other communication tools  
130                     designed to assist DAC members to share the information presented. The  
131                     District Advisory Council may divide into Sub-Councils at any of its monthly  
132                     meetings, as members deem necessary. The Superintendent shall assign  
133                     no more than three staff members to act as liaisons with the District  
134                     Advisory Council.

135 (b) Finance Advisory Committee  
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137 The Finance Advisory Committee shall consist of fifteen members. The  
138 Board will appoint fifteen members to the Finance Advisory Committee, three  
139 selected by each School Board Member. Each Board Member will make  
140 reasonable efforts to ensure that at least one of his/her appointees resides in  
141 that Member's residence area and at least one is a minority. The  
142 Superintendent shall assign no more than three appropriate District staff as  
143 liaisons. The purpose of the finance committee shall be to provide input,  
144 advice and support in the preparation of the operating and capital budget for  
145 the School District of Lee County.  
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147 (c) Construction Advisory Committee  
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149 The Construction Advisory Committee (CAC) shall consist of sixteen  
150 members. The Board will appoint fifteen members to the Construction  
151 Advisory Committee, three selected by each School Board Member. Each  
152 Board Member will make reasonable efforts to ensure that at least one of  
153 his/her appointees resides in that Member's residence area and at least one  
154 is a minority. One member shall be appointed by the head of the Fire Chief's  
155 Association to serve for a two-year appointment. The Superintendent shall  
156 assign no more than three appropriate District staff as liaisons. The purpose  
157 of the construction committee shall be to provide input, advice, and support  
158 to the five-year capital plan. This committee shall also review proposed new  
159 construction and renovation projects and review plans for compliance with  
160 safety-to-life issues.  
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162 (d) Curriculum Advisory Committee  
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164 The Curriculum Advisory Committee shall consist of fifteen members. The  
165 Board will appoint fifteen members to the Curriculum Advisory Committee,  
166 three selected by each School Board Member. Each Board Member will  
167 make reasonable efforts to ensure that at least one of his/her appointees  
168 resides in that Member's residence area and at least one is a minority. The  
169 Superintendent shall assign no more than three appropriate District staff as  
170 liaisons. The Superintendent may also appoint additional members to this  
171 committee to ensure that the interests of exceptional students are  
172 represented. The purpose of the curriculum committee shall be to provide  
173 input, advice, and support to curriculum content, materials and assessment  
174 instruments and to the school improvement process. The committee will also  
175 provide input, advice, and support to District-wide technology issues and  
176 promote the integration of technology into the home and school learning  
177 environments.

178 (e) Continuous Systemic Improvement Advisory Committee  
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180 The Continuous Systemic Improvement (CSI) Advisory Committee shall  
181 consist of fifteen members. Each School Board Member shall select three  
182 members to be appointed by the Board. Each Board Member will make  
183 reasonable efforts to ensure that at least one of his/her appointees resides in  
184 that Member's residence area and at least one is a minority. The  
185 Superintendent shall assign no more than three appropriate District staff as  
186 liaisons. The mission of the committee shall be to systematically review  
187 components of the District's Strategic Plan for the purpose of providing input  
188 to the School Board concerning the content and implementation of the Plan.  
189 The committee shall determine which component of the plan to review after  
190 receiving a recommendation from the Board member liaison and Committee  
191 Chair.  
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194 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1001.452, F.S.  
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196 Adopted: 2/27/07 (Formerly: Policy 3.31)

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