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SCHOOL ADVISORY FORUM

The School Advisory Forum shall be composed of parents, teachers, community members, school administrators, non-instructional support staff, and other stakeholders of the district school to provide an opportunity for the school community to discuss and recommend actions on issues concerning the district school.

- A. Every district school shall have a School Advisory Forum (SAF) that shall foster and promote communication between its stakeholders, the district school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from its Area Advisory Council.

B. MEMBERSHIP

1. The membership of the School Advisory Forum (SAF) shall be representative of the district school's community to include parents or guardians of district school students enrolled at the school, students at the district school, business partners of the district school, and community members and business partners serving the district school. Participation from all ethnic, racial and economic backgrounds is welcomed and encouraged.
2. A Broward County School Board employee shall not be the SAF Chair at the district school where that person is employed. The Chair and Vice-chair shall be a parent or custodial guardian of a student who is or will be enrolled at the district school during their term of service. Officers should be elected per their district school's approved bylaws.

C. DUTIES

1. All duties of the School Advisory Forum (SAF) 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 School Board, the Superintendent of Schools, or the district school principal.
2. The SAF shall actively participate with the School Advisory Council in identifying the educational needs and priorities of the district school.
3. The SAF shall actively participate with the district school principal in the preparation of the budget and reviewing the budget-related concerns after each FTE count.
4. The SAF shall indicate its awareness of the program and plans for the district school by affixing the signature of the SAF Chair on the budget prior to its submission for district budget preparation.
5. The SAF shall assist in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
6. The SAF shall address parent/community concerns; work with the district school administration to solve problems; and make recommendations to initiate desirable change.
7. The SAF shall assist in increasing/sustaining high levels of community support for the district school.
8. The SAF shall assist in planning, developing and implementing parent/community programs and training activities for the district school.
9. The SAF shall participate in joint training opportunities with the School Advisory Council.
10. In addition to individual School Advisory Forum meetings, the SAF shall hold semi-annual meetings jointly with the School Advisory Council.
11. The SAF shall use guidelines developed by the school district, develop and adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Law, and conduct meetings according to Robert's Rules of Order, Newly Revised.
12. The SAF shall promptly record, maintain, and post minutes of all SAF meetings in accordance with the Florida Sunshine Law.
13. The SAF Chair or designee shall represent SAF as a voting member at School Advisory Council meetings.

14. The SAF Chair or designee shall represent SAF as a voting member of the Area Advisory Council meetings.
15. School Advisory Forums and their officers are prohibited from using their titles and/or positions to endorse, or give the impression of endorsing, candidates for public office.

D. VOTING RIGHTS

SAF 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 district school or are matriculating to the district school the following year, students of the district school, employees of the district school, community members and business partners serving the district school. To vote at any SAF meeting, members must sign in and, if requested by the Chair or the Chair's designee, present proof that they meet the voting membership requirements.

Policy Custodian: School Improvement Office

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