FAU
BOARD OF TRUSTEES
Florida Atlantic University

**Item: AS: A-2.**

## ACADEMIC AND STUDENT AFFAIRS COMMITTEE

October 22, 2008

**SUBJECT: APPROVAL OF NEW FAUS SCHOOL ADVISORY BODY**

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### PROPOSED COMMITTEE ACTION

Recommend adoption of a resolution creating a new School Advisory Body for the Florida Atlantic University Schools (FAUS) and dissolving the existing FAUS School Advisory Board and School Advisory Council.

### BACKGROUND INFORMATION

Pursuant to Florida Statutes Section 1002.32, FAU sponsors developmental research public schools through its College of Education. As required by statute, the schools shall establish advisory group(s) to develop and implement the school improvement plan and to provide for general oversight and guidance. These advisory groups may either be established as: (i) two bodies—one appointed by the University President—a School Advisory Board (for general oversight and guidance) and one elected by their respective peers—a School Advisory Council (for development and implementation of the school improvement plan) or (ii) one advisory body with both appointed and elected members—a School Advisory Body.

Currently, FAUS (A.D. Henderson and FAU High) has two advisory bodies. The existence of two advisory bodies has created certain challenges, including lack of clarity on roles and responsibilities, inconsistency, multiple points of contact, structural inefficiencies/duplications, demographic imbalances, and confusion on membership categories/classifications. The benefits of moving to one single advisory body include enhanced clarity, accountability, consistency and communication with a single point of contact, enhanced structural efficiency, reduced organizational redundancy and overhead, and enhanced opportunities to create a demographic balance of membership through both appointed and elected members.

After considerable analysis, the administration has concluded that a school of FAUS' size is more effectively served with one advisory body and is therefore recommending that the Board reconstitute the FAUS advisory functions into one single School Advisory Body, as authorized by Florida Statutes Section 1002.32(8)(b). This single School Advisory Body would be a blend of elected and appointed members, with at least eleven (11) total members. Six (6) of the members of this new School Advisory Body would be elected by their respective peer groups (2 FAUS faculty (1 elementary, 1 secondary), 2 parents/guardians (1 elementary, 1 secondary), 1 education support employee and 1 student (secondary) (student body president)). At least five (5) of the members would be appointed by the University President (1 principal, 1 Dean of the College of Education or designee, 2 University faculty members, and 1 business/community citizen). Additional members may be appointed by the University President to achieve a representative mix of the ethnic, racial and economic community served by the schools.

The responsibilities of the new single School Advisory Body would be a combination of the current two bodies' functions, including: (i) the development and implementation of the school improvement plan, (ii) the provision of general guidance and oversight, (iii) monitoring the operations of the school and the distribution of moneys allocated for school operations; (iv) establishing necessary policy, program, and administration modifications, and (v) evaluating the director and principal and recommending related actions to the Dean of the College of Education.

## IMPLEMENTATION PLAN/DATE

The proposed plan of action was presented to the FAUS constituency at a joint School Advisory Board/School Advisory Council meeting on September 3, 2008, and a draft copy of the new School Advisory Body's proposed by-laws has been posted on the FAUS website for public comment. Upon approval by the full Board, elections and appointments to the new Body would be held in December of 2008, as well as the winding up of School Advisory Board and School Advisory Council affairs. Implementation of the new single School Advisory Body would begin in January 2009 for the second semester of the 2008-09 school year.

## FISCAL IMPLICATIONS

None

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**Supporting Documentation:** Proposed Resolution and FAUS School Advisory Body By-Laws

**Presented by:** Glenn Thomas, Executive Director, pK-12 Schools and Programs

**Phone:** 561-297-3977

# Florida Atlantic University Schools

Glenn Thomas
Executive Director, pK-12 Schools and Programs
October 22, 2008

## What is a Developmental Research (Laboratory) School?

- Affiliated with a state university
- Mission:
  - Research, demonstration and evaluation
    - Regarding management, teaching and learning
- Emphasis:
  - Mathematics
  - Science
  - Computer science
  - Foreign languages

## Research Mission & Student Demography

- Primary research objective:
  - Fundamental issues in Florida's public schools
  - Generated by FAU College of Education & other FAU Colleges

  - Research objective requires:
  - A representative sample of student enrollment based on:
    - Gender,
    - Race,
    - Socioeconomic status, and
    - Academic ability

      Achieved through random selection within demographic categories (admission by lottery)
  - Voluntary participation by subjects (students/parents/guardians)

## Lab School Structure

- Affiliated with the College of Education
- Statute permits either a lab school director or principal, or both
  - Previously FAUS employed both a director and a principal
  - For the 2008-09 school year, the principal and director will be Dr. Patricia Hodge
    - Chief executive officer and chief educational officer
    - Oversees education, research and evaluation goals and programs
    - Recommends policy
    - Accountable for financial resources, daily operation and administration
- Advisory Bodies
  - Statute permits each lab school to establish either one or two advisory bodies

## Current FAUS Advisory Board Structure: Two Advisory Bodies

- School Advisory Council:
  - Reflective of the population served by the school
  - Responsible for the development and implementation of the school improvement plan
- School Advisory Board:
  - Responsible for general guidance and oversight
  - Meets at least quarterly
  - Monitors the operations of the school and the distribution of moneys allocated for school operations
  - Establishes necessary policy, program, and administration modifications
  - Evaluates the director and the principal and recommends related actions to the dean of the College of Education

## Challenges with Two Advisory Bodies

- Lack of clarity on roles & responsibilities
- Inconsistency
- Multiple points of contact
- Structural inefficiencies/duplications
- Demographic imbalances
- Confusion on membership categories/classifications

## Benefits with One Advisory Body

- Single point of contact
  - Enhanced clarity
  - Enhanced accountability
  - Eliminates inconsistencies of two bodies
  - Enhanced communication
- Structural efficiency
  - Reduces organizational redundancy and overhead
  - Streamlines structure and procedure
- Demographic balance
  - Statute requires board composition to be representative of the community served by the school
  - Achieved through a mix of appointed and elected members
  - Reduces categorical confusion

Conclusion: A school of Henderson/FAU High's size is more effectively served with a single advisory body

## New Single Advisory Body

- Blend of elected and appointed members:
  - 6 Members elected by peers
  - 5 Members (minimum) appointed by the University President

# Elected Members (6)

Each elected member is elected by their respective peer groups (i.e., teachers elect teachers)

- 2 FAUS Faculty
  - 1 Elementary
  - 1 Secondary
- 2 Parents/guardians
  - 1 Elementary
  - 1 Secondary
- 1 Education support employee
- 1 Student (secondary) (student body president)

# Appointed Members (5)

Each appointed member is appointed by the University President

- 1 Principal
- 1 Dean of the College of Education or designee
- 2 University faculty members
- 1 Business/community citizen

Additional members may be appointed by the University President to achieve a representative mix of the ethnic, racial and economic community served by the school (§1001.453 Florida Statutes).

# New Single Advisory Body

- Responsibilities:
  - Developments and implements the school improvement plan
  - Provides general guidance and oversight
  - Monitors the operations of the school and the distribution of moneys allocated for school operations
  - Establishes necessary policy, program, and administration modifications
  - Evaluates the director/principal and recommends related actions to the dean of the college of education

# Transition & Timeline

- September 2008
  - Continue with two advisory boards and prepare for second semester transition to single body
  - Post and review proposed single body by-laws
- October/November 2008
  - Present plan of action and proposed by-laws to the FAU Board of Trustees for approval
- December 2008
  - Elections held by peer groups
  - Appointments made by the University President
- January 2009
  - Orientation for advisory body members
  - Implementation initiated for second semester with single advisory body

Questions & Comments

FAU
BOARD OF TRUSTEES
Florida Atlantic University

# Florida Atlantic University Board of Trustees Resolution

**Wednesday, November 12, 2008**

**A RESOLUTION: (I) ESTABLISHING A NEW SCHOOL ADVISORY BODY FOR THE FLORIDA ATLANTIC UNIVERSITY SCHOOLS ("FAUS") AND (II) DISSOLVING THE CURRENT FAUS SCHOOL ADVISORY BOARD AND SCHOOL ADVISORY COUNCIL**

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**WHEREAS,** pursuant to Florida Statutes Section 1002.32, FAU sponsors developmental research public schools through its College of Education; and

**WHEREAS,** A.D. Henderson and FAU High School are two FAU developmental research public schools collectively known as the Florida Atlantic University Schools ("FAUS");

**WHEREAS,** as required by statute, the FAUS schools shall establish advisory group(s) to develop and implement the school improvement plan and to provide for general oversight and guidance; and

**WHEREAS,** FAUS currently has two advisory groups, a School Advisory Board and a School Advisory Council; and

**WHEREAS,** the FAU Board of Trustees has determined that it is desirable to dissolve the two existing advisory groups and reconstitute their functions into one single advisory body called the School Advisory Body, as authorized by Section 1002.32(8)(b), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The FAU Board of Trustees hereby dissolves the existing FAUS School Advisory Board and School Advisory Council, effective December 31, 2008.

2. The FAU Board of Trustees hereby establishes a new single FAUS advisory body called the School Advisory Body, effective January 1, 2009, and adopts the School Advisory Body By-Laws attached hereto.

**CERTIFICATE OF THE CORPORATE SECRETARY**

The Undersigned, Corporate Secretary of the Florida Atlantic University Board of Trustees, does hereby certify that the attached resolution is a true and accurate copy as adopted by the Florida Atlantic University Board of Trustees on November 12, 2008.

THE FLORIDA ATLANTIC UNIVERSITY
BOARD OF TRUSTEES

Dated: _____

By: _____
Corporate Secretary

**DRAFT 10-10-08**

# Florida Atlantic University Schools
# School Advisory Body
# By-Laws

## Article I
## Name and Mission

The name of this organization is the Florida Atlantic University Schools ("FAUS") School Advisory Body ("SAB"). The SAB's mission is the development and implementation of the school improvement plan and the provision of general oversight and guidance for the FAUS Alexander D. Henderson University School and FAU High School, as provided under Florida law.

## Article II
## Responsibilities

Responsibilities of the SAB shall include:

1. Developing, implementing and monitoring the school improvement plan (SIP).

2. Facilitating improvement and assessment of school efforts and needs.

3. Keeping the FAUS staff and community informed of its activities.

4. Meeting at least once a month. The SAB shall approve an annual meeting calendar at its August meeting each year. The chair of the SAB may call special meetings upon providing at least three (3) school days written notice to the public and SAB members.

5. Monitoring the operations of FAUS and the distribution of monies allocated for that purpose.

6. Establishing necessary policies, programs and administrative modifications.

7. Evaluating annually the performance of the director and principal and recommending corresponding action to the dean of the college of education.

8. Reviewing annually evaluations of FAUS operation and research findings.

9. Working to identify areas of concern or interest to the FAUS administration, faculty, educational support employees, students and parents/guardians.

10. Determining jointly with the FAUS staff the use of funds received from the Florida School Recognition Program (F.S. 1008.36).

## Article III
## Composition

The SAB shall consist of six (6) elected members and at least five (5) appointed members. Elections are conducted and appointments made as required by law. A majority (at least 51%) of the members of the SAB must be persons who are not employees of FAUS.

A. Elected Members. The six (6) elected members of the SAB shall be elected by their respective peer groups as follows:

(i) 2 FAUS faculty members (one elementary; one secondary)
(ii) 2 parents or guardians (one elementary; one secondary)
(iii) 1 education support employee
(iv) 1 student (secondary) (elected student body president)

B. Appointed Members. The five (5) appointed members of the SAB shall be appointed by the President of FAU as follows:

(i) 1 principal
(ii) 1 dean of the College of Education or designee
(iii) 2 Florida Atlantic University faculty members
(iv) 1 business/community citizen

If the President of FAU determines that the membership does not represent the ethnic, racial, and economic community serviced by FAUS, he or she may appoint additional members to achieve proper representation.

## Article IV
## Terms, Vacancies & Resignations

A. Terms.

a. The term of each appointed member shall be two (2) years and the term of each elected member shall be one (1) year. The term of membership shall commence on September 1 and expire on August 31. Appointments (as applicable) and elections for each upcoming term shall take place in August of each year. For the initial term of the SAB, however, appointments and elections shall be held in December of 2009, with the initial term (i) for appointed members to run from January 1, 2009 through August 31, 2010 and (ii) for elected members to run from January 1, 2009 through August 31, 2009.

b. Any SAB member (other than the Principal and the Dean of the FAU College of Education) who has two unexcused consecutive absences or who is not in attendance for a total of five meetings within a 12-month period shall be removed from the SAB.

c. Any SAB member (elected or appointed) that is no longer holding the classification that qualified him/her to serve on the SAB will no longer be a SAB member, effective on the date of the status change.

d. There are no term limits on successive appointments or elections.

B. Vacancies. Any SAB vacancy shall be filled by a person of the same classification as his/her predecessor for the balance of the unexpired term and in the same manner as described in Article III above.

C. Resignations. An SAB member may resign at any time by giving written notice to the SAB chairperson. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the SAB. Acceptance of such resignation shall not be necessary to make it effective.

D. Compensation. SAB members shall receive no compensation for their services as SAB members.

## Article V
## Officers

The SAB shall elect from its membership a Chair, Vice Chair, Secretary and Treasurer annually at its August Meeting. There is no limit on the number of terms that any officer may serve.

A. Chair. The chair shall prepare the agenda for each meeting, conduct each meeting, and delegate responsibilities for specific programs and projects.

B. Vice Chair. The vice chair shall assist the chair as requested and assume the duties of the chair in the event of absence. In the event the chair is removed or relinquishes the office, the vice-chair will become the chair until the end of the chair's term. The vice-chair shall chair the Education Committee.

C. Secretary. The secretary shall be responsible for all correspondence of the SAB. The secretary shall maintain a file of minutes, correspondence, notices, and programs at a location accessible to the public (as designated by the FAUS director). The secretary shall chair the Personnel Committee

D. Treasurer. The treasurer shall be responsible for reporting to the SAB the financial position of FAUS. The treasurer shall chair the Finance Committee.

## Article VI
## Standing Committees

The SAB will be organized into three (3) standing committees which will meet between official SAB meetings, as needed, to make recommendations to the full SAB. Committee meetings shall be held in accordance with the requirements of Florida Statute, Section 286.011. Two (2) members in attendance at a committee meeting shall constitute a quorum.

**A. Finance Committee**. The finance committee is assigned the responsibility of ensuring that FAUS maintains a sound financial position and operates in accordance with legal requirements for financial administration and control. Members of the committee shall include but not be limited to the treasurer of the SAB, who will serve as chairperson, the Dean of the College of Education or his/her representative, and at least one other SAB member. This responsibility shall be accomplished by:

- Working through the director to review, investigate and make recommendations to him/her on financial matters;
- Advising the SAB on the current financial position of the FAUS;
- Submitting for consideration by the full SAB policies relating to financial oversight

and matters requiring approval;
- Reviewing budgets presented to the SAB for approval; and
- Ensuring that audits are performed in a timely and accurate manner.

**B.** **Personnel Committee**. The personnel committee is responsible for advising the SAB on development of personnel policies for approval by the SAB and establishment and compliance with personnel policies designed to meet a high standard of education. Members of the committee shall include but not be limited to the secretary, who will serve as chair of the committee, and two SAB members. This responsibility shall be accomplished by working with the director to:

- Review and make recommendations to him/her on personnel policy matters;
- Ensure that FAUS has and follows equitable and legal personnel policies;
- Develop the annual evaluation of the director and principal and review the director's appraisal of the principal (if applicable);
- Review personnel policies being presented to the SAB for consideration; and
- Submit for consideration by the full SAB those matters requiring approval.

**C.** **Education Committee.** The education committee is responsible for advising the SAB on policies related to curriculum and materials purchased under the advisement of the professional curriculum committees, policies related to the delivery of the instruction and student-related policies. Members of the committee shall include but not be limited to the vice-chairperson, who will serve as chair of the committee, and two SAB members. These responsibilities shall be accomplished by working with the director to:

- Review the school improvement plan and make recommendations;
- Review the performance of FAUS annually on admissions, accreditation reports, state testing systems, and student safety and behavior; and
- Review the implications of research conducted at FAUS for improving school effectiveness.

## Article VII
## Policy Development and Distribution

The SAB intends that its policies serve as a source of information and guidance for all persons who are interested and connected to FAUS. The SAB's policies are framed, and meant to be interpreted, in terms of the policies and Regulations of FAU, the Florida Board of Governors and any applicable collective bargaining agreements, the laws and rules of the State of Florida, and the statutes, rules, and regulations of the United States. The SAB's written policies shall be developed thoughtfully and maintained regularly so they may be used as a basis of SAB action and administrative decision. This shall be accomplished as follows:

1. The director's responsibility is to call the SAB's attention to policies that need revision. However, proposals regarding FAUS policies may originate from any of several sources including a parent/guardian, an employee, a member of the SAB, the director and/or a consultant to the SAB or FAUS.

2. The request for policy action will be sent to the appropriate committee of the SAB for review. Following such review, if approved by the appropriate committee, the requested policy action will be publicly displayed for a 20-day public review period. After the review period, the SAB will consider action on the policy request.

3. Policies introduced and recommended to the SAB shall not be adopted until after the 20-

day public review period. Temporary approval, however, may be granted by the SAB in order to meet emergency conditions or special situations that may occur before a policy change can be formally adopted.

4. In cases where urgent action must be taken and the SAB has no policy established, the director shall have the power to act on behalf of the SAB. It is the duty of the director to inform the SAB as soon as possible of such action and to prepare a draft of policy needed to guide future action.

5. The operation of any section of SAB policies not established by law and/or contract may be suspended by a two-thirds vote of the SAB members present at any regular or special meeting.

6. After written policies are formulated and adopted, copies will be distributed to each SAB member and be available to the public in the director's office, in the ADHUS office, and on the FAUS website. Policies that require further approval by FAU shall be submitted by the director to the FAU Board of Trustees at the earliest opportunity. All policies shall state their effective date upon approval by the SAB or the FAU Board of Trustees, as appropriate.

## Article VIII
## SAB Meetings/Agenda

**A. Quorum**. Six (6) SAB members present at a regular meeting or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the SAB. A member is said to be present if available during the meeting by phone.

**B. Conduct of Meetings.** In the conduct of all meetings, the SAB shall follow Robert's Rules of Order, Newly Revised, except as otherwise provided by FAU Regulations, law, or SAB policy. Anyone who is not a member of the SAB shall only be allowed to address the SAB with the permission of the SAB chairSAB. Persons wishing to address the SAB shall be recognized as provided in SAB meeting procedures. Meetings shall be held in accordance with the requirements of Florida Statute, Section 286.011.

**C. Meeting Agenda and Notice.** Any item requested to be placed on the agenda of a regular SAB meeting shall be submitted, in writing, to the director's office no later than twelve o'clock (12:00 p.m.) noon, seven (7) calendar days prior to the meeting. This rule shall not preclude the right of any citizen to address the SAB; however, except for good cause as provided in SAB policy, the SAB shall not take action on any substantive proposal until such matter has been formally placed on the SAB meeting agenda. Copies of the agenda for regular meetings shall be made available at least five (5) calendar days prior to the scheduled meeting to the public or other parties who have expressed a desire for a copy of the agenda. Members of the SAB shall receive at least three (3) days advance notice in writing of any matter that is scheduled to come before the SAB for a vote. The agenda for a special meeting shall be made available at least forty-eight (48) hours prior to the meeting.

**D. Public Comment**. Anyone desiring to speak to an agenda item or address the SAB under "public comment period" shall file a written request with the director's office by five o'clock (5:00 p.m.) on the afternoon prior to the meeting. Such request shall contain the following:

- The name and address of the person making the request.
- The organization or group, if any, represented.
- Content of the information to be presented. If written material is to be passed out, a copy of such material shall be provided to the director's office with the request.

Presentations shall be no longer than three (3) minutes unless the chair chooses to extend the time limit.

- Desired SAB Action, if any.

**E. Order of Business.** The normal order of business at a regular meeting shall be:

1. Call to order, roll call, flag salute  Approval of Agenda
2. Acceptance of Minutes
3. Awards and Recognitions
4. SAB Report
5. Director's Report
6. Action Items
7. Discussion Items
    - Personnel
    - Finance
    - Education
    - Other
8. Old Business
9. Public Comment Period
10. Announcements, Communications, SAB Member Comments
11. Adjournment

## Article IX
## Voting

Members shall vote at meetings in person or via phone and not by proxy. All members present at any meeting must vote on all matters considered for action by the SAB except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under Florida law. In such cases, said member shall comply with all requirements under Florida law. Each member has one vote on all matters and only members present during a vote may vote.

## Article X
## Administrative Liaison

The Assistant Dean, K-12 Schools and Programs or his or her designee (or if there is no such Assistant Dean, the Dean of the College of Education or his or her designee) shall serve as the SAB's staff and liaison to FAUS.

## Article XI
## Amendments

These by-laws may be amended by an affirmative vote of a majority of the Florida Atlantic University Board of Trustees.

Approved by the Florida Atlantic University Board of Trustees on November 12, 2008.