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 will take action to fill the vacancy for the remainder of the term. Members who miss three meetings of the committee during a school year shall be removed from membership.

(e) Board appointments shall be made in the summer and effective in September for two year terms. Appointment of advisory committee membership is subject to revocation at any time by Board action. Appointment to advisory committee membership shall not constitute grant of a property right to such. SAC representatives serving on the District Advisory Council shall be appointed for one year terms beginning in September of each school year.

(f) Citizens may be appointed to serve multiple terms on the same committee.

(g) A School Board Member shall be assigned to each committee as a liaison.

(h) With each change in Board Chair, one advisory committee member selection from each relevant committee shall be transferred from the former to the present Board Chair. The transfer shall be accomplished so as to maintain a balance in the terms of the former Board Chair’s selectees.

(2) Committee Meetings

(a) 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. Committee meetings shall be videotaped. 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 to matters on the meeting agenda. The committee will also decide whether public comment will be at the end or beginning, or both.

(b) 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.

(c) Each recommendation presented by an advisory committee to the School Board shall be tracked by the Superintendent. The Superintendent shall present a quarterly report to the School Board providing information on the status of implementation of each such recommendation. An explanation shall be provided for each recommendation the Superintendent chooses not to implement.
(d) Each advisory committee shall annually, at the first meeting after the September Board appointment of membership, select a chair from among its membership. Each committee shall also select from its membership a vice chair. The chair will be responsible for directing the work of the committee and guiding the conduct of each committee meeting. The chair will ensure that the committee, at each of its meetings, maintains its focus and completes the work set forth for it upon its agenda. The chair will meet with the School Board Member assigned as liaison to the committee in advance of each committee meeting. The purpose of this meeting will be to set the agenda of the committee for its next meeting. A portion of the agenda of each committee meeting shall be assigned to the Board liaison. During this portion of the meeting, the Board liaison may bring forth issues for discussion, advice and input by the committee. All advisory committee meetings will be conducted with a professional decorum that is supportive of the School Board’s mission to provide a quality education in a safe, well-managed environment. All committee members will be expected to conduct themselves at meetings in a manner that contributes to the committee’s support of the School Board’s accomplishment of its mission. Committee members who fail to meet this responsibility and whose conduct detracts from the accomplishment of the mission of the advisory committee will be removed from membership.

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

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

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

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

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

(a) District Advisory Council

The School Board shall establish a District Advisory Council (DAC). The Council membership shall consist of one representative from each District school as selected and appointed by the School Advisory Council. There will also be one principal representative from each level, selected and appointed by the principal groups. Individuals will hold only one membership and one vote. Members will not accept membership on the Council in a different capacity. The purpose of the District Advisory Council shall be to disseminate
information concerning the operation of the School District to school staff, students and parents, and at meetings of the SAC. The purpose of such information sharing is to improve the understanding of various aspects of the operation of the School District and assist the SAC in its decision-making. To enable the DAC to accomplish this purpose, the DAC shall regularly receive informational staff presentations concerning various aspects of the operation of the School District. The presentations shall include distribution of documents or other communication tools designed to assist DAC members to share the information presented. The District Advisory Council may divide into Sub-Councils at any of its monthly meetings, as members deem necessary. The Superintendent shall assign no more than three staff members to act as liaisons with the District Advisory Council.

(b) Finance Advisory Committee

The Finance Advisory Committee shall consist of fifteen members. The Board will appoint fifteen members to the Finance Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. Every effort shall be made to ensure that a balance of parents, community members, and persons from the following fields of employment or certification are represented on the committee: certified public accountant, financial/municipal advisor, chief financial officer, chief executive officer, and professionals in the insurance, banking, transportation, construction, maintenance, and food service industries. The Superintendent shall assign no more than three appropriate District staff as liaisons. The purpose of the finance committee shall be to provide input, advice and support in the preparation of the operating and capital budget for the School District of Lee County.

(c) Construction Advisory Committee

The Construction Advisory Committee (CAC) shall consist of sixteen members. The Board will appoint fifteen members to the Construction Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. One member shall be appointed by the head of the Fire Chief's Association to serve for a two-year appointment. Every effort shall be made to ensure that a balance of parents, community members, and persons from the following fields of employment or certification are represented on the committee: licensed architect, licensed professional engineer, certified interior designer, certified construction manager, certified educational facilities planner, licensed commercial real estate broker, licensed Florida contractor, certified community/urban planner, carpenter, electrician, plumber and HVAC technician. The Superintendent shall assign no more than three appropriate
District staff as liaisons. The purpose of the construction committee shall be to provide input, advice, and support to the five-year capital plan. This committee shall also review proposed new construction and renovation projects and review plans for compliance with safety-to-life issues.

(d) Curriculum Advisory Committee

The Curriculum Advisory Committee shall consist of fifteen members. The Board will appoint fifteen members to the Curriculum Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. Every effort shall be made to ensure that a balance of parents, community members, and persons who have substantial knowledge and experience in learning theory, curriculum design, standards-based instruction, and instructional technology are represented on the committee. The Superintendent shall assign no more than three appropriate District staff as liaisons. The Superintendent may also appoint additional members to this committee to ensure that the interests of exceptional students are represented. The purpose of the curriculum committee shall be to provide input, advice, and support to curriculum content, materials and assessment instruments and to the school improvement process. The committee will also provide input, advice, and support to District-wide technology issues and promote the integration of technology into the home and school learning environments.

(e) Continuous Systemic Improvement Advisory Committee

The Continuous Systemic Improvement (CSI) Advisory Committee shall consist of fifteen members. The Board will appoint fifteen members to the Continuous Systemic Improvement Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. Every effort shall be made to ensure that a balance of parents, community members, and persons who have experience or certification in Lean Six Sigma, project management, strategic planning, data analysis, and system improvement are represented on the committee. The Superintendent shall assign no more than three appropriate District staff as liaisons. The mission of the committee shall be to systematically review components of the District’s Strategic Plan for the purpose of providing input to the School Board concerning the content and implementation of the Plan. The committee shall determine which component of the plan to review after receiving a recommendation from the Board member liaison and Committee Chair.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, 1001.43, 1001.452, F.S.

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