

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, compliance, and equity issues. While the Superintendent and school principals shall always be open to the comments of parents/guardians, community members, and students, 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.

(1) Membership

- (a) 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.
- (b) Any individual wishing to assume membership on an advisory committee must provide information to the School Board concerning any business he/she, or any entity he/she has a contractual or employment relationship with, is doing with the School Board in advance of being appointed to membership on an advisory committee. "Doing business" with the School District does not include being employed by the School District. Members of advisory committees will abstain from voting as an advisory committee member on any matter, which may personally benefit the committee member, his or her employer, or any entity he or she presently has a contract with.
- (c) Except as otherwise stated in this policy, each committee's membership shall be selected and appointed by the School Board.
- (d) When vacancies occur in a committee, the Board Office will notify the Board Member who selected that committee member. The Board Member will then select a replacement to be presented to the School Board for appointment. The Superintendent shall prepare an agenda item for this purpose. The Board

- 46 will take action to fill the vacancy for the remainder of the term. Members who
47 miss three meetings of the committee during a school year shall be removed
48 from membership.
49
- 50 (e) Board appointments shall be made in the summer and effective in September
51 for two year terms. Appointment of advisory committee membership is subject
52 to revocation at any time by Board action. Appointment to advisory committee
53 membership shall not constitute grant of a property right to such. SAC
54 representatives serving on the District Advisory Council shall be appointed for
55 one year terms beginning in September of each school year.
56
- 57 (f) Citizens may be appointed to serve multiple terms on the same committee.
58
- 59 (g) A School Board Member shall be assigned to each committee as a liaison.
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- 61 (h) With each change in Board Chair, one advisory committee member selection
62 from each relevant committee shall be transferred from the former to the
63 present Board Chair. The transfer shall be accomplished so as to maintain a
64 balance in the terms of the former Board Chair's selectees.
65
- 66 (2) Committee Meetings
67
- 68 (a) All meetings of any advisory group must be open to the public at all times and
69 all minutes of such meetings shall be promptly recorded and open to public
70 inspection. Each committee shall be subject to the Sunshine Law. The agenda
71 for every advisory committee meeting shall include an opportunity for public
72 comment. The committee may, by vote, limit the time allowed for comment and
73 the subject of comment to matters on the meeting agenda. The committee will
74 also decide whether public comment will be at the end or beginning, or both
75
- 76 (b) With the exception of requirements for a quorum, all advisory committees shall
77 follow Roberts Rules of Order to ensure effective operation of its meetings.
78 Committee meetings may proceed without a quorum of the membership
79 present. Whenever a recommendation or input from a committee is presented
80 to the School Board, the presentation will include the number of members
81 present at the committee meeting at which the recommendation or input was
82 provided.
83
- 84 (c) Each recommendation presented by an advisory committee to the School
85 Board shall be tracked by the Superintendent. The Superintendent shall
86 present a quarterly report to the School Board providing information on the
87 status of implementation of each such recommendation. An explanation shall
88 be provided for each recommendation the Superintendent chooses not to
89 implement.
90
- 91 (d) Each advisory committee shall annually, at the first meeting after the
92 September Board appointment of membership, select a chair from among its
93 membership. Each committee shall also select from its membership a vice

94 chair. The chair will be responsible for directing the work of the committee and
95 guiding the conduct of each committee meeting. The chair will ensure that the
96 committee, at each of its meetings, maintains its focus and completes the work
97 set forth for it upon its agenda. The chair will meet with the School Board
98 Member assigned as liaison to the committee in advance of each committee
99 meeting. The purpose of this meeting will be to set the agenda of the
100 committee for its next meeting. A portion of the agenda of each committee
101 meeting shall be assigned to the Board liaison. During this portion of the
102 meeting, the Board liaison may bring forth issues for discussion, advice and
103 input by the committee. All advisory committee meetings will be conducted
104 with a professional decorum that is supportive of the School Board's mission
105 to provide a quality education in a safe, well-managed environment. All
106 committee members will be expected to conduct themselves at meetings in a
107 manner that contributes to the committee's support of the School Board's
108 accomplishment of its mission. Committee members who fail to meet this
109 responsibility and whose conduct detracts from the accomplishment of the
110 mission of the advisory committee will be removed from membership.

111
112 (e) Each committee shall make a report to the Board during each academic
113 quarter at a Board briefing meeting.

114
115 (f) All committees shall meet at least once during the months of September,
116 October, November, January, February, March, and April.

117
118 (3) Process to establish work of School Board Advisory Committees.

119
120 Prior to the beginning of each academic quarter, the Superintendent shall establish
121 and inform the School Board of the quarterly input subject. At the first monthly
122 meeting in the corresponding quarter, each School Board advisory committee shall
123 receive information on that quarterly input subject. In addition to the responsibilities
124 established for each committee in the following paragraphs, each of the committees
125 shall consider, discuss, and provide input to the School Board on the quarterly input
126 subject.

127
128 (4) The following School Board advisory committees are established.

129
130 (a) District Advisory Council

131
132 The School Board shall establish a District Advisory Council (DAC). The
133 Council membership shall consist of one representative from each District
134 school as selected and appointed by the School Advisory Council. There will
135 also be one principal representative from each level, selected and appointed
136 by the principal groups. Individuals will hold only one membership and one vote.
137 Members will not accept membership on the Council in a different capacity. The
138 purpose of the District Advisory Council shall be to disseminate information
139 concerning the operation of the School District to school staff, students and
140 parents, and at meetings of the SAC. The purpose of such information sharing
141 is to improve the understanding of various aspects of the operation of the

142 School District and assist the SAC in its decision-making. To enable the DAC
143 to accomplish this purpose, the DAC shall regularly receive informational staff
144 presentations concerning various aspects of the operation of the School
145 District, The presentations shall include distribution of documents or other
146 communication tools designed to assist DAC members to share the information
147 presented. The District Advisory Council may divide into Sub-Councils at any
148 of its monthly meetings, as members deem necessary. The Superintendent
149 shall assign no more than three staff members to act as liaisons with the District
150 Advisory Council.

151
152 (b) Finance Advisory Committee

153
154 The Finance Advisory Committee shall consist of fifteen members. The Board
155 will appoint fifteen members to the Finance Advisory Committee.. The School
156 Board Chair shall select three members and each of the other six School Board
157 Members shall select two members to be appointed by the Board. Each Board
158 Member will make reasonable efforts to ensure that at least one of his/her
159 appointees is a minority. The Superintendent shall assign no more than three
160 appropriate District staff as liaisons. The purpose of the finance committee shall
161 be to provide input, advice and support in the preparation of the operating and
162 capital budget for the School District of Lee County.

163
164 (c) Construction Advisory Committee

165
166 The Construction Advisory Committee (CAC) shall consist of sixteen members.
167 The Board will appoint fifteen members to the Construction Advisory
168 Committee. The School Board Chair shall select three members and each of
169 the other six School Board Members shall select two members to be appointed
170 by the Board. Each Board Member will make reasonable efforts to ensure that
171 at least one of his/her appointees is a minority. One member shall be appointed
172 by the head of the Fire Chief's Association to serve for a two-year appointment.
173 The Superintendent shall assign no more than three appropriate District staff
174 as liaisons. The purpose of the construction committee shall be to provide input,
175 advice, and support to the five-year capital plan. This committee shall also
176 review proposed new construction and renovation projects and review plans for
177 compliance with safety-to-life issues.

178
179 (d) Curriculum Advisory Committee

180
181 The Curriculum Advisory Committee shall consist of fifteen members. The
182 Board will appoint fifteen members to the Curriculum Advisory Committee.
183 The School Board Chair shall select three members and each of the other six
184 School Board Members shall select two members to be appointed by the
185 Board. Each Board Member will make reasonable efforts to ensure that at
186 least one of his/her appointees is a minority. The Superintendent shall assign
187 no more than three appropriate District staff as liaisons. The Superintendent
188 may also appoint additional members to this committee to ensure that the
189 interests of exceptional students are represented. The purpose of the

190 curriculum committee shall be to provide input, advice, and support to
191 curriculum content, materials and assessment instruments and to the school
192 improvement process. The committee will also provide input, advice, and
193 support to District-wide technology issues and promote the integration of
194 technology into the home and school learning environments.

195
196 (e) Continuous Systemic Improvement Advisory Committee
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198 The Continuous Systemic Improvement (CSI) Advisory Committee shall
199 consist of fifteen members. The Board will appoint fifteen members to the
200 Continuous Systemic Improvement Advisory Committee. The School Board
201 Chair shall select three members and each of the other six School Board
202 Members shall select two members to be appointed by the Board. Each Board
203 Member will make reasonable efforts to ensure that at least one of his/her
204 appointees is a minority. The Superintendent shall assign no more than three
205 appropriate District staff as liaisons. The mission of the committee shall be to
206 systematically review components of the District's Strategic Plan for the
207 purpose of providing input to the School Board concerning the content and
208 implementation of the Plan. The committee shall determine which component
209 of the plan to review after receiving a recommendation from the Board member
210 liaison and Committee Chair.

211
212 (f) Equity and Diversity Advisory Committee
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214 The Equity and Diversity Advisory Committee (EDAC) shall consist of fifteen
215 members. The Board will appoint fifteen members to the Equity and Diversity
216 Advisory Committee. The School Board Chair shall select three members and
217 each of the other six School Board Members shall select two members to be
218 appointed by the Board. Each Board Member will make reasonable efforts to
219 ensure that at least one of his/her appointees is a minority. The Superintendent
220 shall assign no more than three appropriate District staff as liaisons. The
221 mission of the committee shall be to monitor the District's maintenance of a
222 unitary school system and adherence to School Board Policies concerning
223 equity and diversity. The committee shall review and provide input concerning
224 revisions to the student assignment plan and any proposal to acquire a school
225 site, construct or abandon a school facility.

226
227 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1001.452, F.S.

228
229 Adopted: 2/27/07 (Formerly: Policy 3.31)

230 Revised: 7/31/07

231 Revised: 12/11/07

232 Revised: 11/3/08

233 Revised: 4/02/14

234 Revised: 7/29/14

235 Revised: 7/28/15 (Formerly: Policy 1.18)

236 Revised: 1/11/17

237 Revised: 6/27/17