



SCHOOL ADVISORY COUNCIL Policy AA422 NEG

The purpose of School Advisory Council (SAC) is to address current school concerns and to prevent future problems. SAC is an *advisory* panel only, not a policy-making board. Because every member of the council—with the exception of administrators—should be elected by the faculty, it is the responsibility of the council to represent all of its constituents, not just a team or department.

SAC was established to provide an orderly and professional means of improving intra-school relations, creating better coordination of school programs, and improving communications among the faculty and between faculty and administration. It was always the hope of SAC's creators that it would be a committee active in quashing rumors, correcting misinformation, and improving morale.

It is the responsibility of the members of the SAC to allow staff a means of initiating action without individual or group intimidation. Each question or problem brought before the council should be considered a legitimate concern of the author(s) and not a petty matter or a personal attack.

Tips for administrating SAC:

1. Review the policy regarding SAC (AA422 NEG).
2. Make clear the scope of the council's powers. Few things will sour the members more than imposing limits midway through the council's term.
3. Remember that policy DP339 (Released Time—Professional) states that the “principal shall have the responsibility for assigning the professional leave days *after consideration is given to input and recommendations from the school advisory council*” (DP339, II-J).
4. Before additional members can be added to SAC, the council must vote on that request.
5. Do not take sides.
6. Don't become emotionally involved in a dispute among faculty members.
7. Assume from the beginning that participants have legitimate positions.
8. Avoid interrupting each other or arguing.
9. Remember the importance of individual differences.
10. Don't be afraid to clarify a point.
11. Remember that you represent your members (not only yourself); they are relying on you for fair representation and serious consideration.
12. Elect a person to take minutes. These minutes must be approved by the council prior to distribution throughout the school and to the Area Director.
13. In the case of a Request for Review, contact JEA.

Thought: *“Kind words can be short and easy to speak, but their echoes are truly endless.”*

—Mother Teresa

Please review this policy at the beginning of each school year.