

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 term 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.
60
- 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. Committee
71 meetings shall be videotaped. The agenda for every advisory committee
72 meeting shall include an opportunity for public comment. The committee may,
73 by vote, limit the time allowed for comment and the subject of comment to
74 matters on the meeting agenda. The committee will also decide whether public
75 comment will be at the end or beginning, or both
76
- 77 (b) All advisory committees shall follow Roberts Rules of Order to ensure effective
78 operation of its meetings. Committee meetings may occur in person or via the
79 use of telecommunication networks such as telephonic and video
80 conferencing. Whenever a recommendation or input from a committee is
81 presented to the School Board, the presentation will include the number of
82 members present at the committee meeting at which the recommendation or
83 input was provided.
84
- 85 (c) Each recommendation presented by an advisory committee to the School
86 Board shall be tracked by the Superintendent. The Superintendent shall
87 present a quarterly report to the School Board providing information on the
88 status of implementation of each such recommendation. An explanation shall
89 be provided for each recommendation the Superintendent chooses not to
90 implement.
91
- 92 (d) Each advisory committee shall annually, at the first meeting after the
93 September Board appointment of membership, select a chair from among its

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

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

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

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

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

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

130
131 (a) District Advisory Council

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

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

152
153 (b) Finance Advisory Committee

154
155 The Finance Advisory Committee shall consist of fifteen members. The Board
156 will appoint fifteen members to the Finance Advisory Committee. The School
157 Board Chair shall select three members and each of the other six School Board
158 Members shall select two members to be appointed by the Board. Each Board
159 Member will make reasonable efforts to ensure that at least one of his/her
160 appointees is a minority. Every effort shall be made to ensure that a balance of
161 parents, community members, and persons from the following fields of
162 employment or certification are represented on the committee: certified public
163 accountant, financial/municipal advisor, chief financial officer, chief executive
164 officer, and professionals in the insurance, banking, transportation,
165 construction, maintenance, and food service industries. The Superintendent
166 shall assign no more than three appropriate District staff as liaisons. The
167 purpose of the finance committee shall be to provide input, advice and support
168 in the preparation of the operating and capital budget for the School District of
169 Lee County.

170
171 (c) Construction Advisory Committee

172
173 The Construction Advisory Committee (CAC) shall consist of sixteen members.
174 The Board will appoint fifteen members to the Construction Advisory
175 Committee. The School Board Chair shall select three members and each of
176 the other six School Board Members shall select two members to be appointed
177 by the Board. Each Board Member will make reasonable efforts to ensure that
178 at least one of his/her appointees is a minority. One member shall be appointed
179 by the head of the Fire Chief's Association to serve for a two-year appointment.
180 Every effort shall be made to ensure that a balance of parents, community
181 members, and persons from the following fields of employment or certification
182 are represented on the committee: licensed architect, licensed professional
183 engineer, certified interior designer, certified construction manager, certified
184 educational facilities planner, licensed commercial real estate broker, licensed
185 Florida contractor, certified community/urban planner, carpenter, electrician,
186 plumber and HVAC technician. The Superintendent shall assign no more than
187 three appropriate District staff as liaisons. The purpose of the construction
188 committee shall be to provide input, advice, and support to the five-year capital

189 plan. This committee shall also review proposed new construction and
190 renovation projects and review plans for compliance with safety-to-life issues.

191

192 (d) Curriculum Advisory Committee

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

212

213 (e) Continuous Systemic Improvement Advisory Committee

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

232

233 (f) Equity and Diversity Advisory Committee

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235 The Equity and Diversity Advisory Committee (EDAC) shall consist of fifteen
236 members. The Board will appoint fifteen members to the Equity and Diversity

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

248 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1001.452, F.S.
249

250 Adopted: 2/27/07 (Formerly: Policy 3.31)
251 Revised: 7/31/07
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