

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.

46 The Superintendent shall prepare an agenda item for this purpose. The Board  
47 will take action to fill the vacancy for the remainder of the term. Members who  
48 miss three meetings of the committee during a school year shall be removed  
49 from membership.

50  
51 (e) Board appointments shall be made in the summer and effective in September  
52 for two year terms. Appointment of advisory committee membership is subject  
53 to revocation at any time by Board action. Appointment to advisory committee  
54 membership shall not constitute grant of a property right to such. SAC  
55 representatives serving on the District Advisory Council shall be appointed for  
56 one year terms beginning in September of each school year.

57  
58 (f) Citizens may be appointed to serve multiple terms on the same committee.

59  
60 (g) A School Board Member shall be assigned to each committee as a liaison.

61  
62 (h) With each change in Board Chair, one advisory committee member selection  
63 from each relevant committee shall be transferred from the former to the  
64 present Board Chair. The transfer shall be accomplished so as to maintain a  
65 balance in the terms of the former Board Chair's selectees.

66  
67 (2) Committee Meetings

68  
69 (a) All meetings of any advisory group must be open to the public at all times and  
70 all minutes of such meetings shall be promptly recorded and open to public  
71 inspection. Each committee shall be subject to the Sunshine Law. Committee  
72 meetings shall be videotaped. The agenda for every advisory committee  
73 meeting shall include an opportunity for public comment. The committee may,  
74 by vote, limit the time allowed for comment and the subject of comment to  
75 matters on the meeting agenda. The committee will also decide whether public  
76 comment will be at the end or beginning, or both

77  
78 (b) With the exception of requirements for a quorum, all advisory committees shall  
79 follow Roberts Rules of Order to ensure effective operation of its meetings.  
80 Committee meetings may proceed without a quorum of the membership  
81 present. Whenever a recommendation or input from a committee is presented  
82 to the School Board, the presentation will include the number of members  
83 present at the committee meeting at which the recommendation or input was  
84 provided.

85  
86 (c) Each recommendation presented by an advisory committee to the School  
87 Board shall be tracked by the Superintendent. The Superintendent shall  
88 present a quarterly report to the School Board providing information on the  
89 status of implementation of each such recommendation. An explanation shall  
90 be provided for each recommendation the Superintendent chooses not to  
91 implement.

92

- 93 (d) Each advisory committee shall annually, at the first meeting after the  
94 September Board appointment of membership, select a chair from among its  
95 membership. Each committee shall also select from its membership a vice  
96 chair. The chair will be responsible for directing the work of the committee and  
97 guiding the conduct of each committee meeting. The chair will ensure that the  
98 committee, at each of its meetings, maintains its focus and completes the work  
99 set forth for it upon its agenda. The chair will meet with the School Board  
100 Member assigned as liaison to the committee in advance of each committee  
101 meeting. The purpose of this meeting will be to set the agenda of the  
102 committee for its next meeting. A portion of the agenda of each committee  
103 meeting shall be assigned to the Board liaison. During this portion of the  
104 meeting, the Board liaison may bring forth issues for discussion, advice and  
105 input by the committee. All advisory committee meetings will be conducted  
106 with a professional decorum that is supportive of the School Board's mission  
107 to provide a quality education in a safe, well-managed environment. All  
108 committee members will be expected to conduct themselves at meetings in a  
109 manner that contributes to the committee's support of the School Board's  
110 accomplishment of its mission. Committee members who fail to meet this  
111 responsibility and whose conduct detracts from the accomplishment of the  
112 mission of the advisory committee will be removed from membership.  
113
- 114 (e) Each committee shall make a report to the Board during each academic  
115 quarter at a Board briefing meeting.  
116
- 117 (f) All committees shall meet at least once during the months of September,  
118 October, November, January, February, March, and April.  
119
- 120 (3) Process to establish work of School Board Advisory Committees.  
121
- 122 Prior to the beginning of each academic quarter, the Superintendent shall establish  
123 and inform the School Board of the quarterly input subject. At the first monthly  
124 meeting in the corresponding quarter, each School Board advisory committee shall  
125 receive information on that quarterly input subject. In addition to the responsibilities  
126 established for each committee in the following paragraphs, each of the committees  
127 shall consider, discuss, and provide input to the School Board on the quarterly input  
128 subject.  
129
- 130 (4) The following School Board advisory committees are established.  
131
- 132 (a) District Advisory Council  
133
- 134 The School Board shall establish a District Advisory Council (DAC). The  
135 Council membership shall consist of one representative from each District  
136 school as selected and appointed by the School Advisory Council. There will  
137 also be one principal representative from each level, selected and appointed  
138 by the principal groups. Individuals will hold only one membership and one  
139 vote. Members will not accept membership on the Council in a different  
140 capacity. The purpose of the District Advisory Council shall be to disseminate

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

153  
154 (b) Finance Advisory Committee

155  
156 The Finance Advisory Committee shall consist of fifteen members. The Board  
157 will appoint fifteen members to the Finance Advisory Committee. The School  
158 Board Chair shall select three members and each of the other six School Board  
159 Members shall select two members to be appointed by the Board. Each Board  
160 Member will make reasonable efforts to ensure that at least one of his/her  
161 appointees is a minority. Every effort shall be made to ensure that a balance  
162 of parents, community members, and persons from the following fields of  
163 employment or certification are represented on the committee: certified public  
164 accountant, financial/municipal advisor, chief financial officer, chief executive  
165 officer, and professionals in the insurance, banking, transportation,  
166 construction, maintenance, and food service industries. The Superintendent  
167 shall assign no more than three appropriate District staff as liaisons. The  
168 purpose of the finance committee shall be to provide input, advice and support  
169 in the preparation of the operating and capital budget for the School District of  
170 Lee County.

171  
172 (c) Construction Advisory Committee

173  
174 The Construction Advisory Committee (CAC) shall consist of sixteen  
175 members. The Board will appoint fifteen members to the Construction  
176 Advisory Committee. The School Board Chair shall select three members  
177 and each of the other six School Board Members shall select two members to  
178 be appointed by the Board. Each Board Member will make reasonable efforts  
179 to ensure that at least one of his/her appointees is a minority. One member  
180 shall be appointed by the head of the Fire Chief's Association to serve for a  
181 two-year appointment. Every effort shall be made to ensure that a balance of  
182 parents, community members, and persons from the following fields of  
183 employment or certification are represented on the committee: licensed  
184 architect, licensed professional engineer, certified interior designer, certified  
185 construction manager, certified educational facilities planner, licensed  
186 commercial real estate broker, licensed Florida contractor, certified  
187 community/urban planner, carpenter, electrician, plumber and HVAC  
188 technician. The Superintendent shall assign no more than three appropriate

189 District staff as liaisons. The purpose of the construction committee shall be to  
190 provide input, advice, and support to the five-year capital plan. This committee  
191 shall also review proposed new construction and renovation projects and  
192 review plans for compliance with safety-to-life issues.

193  
194 (d) Curriculum Advisory Committee

195  
196 The Curriculum Advisory Committee shall consist of fifteen members. The  
197 Board will appoint fifteen members to the Curriculum Advisory Committee.  
198 The School Board Chair shall select three members and each of the other six  
199 School Board Members shall select two members to be appointed by the  
200 Board. Each Board Member will make reasonable efforts to ensure that at  
201 least one of his/her appointees is a minority. Every effort shall be made to  
202 ensure that a balance of parents, community members, and persons who have  
203 substantial knowledge and experience in learning theory, curriculum design,  
204 standards-based instruction, and instructional technology are represented on  
205 the committee. The Superintendent shall assign no more than three  
206 appropriate District staff as liaisons. The Superintendent may also appoint  
207 additional members to this committee to ensure that the interests of  
208 exceptional students are represented. The purpose of the curriculum  
209 committee shall be to provide input, advice, and support to curriculum content,  
210 materials and assessment instruments and to the school improvement  
211 process. The committee will also provide input, advice, and support to District-  
212 wide technology issues and promote the integration of technology into the  
213 home and school learning environments.

214  
215 (e) Continuous Systemic Improvement Advisory Committee

216  
217 The Continuous Systemic Improvement (CSI) Advisory Committee shall  
218 consist of fifteen members. The Board will appoint fifteen members to the  
219 Continuous Systemic Improvement Advisory Committee. The School Board  
220 Chair shall select three members and each of the other six School Board  
221 Members shall select two members to be appointed by the Board. Each Board  
222 Member will make reasonable efforts to ensure that at least one of his/her  
223 appointees is a minority. Every effort shall be made to ensure that a balance  
224 of parents, community members, and persons who have experience or  
225 certification in Lean Six Sigma, project management, strategic planning, data  
226 analysis, and system improvement are represented on the committee. The  
227 Superintendent shall assign no more than three appropriate District staff as  
228 liaisons. The mission of the committee shall be to systematically review  
229 components of the District's Strategic Plan for the purpose of providing input  
230 to the School Board concerning the content and implementation of the Plan.  
231 The committee shall determine which component of the plan to review after  
232 receiving a recommendation from the Board member liaison and Committee  
233 Chair.

234  
235 (f) Equity and Diversity Advisory Committee

236

237 The Equity and Diversity Advisory Committee (EDAC) shall consist of fifteen  
238 members. The Board will appoint fifteen members to the Equity and Diversity  
239 Advisory Committee. The School Board Chair shall select three members and  
240 each of the other six School Board Members shall select two members to be  
241 appointed by the Board. Each Board Member will make reasonable efforts to  
242 ensure that at least one of his/her appointees is a minority. The Superintendent  
243 shall assign no more than three appropriate District staff as liaisons. The  
244 mission of the committee shall be to monitor the District's maintenance of a  
245 unitary school system and adherence to School Board Policies concerning  
246 equity and diversity. The committee shall review and provide input concerning  
247 revisions to the student assignment plan and any proposal to acquire a school  
248 site, construct or abandon a school facility.  
249

250 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1001.452, F.S.  
251

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