



## POLICY NO. 1280

### SCHOOL ADVISORY FORUM ~~Policy 1.3Schoe~~

~~Authority: The School Board of Broward County, Florida  
Policy Adopted: 7/29/76; 7/21/77; 5/3/79; 5/21/91; 4/23/96  
Policy Amended 10/20/98; 12/12/00; 7/06/04.~~

#### I. Purpose

Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between its stakeholders, the school, [School Advisory Council](#) and the Area/ [Region](#) Advisory Councils. The [SAF](#) shall bring forth recommendations, concerns, and interests to and from their Area.

#### C. DUTIES

1. All duties will be advisory in nature, none of which will conflict with any of the powers and duties reserved by law, policy, or administrative guidelines to the principal.
2. Actively participate with the School Advisory Council in identifying the educational needs and priorities of the school.
3. Actively participate with the principal in the preparation of the budget and reviewing the budget-related concerns after each FTE count.
4. Indicate awareness of the program and plans for the school by the signature of the chairperson on the budget when it is submitted for district budget preparation.
5. Assist in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
6. Address parent/community concerns; work with the administration to solve problems and to initiate desirable change.
7. Assist in increasing/sustaining high levels of community support for the school.
8. Assist in planning, developing, and implementing parent/community programs and training activities.
9. ~~Participate in joint training opportunities with the School Advisory Council.~~  
[Participation is optional in joint training and/or meeting opportunities with the School Advisory Council.](#)
10. In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly with the School Advisory Council
11. The School Advisory Forum shall use guidelines developed by the district, ~~develop and~~ adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, and conduct meetings according to [the current edition of Robert's Rules of Order](#), ~~Newly Revised~~.

12. Record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws.
13. School Advisory Forum (SAF) chairperson or ~~designee~~ shall represent SAF as a voting member at School Advisory Council meetings.
14. SAF Chair or ~~designee~~ shall represent SAF as voting member of the Area/Region Advisory Council meetings.
15. School Advisory Forums and its officers are prohibited from using their titles and/or positions to endorse or promote ~~give the impression of endorsing~~ candidates for public office

## II. **B. MEMBERSHIP**

The membership of the School Advisory Forum (SAF) shall be representative of the school community to include parents or guardians of students enrolled in the school, students of the school, employees of the school, business partners of the school, community members and business people. Participation from all ethnic, religious, cultural and socioeconomic backgrounds is welcomed and encouraged.

~~A Broward County School Board employee shall not be the chair at the school where employed. The Chair and Vice-chair shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service. Officers should be elected per their school bylaws.~~

## III. **D. VOTING RIGHTS:**

Meetings are open to all, but voting rights are granted only to members who are parents or guardians of students who are enrolled in the school or matriculating to the school the following year, students of the school, employees of the school and business partners of the school. To vote at any meeting, members must sign in, and may require present proof that they meet the voting membership requirements, ~~if requested~~.

## IV. **OFFICERS**

1. Officers of the School Advisory Forum shall be elected annually at the April or May meeting.
2. At a minimum, each SAF shall elect a Chair. Other positions may include a Vice Chair and a Recording Secretary.
3. Unless otherwise provided by School Board policy, the term of membership for each officer of a School Board-Established Advisory committee shall be from July 1 to June 30 or until a successor is elected.
4. A Broward County School Board employee shall not be the chair at the school where employed. The Chair and Vice-chair shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service. Officers should be elected per their school bylaws.

5. Each officer is a public officer as defined in Sections 112.313(1) and 112.3143(1), Fla. Stat., which are part of the Florida Code of Ethics for Public Officers and Employees.
6. Each member of any committee shall complete a district ethics training program. The training program will cover the following topics:
  - i. The Code of Ethics for Public Officers and Employees (which applies to advisory committee members).
  - ii. The Sunshine Law,
  - iii. The Open Public Records Law, and
  - iv. Robert Rules of Order

#### V. QUORUM

Quorum requirements shall not apply to meetings of School Advisory Forums. (Policy 1070 (G) (3))

#### VI. MEETING NOTICES

1. Notice of committee meetings should be submitted and placed on the school calendar for the upcoming school year.
2. Notice of meetings do not require newspaper publication, but instead shall be communicated to members of the school community through reasonable means that are normally used to communicate matters of importance to the community. (e.g., Marquee, Parent Link, email).

#### VII. THE SUNSHINE LAW

1. Meetings of the School Advisory Forum shall be conducted in accordance with the provisions of and exemptions from the Florida Sunshine Law (Section 286.011, Fla. Stat.) which includes:
  - a) Requirements for public notices of meetings including agenda,
  - b) Minutes of such meetings. (including informal/workshop meetings), and
  - c) That such meetings be open to the public at all times.

Policy Custodian: Office of the Chief of Staff, in collaboration with the Deputy Superintendent Teaching and Learning

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Policy Status: Active

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Inclusive of Policies 1070, 1164, 1400.1, 1403, 2409, 3203

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