

Locklin Technical College Advisory Council

Operational Guidelines 2019-2020

- I. Locklin Technical College shall establish a school advisory council to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the School Improvement Plan required, pursuant to Florida Statute 1001.452 and Santa Rosa County School Board policy 2.30. The School Advisory Council shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its administrative or instructional staff.
- II. Responsibilities, duties, and functions of the Council will include:
 - a. Review the results of any needs assessments conducted by the school administration.
 - b. Assist in the development of the School Improvement Plan and provide recommendations on specific components of the plan, such as, the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.
 - c. Define adequate progress for each school grade aligned with Florida's K-20 State Education Goals (Statutes 1000.03 and 1001.42) and the Council on Occupational Education as the Post-Secondary Accreditation governing agency; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
 - d. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.

- e. Prepare and distribute information to the public to report the status of implementing the School Improvement Plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- f. Make recommendations on the accumulation and reporting of data that is beneficial to all stakeholders.
- g. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- h. Provide input on the school's annual budget and the use of school improvement funds.
- i. Approve use of School Improvement Funds prior to expenditure of the funds. Notice of expenditures will be noted in meeting agendas and will be reflected in the minutes of the meeting. A letter of notification/approval may be used if a need arises prior to a scheduled meeting.
- j. Make recommendations on the waiver of Florida Statutes or State Board of Educational Rules which allow school personnel to establish innovative educational practices and methods.
- k. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- l. Act as liaison between the school and the community.
- m. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Section 1008.385(1) of Florida Statutes.

III. Council Membership

The core council will be composed of at least 51% of the members not be employees of Locklin Technical College. Membership will consist of the following:

- a. School Principal – (not elected)
- b. Three Instructors – (3- year term)
- c. Two Support Employees- (3- year term)
- d. Three Students – (1- year term)
- e. Minimum of four Business or Community Representatives (3- year term)
- f. One District Administrative Level Office Staff – (not elected)

Election of council membership:

- a. The principal position is required.
- b. All appointments will expire upon school board approval of newly elected/appointed council members.
- c. Prior to the instructors' term expirations, a notice will be sent, during pre-planning, to each Locklin Technical College instructor advertising for council members. A ballot will be composed of interested instructors and all instructors will vote. The three instructors with the most votes will represent the faculty.
- d. Same procedure as in (c) will be followed by to elect the non- instructional representative by non- instructional employees.
- e. A ballot will be composed of interested students and all students will be allowed to vote. The three students with the most votes will represent the student members and serve on the Locklin Technical College School Advisory Council.
- f. Interested business and community representatives will be solicited through the Program Advisory Committees of Locklin Technical College. The principal will prepare a list of individuals seeking nomination to the School Advisory Council and shall present the list to the School Advisory Council for selection

of the business or community representative. All members will serve for 3 terms.

- g. County level staff member is appointed by the Superintendent.
- h. If a council member is unable to complete a term, the procedures listed above will be initiated at that time for replacement of that council member. Members elected through this process will serve for a full term as listed in Section III.

Submission of Council members for Board approval will be the second Monday in September in each school fiscal year. The School Board shall determine if the School Advisory Council meets criteria for appropriate balance; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the School Advisory Council.

IV. Officers:

- a. Officers to be elected by the Locklin Technical College Advisory Council will be the Chairperson, Vice Chairperson, and the Recording Secretary. A list of members interested in each position will be prepared by the Principal and voted upon by the membership.
- b. The Chairperson will be responsible for presiding over each meeting, developing the agenda for each meeting, and being available to make oral reports to the School Board if requested.
- c. The Vice-Chairperson will preside in the absence of the Chairperson.
- d. The Recording Secretary will be responsible for recording the minutes of each meeting and distributing copies of the minutes to members of the council. After being approved by the Chairperson, the minutes will be mailed by the Recording Secretary to each SAC Member. The Recording Secretary or the Chairperson will be responsible for advertising the agenda and meeting time of each meeting at least seven days prior to the scheduled meeting date.

V. Meetings:

- a. The Locklin Tech School Advisory Council will meet regularly during the school year, with a minimal of two meetings.
- b. The first meeting of each school year will be scheduled by the Principal or Chairperson within two weeks of the approval of the council members by the School Board.
- c. The agenda will be dictated by the required responsibilities, duties, and functions of the council. Particular items will be addressed in proper time sequence and priority order.
- d. The agenda and meeting time of each scheduled meeting will be posted at least seven days prior to the meeting in various locations on campus and throughout the community.
- e. The assurance that all Locklin Technical College Advisory council meetings are open to the public will be posted on the bottom of each agenda.

VI. Revision and approval of guidelines:

- a. Advisory Council guidelines will be revised as needed during regularly scheduled meetings. Revisions will be submitted to the Santa Rosa County School Board immediately following the Locklin Technical College's Advisory Council meeting in which the revisions were agreed upon. The revision will be in effect following School Board approval.

Updated: 9/4/2019