

Auditor General School District Audits

<http://www.state.fl.us/audgen/pages/subjects/dsb.htm>

Excepts pertaining to: SAC, School Improvement Funds, Recognition Funds

(Note: The indented small text are taken from the audit report)

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The state audits (and pays for) a district audit every 3 years. Each year Pinellas conducts its own audit. The audit is first advertised for bidding by independent CPAs. Once the school board determines through the bidding process who is awarded, then the audit begins.

REGION I

Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson, Madison

ESCAMBIA COUNTY 2000 AUDIT

AP & Elementary Students as SAC members

http://www.state.fl.us/audgen/pages/pdf_files/13657.pdf (PDF pg. 21-24; Report pg. 17-20)

No policy or bylaws in place on HOW membership is elected. Escambia was flagged for not showing the principal as a member in several SAC rosters; Elementary School students were on 3 SACs (not in compliance); One high school there was no student SAC members; Assistant Principals are not to be voting members of SAC (#13); There was no indication of a SAC election in some schools - some having appointments instead of election and some having SAC elect the parent/teacher/staff membership (#14) That at one school a minority equaled 3% and there was 0% on the SAC. In this particular report it looks like the auditor wants an equal representation which is impossible.

School Advisory Councils

(10) The Board has established a school advisory council for each school in the District and has developed guidelines that include provisions for the election and appointment of council members. Our review indicated that improvements were needed in the District's procedures for establishing school advisory councils. For example, we noted that documentation relating to the establishment of the school advisory councils was, in some instances, inaccurate, incomplete, or in conflict with Florida Statutes and/or Board policy. The District should establish procedures to ensure that school advisory councils are fairly and equitably selected in accordance with State law and Board policy and that the selection process is properly documented.

(11) Section 229.58, Florida Statutes, requires, in part, that the school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school, provided that vocational-technical center and high school advisory councils shall include students, and middle and junior high school councils may include students. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows: • Teachers shall be elected by teachers. • Education support employees shall be elected by education support employees. • Students shall be elected by students. • Parents shall be elected by parents. • Business and other community members shall be elected by the school according to a procedure established by the school board.

(12) Section 229.58, Florida Statutes, further provides that the school board shall review the membership composition of each established advisory council and determine if its membership is representative of the ethnic, racial, and economic community served by the school. If the school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the school board shall appoint additional members to achieve proper representation. Board policy 6Gx17-1.08 and the District's School Advisory Council Guidelines incorporate the requirements of Section 229.58, Florida Statutes, and provide that business and community members shall be elected to serve by the respective school advisory council.

(13) Board Policy 6Gx17-1.08 and the District's School Advisory Council Guidelines also provide that school-based administrators and professional/technical employees may serve on the school advisory council and shall be elected to serve by the respective school advisory council. However, as noted above, Section 229.58, Florida Statutes, does not include such administrative personnel in the required composition of the school advisory council. Therefore, we recommend that the District revise its Board policy and guidelines to require a school advisory council composition consistent with Section 229.58, Florida Statutes.

(14) School advisory councils were established at all District schools and centers. As a procedural matter, after elections were held, each school completed both a school advisory council checklist which requested various information, including the method of selection of each group represented on the school advisory council, and a membership certification which requested the name and race of each council member and the peer group the council member represented. School principals were required to submit both the school advisory council checklists and the membership certifications to the Board for review and approval. As similarly noted in audit report No. 13389, paragraphs 11 through 15, our review of the school advisory council checklists and the membership certifications submitted to the Board for the 1999-2000 school year indicated that improvements were needed in the District's procedures for establishing school advisory councils as follows:

- The school advisory council checklists for 14 schools indicated that the method of selection of council members from one or more groups was not in accordance with State law and/or Board policy. For example, we noted instances in which teachers, educational support employees, or parents were appointed or elected by the school advisory councils rather than being elected by their respective peer groups as required by Section 229.58, Florida Statutes. Likewise, we noted instances in which business and community members were placed on the councils by various means other than by election of the school advisory councils, contrary to Board Policy 6Gx17-1.08 and the District's School Advisory Council Guidelines.
- The school advisory council checklists for 14 schools did not indicate the method of selection for council members from one or more groups represented on the school advisory council.
- The membership certifications for six schools did not indicate that the principal was a member of the school advisory council, contrary to Section 229.58, Florida Statutes.
- The membership certification for one high school did not indicate that students were members of the school advisory council, contrary to Section 229.58, Florida Statutes. Conversely, three elementary schools included students as part of their school advisory councils for which there is no provision in Section 229.58, Florida Statutes.

- Although the membership certification for each school indicated what membership group a council member represented, the District did not have procedures in place to measure compliance with the requirement that school advisory councils be appropriately balanced in terms of the number of teachers, education support employees, students, parents, and other business and community citizens. For example, we noted three membership certifications that did not indicate teachers were members of the school advisory council, eight membership certifications that did not indicate education support employees were members of the school advisory council, and eight membership certifications that did not include a business or community member on the school advisory council.
- Several membership certifications originally presented to the Board did not provide sufficient information to allow the Board to readily determine that the school advisory councils were representative of the ethnic, racial, or economic community served by the school. For example, one membership certification provided no summary information on the racial and economic community served by the school. Subsequent to our discussions with District personnel, several of these membership certifications were corrected and resubmitted to the Board for approval.
- We noted two instances in which the school advisory council checklists presented to the Board indicated that the membership of the council did not reflect the racial, ethnic, or economic community served by the school; however, District records presented for our review did not indicate that the Board exercised its authority to appoint additional members to achieve proper representation.
- Our review disclosed that while several school advisory council checklists presented to the Board indicated that the membership of the councils reflected the racial, ethnic and economic community served by the school, the schools' advisory councils did not appear to represent the actual composition of the racial or economic community served by the school. For example, District records indicated that while approximately 90 percent of the enrollment at one school represented a specific racial population, the corresponding representation of this racial population of the school's advisory council was 70 percent. District records also indicated that while over 3 percent of the enrollment at one school represented a specific racial population, the school's 92 member advisory council did not include any members from this racial population.

(15) We again recommend that the District establish procedures to ensure that representatives from each membership group are fairly and equitably selected in accordance with State law and Board policy. We also recommend that the District establish procedures to measure compliance with the requirement that school advisory councils be appropriately balanced in terms of the number of teachers, education support employees, students, parents, and other business and community citizens. Additionally, we again recommend that the Board review the school advisory council checklists and the membership certifications prior to approval to ensure compliance with State law and Board policy and, if necessary, exercise its authority to appoint additional members to achieve proper representation.

ESCAMBIA COUNTY 2002 AUDIT

Not using SI funds for current student

http://www.state.fl.us/audgen/pages/pdf_files/03-184.pdf (Page 16)

Finding No. 18: Several of the District's school advisory councils were not timely spending the portion of lottery moneys allocated to them to have a direct, positive impact on current student learning.

Finding No. 18 – School Advisory Council Expenditures Section 24.121(5), Florida Statutes, requires school districts to allocate a portion of lottery revenues, as determined annually by the General Appropriations Act, to each school in an equal amount for each student enrolled. These moneys are to be spent only on programs or projects selected by the school's advisory council provided that these moneys may not be used for capital improvements or for programs or projects that have a duration of more than one year. District guidelines provided to each school's advisory council further state that the legislative intent is that these moneys be spent in the current fiscal year in order to have a direct, positive impact on current student learning rather than be set aside for future expenditures.

The District allocated approximately \$430,000 in lottery revenues to schools and special centers during the 2001-02 fiscal year for use by their advisory councils. This allocation, when combined with the nearly \$260,000 of the same designated lottery revenues unspent in prior years, made available approximately \$690,000 to be spent by the school advisory councils during the 2001-02 fiscal year. However, we noted that only about \$455,000 of this allocation, approximately 65 percent of that available, was spent or encumbered by the end of the 2001-02 fiscal year. The unencumbered balance carried forward into the 2002-03 fiscal year (after considering school openings and closings) was in excess of \$226,000. We further noted that one school carried forward over \$25,000, or approximately 96 percent, of the lottery revenues made available to its school advisory council during the 2001-02 fiscal year.

Although the school advisory councils are given broad discretion on how they use the lottery revenues allocated to their schools, carrying forward large amounts of moneys into subsequent years is not consistent with the legislative intent that these revenues be spent in the fiscal year appropriated. District personnel have indicated that the school advisory councils are periodically reminded of these guidelines. We recommend that District personnel continue to encourage the school advisory councils to use these revenues in a timely manner so that there will be a direct, positive impact on student learning as intended by the Legislature.

SANTA ROSA 2002 AUDIT

District Administrative as SAC members, automatic members, no election documentation

http://www.state.fl.us/audgen/pages/pdf_files/03-138.pdf (Page 5)

Finding 3: Composition and Election of School Advisory Councils

“Improvements were needed in the District's procedures for establishing and electing school advisory councils.”

“We noted instances in which District administrative employees other than the school principals were members of the school advisory councils, and several school advisory council operational guidelines that provided for the automatic membership of certain employees or parent representatives, rather than electing members. In addition, we noted that the process followed in the election of school advisory council members at certain schools was not adequately documented. These provisions appear to conflict with the requirements of the Florida Statutes.

Recommendation:

The District should enhance its procedures to ensure that representatives from each school advisory council membership group are elected, as required, and that documentation of the election process is maintained. In addition, the Board should review the school advisory council membership rosters to ensure that each school advisory council's composition is consistent with the requirements of Section 229.58, Florida Statutes."

- Contrary to Section 229.58, Florida Statutes, several school advisory council membership rosters indicated that a District administrative employee other than the school principal was a member of the school advisory council.
- Several school advisory council operational guidelines provided for the automatic membership of certain employees or parent representatives at the school. Additionally, the school advisory council operational guidelines at one school provided for the election of a council member by the school improvement writing team. These guidelines appear to conflict with Section 229.58, Florida Statutes, which requires council members representing teachers, education support employees, and parents to be elected by their respective peer group.
- Our review of the election process at five schools disclosed that varying procedures were followed in the election of school advisory council members. At three schools, no documentation supporting the elections process was maintained. As a result, we were unable to determine if the elections were conducted as required by Section 229.58, Florida Statutes. A similar finding was noted in audit report No. 02-165.

Recommendation:

The District should enhance its procedures to ensure that representatives from each school advisory council membership group are elected, as required, and that documentation of the election process is maintained. In addition, the Board should review the school advisory council membership rosters to ensure that each school advisory council's composition is consistent with the requirements of Section 229.58, Florida Statutes.

SANTA ROSA 2001 AUDIT

AP as SAC member, automatic approval of SAC membership

http://www.state.fl.us/audgen/pages/pdf_files/02-165.pdf (PDF p.10 / Report p.10)

Report #02-165/ FYE 06/30/2001/ Report release date: 03/11/2002

Finding 3: Problem of Assistant Principals on SAC & automatic approval of SAC membership (Several school advisory council operational guidelines provided for the automatic membership of certain employees or parent representatives at the school.)

Composition of School Advisory Councils

Improvements were needed in the District's procedures for establishing school advisory councils. We noted instances in which District administrative employees other than the school principal were members of the school advisory councils, and several school advisory council operational guidelines provided for the automatic membership of certain employees or parent representatives. These provisions appear to conflict with the requirements of the Florida Statutes.

- Contrary to Section 229.58, Florida Statutes, 13 school advisory council membership rosters indicated that a District administrative employee other than the school principal was a member of the school advisory council.
- Several school advisory council operational guidelines provided for the automatic membership of certain employees or parent representatives at the school. These guidelines appear to conflict with Section 229.58, Florida Statutes, which requires council members representing teachers, education support employees, and parents to be elected by their respective peer group.

LIBERTY COUNTY 2001 AUDIT

Principal appointed parent & staff SAC members

http://www.state.fl.us/audgen/pages/pdf_files/02-149.pdf (PDF page 10 / Report pg. 6)

Audit 2001: FYE 06/30/2001 Report Release Date: 02/20/2002/ Finding 3:

Problem: School board policy required 15 members and some schools did not have 15 SAC members & some schools the principal appointed parent and staff SAC members.

"Our review indicated that improvements were needed in the District's procedures for establishing school advisory councils (SAC). At two schools, the SAC memberships were 6 members less per school than the total memberships required (15) by the School Board, and the education support employees and parents that served on the SACs for these schools were appointed rather than being elected by their respective peer groups. In addition, the Board did not review and approve the SAC memberships for any of the District schools.

Recommendation:

We recommend that the District enhance procedures to ensure that the memberships of the SACs are consistent with Board directives; elected by the respective peer groups, as required; and presented to the Board for review and approval."

JACKSON COUNTY 2003 AUDIT

A+ funds used for bus fees for field trips & food items

http://www.state.fl.us/audgen/pages/pdf_files/2004-086.pdf (Page 8)

Report: 2004-086 FYE 06/30/2003 Report Release Date: 01/13/2004

Finding 4: Florida School Recognition Program Expenditures

The District paid \$870 using Florida School Recognition (FSR) Program moneys for bus use during field trips and food items provided to students in conjunction with the Florida Comprehensive Assessment Test. Absent authority to use FSR Program moneys for these purposes, the District should restore \$870 to the District's FSR Program funds.

Pursuant to Section 1008.36, Florida Statutes, the District received \$179,665 of State funding from the Florida School Recognition (FSR) Program for three schools. As specified in the Statute, schools must use their awards on nonrecurring faculty and staff bonuses; nonrecurring expenditures for educational equipment and materials; or temporary personnel to assist in maintaining or improving student performance. Our tests disclosed that the District generally complied with the requirements governing the use of the FSR Program funds. However, we noted that the District used approximately \$870 of FSR Program moneys to pay for bus use during field trips and for food items provided to students in conjunction with the Florida Comprehensive Assessment Test. Accordingly, it is not apparent of record how these expenditures comply with the restrictions set forth in Florida Statute.

Recommendation:

We recommend that the District seek clarification from the Florida Department of Education regarding the appropriateness of using Florida School Recognition (FSR) Program moneys for bus use during field trips and food items provided to students. Absent authority for the use of FSR Program moneys for these purposes, the District should restore \$870 to the District's FSR Program funds.

District Response:

The District feels that the expenditures in question are within the intent of the legislation governing school recognition program expenditures and is currently seeking clarification from the Florida Department of Education. If the determination is made that expenditures for motivational field trips used as a reward for performance and nutritional food items for students on Florida Comprehensive Assessment Test days are not appropriately funded from Florida School Recognition Program moneys, the School will restore the \$870 to the District's FSR Program funds.

JACKSON COUNTY 2002 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/03-128.pdf (Page 6)

Report #03-128/ FYE 06/30/2002/ Report Release Date: 02/20/2003

Finding 1: Composition of School Advisory Councils

District procedures needed improvement for establishing school advisory councils (SAC). The ethnic and racial community memberships at Graceville High and Marianna High schools were underrepresented by 21 percent (7 members) and 18 percent (5 members), respectively, on the SACs. In addition, three other schools did not have any members on the SAC from the educational support staff. Furthermore, the Board did not review and approve the SAC memberships for any of the schools until June 18, 2002, which was subsequent to the regular school term.

Recommendation:

We recommend that the District continue to enhance procedures to ensure that school advisory council memberships are representative of the ethnic and racial communities served by the schools; elected by the respective peer groups, as required; and presented to the Board for review and approval in a timely manner.

MADISON COUNTY 2002 AUDIT

District held back +\$31,000 in SI funds for SAC

http://www.state.fl.us/audgen/pages/pdf_files/03-132.pdf (Page 8 – PDF)

Audit 2002 - Report #03-132 FYE 06/30/2002 / Report Release Date: 02/24/2003

Finding 1: School Advisory Council Allocations

District procedures did not ensure that education enhancement trust funds were allocated to the District's school advisory councils. Chapter 2001-253, Specific Appropriation 4, Laws of Florida, requires the Board to allocate education enhancement trust funds of at least \$10 per unweighted full-time equivalent student to be used at the discretion of the individual school advisory councils. However, the District's procedures did not ensure required allocations were made, resulting in an under-allocation of \$31,736.67 in funds to District school advisory councils.

Recommendation:

The Board should establish procedures to ensure required education enhancement trust funds are allocated to the respective school advisory councils in accordance with the requirements of law.

Chapter 2001-253, Laws of Florida, Specific Appropriation 4, requires that school boards allocate education enhancement trust funds of at least \$10 per unweighted full-time equivalent (UFTE) student for each school, no later than October 1, 2001, to be used at the discretion of the individual school advisory councils. As noted in the table below, none of the District's eight school advisory councils received the

minimum required \$10 allocation per UFTE, resulting in significant under-allocations to the school advisory councils: Under - School Advisory Council Allocated

Madison County Central School 16,266.74 \$
Madison County High School 8,712.45
Pinetta Elementary School 3,673.76
Excel School 990.80
Greenville Elementary School 790.30

Greenville Hills Academy 635.56
Lee Elementary School 577.06
Joann Bridges Academy 90.00
Total Under Allocated: 31,736.67 \$

Under-allocations were caused by errors in the accounting for carry forward of unused allocations from previous years and the reallocation of unused amounts from the closed Madison Middle and Madison Primary Schools.

REGION II

Hamilton, Columbia, Baker, Nassau, Taylor, Suwannee, Lafayette, Gilchrist, Union, Bradford, Clay, Duval, St. Johns, Dixie, Levy, Alachua, Putnam, Marion, Citrus

TAYLOR COUNTY 2002 AUDIT

No procedures for SAC election & minutes missing names present

Report#: 03-159/ Audit Date: 06/30/2002/ Report Release Date: 03/17/2003

http://www.state.fl.us/audgen/pages/pdf_files/03-159.pdf (PDF Page 8)

Finding 5: School Advisory Councils

Improvements were needed in the District's procedures for the establishment and operation of school advisory councils (SACs). We noted instances in which the SACs were not presented to the Board for approval and, in other instances, the compositions of the SACs approved by the Board were not in accordance with statutory and Board policy requirements. Additionally, our review of the minutes kept by the SACs disclosed that improvements were needed in the maintenance of the minutes of the council meetings to document all actions taken at the meetings.

Recommendation:

We recommend that the District enhance procedures to ensure that memberships of the SACs are consistent with the composition of the community served by the school, comprised of a majority of persons not employed by the school, and presented to the Board for review and approval. Additionally, guidelines should be developed to ensure that the minutes of SAC meetings record such information as necessary to ensure compliance with the Sunshine Law requirements.

School advisory councils were established at all District schools as required; however, our review indicated that improvements were needed in the District's procedures for establishing SACs, as follows:

- The SAC for Taylor County Middle School for the 2001-02 school year was not presented to and approved by the School Board.
- The SAC for Perry Primary presented to and approved by the School Board did not contain a majority of persons who were not employed by the school. Upon inquiry, we were advised that the Perry Primary SAC revised its membership to be in compliance with the requirement, but that the revised membership did not receive Board approval.
- The membership list approved by the Board for the Taylor County Child Development Center indicated that the ethnic and racial populations were underrepresented on the SAC by approximately 17 percent.
- The parent members at one school were on a three-year rotation, once elected and the school-employed members were elected for a three-year term, contrary to Board policy that membership shall be for one year.
- Section 229.58, Florida Statutes, provides that the school board shall establish procedures for use by schools in selecting business and community members; however, the School Board had not adopted such procedures.
- The minutes kept by the various school advisory councils did not always disclose the names of the members present at the meetings, the approval of the minutes at a subsequent meeting, or the election of the required committee members.

Recommendation:

We recommend that the District enhance procedures to ensure that memberships of the SACs are consistent with the composition of the community served by the school, comprised of a majority of persons not employed by the school, and presented to the Board for review and approval. Additionally, guidelines should be developed to ensure that the minutes of SAC meetings record such information as necessary to ensure compliance with the Sunshine Law requirements.

TAYLOR COUNTY 2001 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/02-135.pdf

Finding 5: Board Minutes and Notification of Public Meetings

Improvements were needed in the District's procedures for providing public notice for certain Board meetings and for preparing minutes of those meetings when required pursuant to the provisions of the Sunshine Law. The required public notice was not given for some meetings, the District's records did not indicate the purpose for executive sessions, and an unauthorized employee was in attendance at one of the meetings to discuss legal matters. Additionally, there was no evidence that minutes were kept of the meeting of a Board-appointed committee for the purpose of reviewing construction management proposals.

BRADFORD DISTRICT AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/02-119.pdf (PDF pg. 12 /Report pg. 8-10) (no longer on website)

- No supporting documentation indicating SAC membership composition (race...etc...) even though they said they were in compliance. No students on a high school SAC, No staff membership, No community membership, at a vo-tech no parents were on SAC, No policy in place for addressing/guiding membership
- Asst. Principals were members (this is the second time I have noticed this) "Membership lists for three schools included an administrative staff member other than the principal as a school advisory council member. However, Section 229.58, Florida Statutes, does not include administrative personnel in the required composition of the school advisory council."
- This audit also flagged the lack of SIP at a few schools (pre-kindergarten center,) and that part of that's school's SI funds were spent for a conference without parent/staff input.

"Our review of District records and Board minutes indicated that improvements were needed in the District's procedures for the establishment of school advisory councils in accordance with Section 229.58, Florida Statutes and Board Policy 2.05. For example, our review disclosed the following.

Membership lists for five schools did not contain sufficient information to determine whether the advisory council was representative of the ethnic, racial, or economic community served by the school. Membership lists for three of the five schools contained a statement that the advisory council membership was representative; however, no documentation was provided to support the statement. Upon inquiry, we were provided additional documentation for four of the five schools which indicated two of the school advisory councils appeared to be representative of the school's ethnic, racial, and economic community and two did not.

Membership lists for each school advisory council indicated whether the member was a parent, staff, student, or other business and community citizen; however, District procedures did not provide adequate guidance to ensure that the school advisory council membership was appropriately balanced. For example, we noted that the membership lists for two school advisory councils did not include any education support employees; the membership list for Bradford High School did not include any students or other business and community members; and the membership list for the Bradford/Union Vo-Tech Center did not include any parents. -

Membership lists for three schools included an administrative staff member other than the principal as a school advisory council member. However, Section 229.58, Florida Statutes, does not include administrative personnel in the required composition of the school advisory council."

"Finding 6: School Improvement Plans

The District did not require that each school develop and implement a school improvement plan. Section 230.23(16), Florida Statutes, requires that the school board annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the District. Chapter 2000-166, Laws of Florida (2000-2001 Appropriations Act), Specific Appropriation 3, requires that school boards allocate educational enhancement trust funds of at least \$10 per unweighted full-time equivalent (UFTE) students for each school, a portion of which should be used for implementing the school improvement plan.

Our review of District records and Board minutes indicated that the District had not developed and implemented school improvement plans for a pre-kindergarten center, an alternative school, and a juvenile justice center. In addition, we noted that the alternative school utilized its \$10 per UFTE (\$400) of educational enhancement trust funds for travel to a conference; however, in the absence of a school improvement plan, District personnel were unable to document that appropriate input was obtained from parents and staff relative to this expenditure."

CLAY COUNTY 2003 AUDIT

A+ funds misused

http://www.state.fl.us/audgen/pages/pdf_files/2004-121.pdf (PDF Page 11)

Report#: 2004-121/ FYE 06/30/2003/ Report Release Date: 02/19/2004

Finding 6: Florida School Recognition Program Funds

School Recognition Program Funds were used for certain purposes that did not appear to be in accordance with Program requirements and guidelines. Also, contrary to Florida Department of Education guidance, approximately \$299,000 was transferred to school internal accounts.

The District received \$1,866,564 in Program funds for 19 schools during the 2002-03 fiscal year. The majority of Program funds were used for nonrecurring bonuses and educational equipment purchases made at the District level. However, our review disclosed the following:

- Contrary to Program guidance, the District transferred a total of \$299,210.23 to 10 schools' internal accounts. The transfers funded payments to teachers (stipends) for purchasing classroom materials and supplies. Each teacher was required to sign an agreement stating that the funds would only be used for purchasing classroom materials and supplies; however, the District did not monitor the ultimate expenditure of the funds. At some schools, the stipends equaled or exceeded \$1,000 per teacher. In these circumstances, the District could not demonstrate that the funds were used for permitted Program purposes.
- Program funds totaling \$15,584.56 were spent for uses that did not appear to be in accordance with Program requirements. These included \$10,335.40 for staff and student celebrations and rewards (parties, prizes, gifts, etc.) and \$5,249.16 for equipment and repairs that do not appear to be education-related, such as vacuums, park benches, window blinds, and a sprinkler system connection for a baseball field, etc.
- District records did not evidence that school staff jointly participated in determining the purposes for which the Program funds would be used. District records did, however, indicate that the uses of Program funds were approved by the respective school advisory councils.

DUVAL COUNTY 2001 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/02-190.pdf (PDF pg. 26-27/Report pg. 22-23)

Problem: The minority was not balanced enough with deviations from 16%-60%

DUVAL COUNTY 1998 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/13475.pdf (PDF pg. 24-26/ Report pg. 20-22)

Once again gender is listed on the SAC roster as part of the 'fix'. This audit contained numbers: "District records indicated that certain minority, ethnic, and racial populations for these three schools were approximately 50 percent, 41 percent, and 70 percent, respectively; however, minority, ethnic, and racial representation on the advisory councils for these schools was approximately 24 percent, 29 percent, and 50 percent, respectively."

School Advisory Councils

(11) Our review of District records and Board minutes indicated that improvements were needed in the District's procedures for the establishment of school advisory councils in accordance with Section 229.58, Florida Statutes. For example, we noted that membership lists submitted to and approved by the Board for three elementary schools did not indicate that a majority of the advisory council members were not employed by the school and, for three elementary schools, the membership of the councils did not appear representative of the community served by the schools. We recommend that procedures be implemented to ensure the membership of each school advisory council is appropriately balanced between teachers, education support employees, students, parents, and business and community members who are representative of the ethnic, racial, and economic community served by the school.

(12) Section 229.58, Florida Statutes, provides, in part, that the school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. A majority of the members of each school advisory council must be persons who are not employed by the school. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school, provided that vocational-technical center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows: • Teachers shall be elected by teachers. • Education support employees shall be elected by education support employees. • Students shall be elected by students. • Parents shall be elected by parents. • Business and community members shall be selected by the school according to procedures established by the school board.

(13) The Board-approved School Advisory Council Handbook (Handbook) establishes the District's procedures for implementing the requirements of Section 229.58, Florida Statutes. District records indicate that a school advisory council was established for each of the schools within the District. The membership lists were prepared by each school principal and generally consisted of the name, gender, and race of each member of the school advisory council, and whether the member was a parent, student, teacher, education support employee, or business/community member.

(14) Our review of District records and Board minutes indicated that improvements were needed in the District's procedures for the establishment of school advisory councils in accordance with Section 229.58, Florida Statutes, and the Handbook. For example, our review disclosed the following: • The membership lists submitted to and approved by the Board for three elementary schools did not indicate that a majority of the advisory council members were not employed by the school, contrary to the requirements of Section 229.58, Florida Statutes, and the Handbook. • The membership lists submitted to and approved by the Board for three elementary schools selected for testing did not appear to include a sufficient number of minority members. District records indicated that certain minority, ethnic, and racial populations for these three schools were approximately 50 percent, 41 percent, and 70 percent, respectively; however, minority, ethnic, and racial representation on the advisory councils for these schools was approximately 24 percent, 29 percent, and 50 percent, respectively. (15) We recommend, to comply with State law and the Board's Handbook, that procedures be implemented to ensure the membership of each school advisory council is appropriately balanced between teachers, education support employees, students, parents, and business and community members who are representative of the ethnic, racial, and economic community served by the school.

MARION COUNTY 1999 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/13607.pdf

Pursuant to Section 229.58, Florida Statutes, the Board had established policies for the composition of school advisory councils and had established procedures to verify the composition of the advisory councils as to the proportionate number of council members, including school employees, students, parents, and other business and community citizens. However, the District's procedures did not include a verification that the actual composition of each school advisory council was representative of the ethnic, racial, and economic community served by the school. The Board should enhance its procedures to verify that the ethnic, racial, and economic composition of each school advisory council is representative of the community served by the school.

REGION III

Flagler, Volusia, Sumter, Lake, Seminole, Orange, Brevard, Osceola, Indian River, Okeechobee, St. Lucie, Martin

ORANGE COUNTY 1998 AUDIT

No election procedures & district shorted SI funds to SAC

http://www.state.fl.us/audgen/pages/pdf_files/13430.pdf (PDF pg.21-23 /Report pg.17-19)

22 out of 136 had a majority of membership as school employees. Auditor recommended that the district establish SAC election procedures; The auditor's "review disclosed that the District allocated amounts ranging from \$4.12 to \$9.80 to the school advisory councils rather than the required \$10 per weighted FTE at 33 elementary schools, 4 middle schools, and 7 high schools. "We recommend that the District allocate funds for the school advisory councils in the amount provided for in the Appropriations Act."

School Advisory Councils

(11) School Advisory Council Membership. Improvements were needed in the District's procedures for ensuring proper representation on the school advisory councils. Our review disclosed that 22 of 136 school advisory councils established for the 1997-98 fiscal year were composed of a majority of school board employees, contrary to the provisions of Section 229.58, Florida Statutes. In addition, we noted that the membership composition of these councils was not presented to the Board for review until July 28, 1998. We recommend that District procedures be enhanced to ensure that the school advisory councils are comprised of a majority of persons who are not employed by the school district and that documentation evidencing the membership composition of the school advisory councils be presented to the Board for its review and approval in a timely manner.

(12) Section 229.58, Florida Statutes, requires, in part, that the school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members who are appointed after July 1, 1993. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school, provided that vocational-technical center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows: • Teachers shall be elected by teachers. • Education support employees shall be elected by education support employees. • Students shall be elected by students. • Parents shall be elected by parents. • Business and other community members shall be selected by the school according to a procedure established by the school board.

(13) Section 229.58, Florida Statutes, further provides that a majority of the members on each school advisory council must be persons who are not employed by the school district. This Section also provides that the school board shall review the membership composition of each established school advisory council and determine if its membership is representative of the ethnic, racial, and economic community served by the school. If the school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the school board shall appoint additional members to achieve proper representation.

(14) Our review disclosed that 22 of 136 school advisory councils established for the 1997-98 school year were composed of a majority of school board employees, contrary to the provisions of Section 229.58, Florida Statutes. In addition, we noted that the membership composition for each school advisory council was not presented to the Board for their review until July 28, 1998. Review of the membership composition of these councils subsequent to the end of the school year precludes the Board from taking appropriate action to ensure proper representation on the school advisory councils. We recommend that District procedures be enhanced to ensure that the school advisory councils are comprised of a majority of persons who are not employed by the school district. We also recommend that District procedures be enhanced to ensure that documentation evidencing the membership composition of the school advisory councils be presented to the Board for its review and approval in a timely manner.

(15) School Advisory Council Allocations. Improvements were needed in the District's procedures for allocating funds to the school advisory councils. Our review disclosed that the District allocated amounts ranging from \$4.12 to \$9.80 to the school advisory councils rather than the required \$10 per weighted FTE at 33 elementary schools, 4 middle schools, and 7 high schools. We

recommend that the District allocate funds for the school advisory councils in the amount provided for in the Appropriations Act. (16) Chapter 97-152, Section 1, Specific Appropriation 2, Laws of Florida, relating to the Education Enhancement "Lottery" Trust Fund, states, in part, that from the funds provided in Specific Appropriation 2, school boards must allocate at least \$10 per unweighted FTE student to be used at the discretion of the school advisory council for each school. Our review disclosed that the District allocated amounts ranging from \$4.12 to \$9.80 rather than the required \$10 per weighted FTE student at 33 elementary schools, 4 middle schools, and 7 high schools. We recommend that the District allocate funds for the school advisory councils in the amount provided for in the Appropriations Act.

REGION IV

Hernando, Pasco, Pinellas, Hillsborough, Polk, Manatee, Hardee, Highlands, Sarasota, Desoto, Charlotte, Glades, Lee, Hendry, Collier

HENDRY COUNTY 2002 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/03-105.pdf (PDF pg. 10, report pg 7)

Report#: 03-105/ FYE 06/30/2002/ Report Release Date: 01/14/2003

Finding 5: Composition of School Advisory Councils

The membership composition of two of the District's school advisory councils (SACs) did not include the representation required by Section 229.58, Florida Statutes. The Board had established school advisory councils at each school. However, contrary to Section 229.58, Florida Statutes, SACs for one school had a majority membership of school board employees and one SAC had a minority, ethnic or racial membership percentage which was 35 percent less than the comparable minority, ethnic or racial student membership at the school.

Recommendation: We recommend that the District enhance its procedures to ensure that each school advisory council has the proper representation as required by law.

Our review disclosed that, pursuant to Section 229.58, Florida Statutes, the Board had established an advisory council in each of its 11 schools for the 2001-02 school year. However, one of the councils had a majority of school employees as members. Also, based on the October 2001 student count, for one school advisory council the percentage of minority, ethnic, or racial members was 35 percent less than the percentage of minority, ethnic, or racial students in the school.

COLLIER COUNTY 2000 AUDIT

11% deviation in SAC membership balance & great effort to attract parents

http://www.state.fl.us/audgen/pages/pdf_files/01-090.pdf

Report# 01-090/ FYE 06/30/2000/ Report Release Date: 02/05/2001

Finding 1: Composition of School Advisory Councils

Ten of the District's school advisory councils were not representative of the ethnic and racial communities served by the schools' student demographics. Pursuant to Section 229.58, Florida Statutes, the Board had implemented policies for the establishment of school advisory councils in each school and review of the composition of the ethnic and racial composition of the advisory councils. Ten of 36 school advisory councils, however, had a minority ethnic or racial membership percentage that was less than their schools' comparable student demographic percentage by more than 10 percent. Although District staff tried several strategies to increase minority participation, they indicated that it was difficult to find people to serve who would provide ethnic and racial balance.

Recommendation:

The Board should continue its efforts to make its school advisory councils more representative of the ethnic, racial, and economic community served by the schools. We recommend that the District consider exchanging recruitment strategies with other school districts that have large minority populations.

Our review of the 36 school advisory councils disclosed that 10 councils had a minority ethnic or racial membership percentage that was less than the respective schools' comparable student demographic percentage by 10 percent or more. Minority ethnic and racial council members were under-represented from 11 to 29 percent. District staff indicated that it was difficult to find people to serve who would provide ethnic and racial balance. Several schools sent parents notices in their native languages or had a bilingual staff member make telephone calls to parents. Some schools had translators at school open houses when District staff recruited school advisory council members. One school reported it offered transportation to and from school advisory council meetings and childcare for members during meetings.

COLLIER COUNTY 1998 AUDIT

Problem: 5% deviation on balance

http://www.state.fl.us/audgen/pages/pdf_files/13361.pdf (PDF pg. 17; Report pg. 13)

Our audit included a review of the documentation supporting the school advisory council memberships at ten schools. Our review disclosed that the ten school advisory councils were not representative of the communities served by the schools. Minority ethnic and racial council members were under-represented from 5 percent to 31 percent in relationship to the minority populations in their respective communities as shown by the schools' minority student populations. District staff indicated that it was difficult to find people to serve who would provide ethnic and racial balance. We recommend that District staff continue their efforts to ensure that the membership composition of its school advisory councils is representative of the ethnic, racial, and economic communities served.

DESOTO COUNTY 2002 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/03-133.pdf (PDF Page 6)

Audit#: 03-133/ FYE 06/30/2002/ Report Release Date: 02/26/2003

Finding 1: Composition of School Advisory Councils

Improvements were needed to ensure the composition of the school advisory councils are representative of the ethnic, racial, and economic community served by the schools. We noted that the actual compositions of the school advisory councils were not representative of the ethnic, racial, and economic community served at two District schools.

DESOTO COUNTY 2001 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/02-152.pdf (PDF page 9, Report pg 5)

Audit Report #: 02-152/ FYE 06/30/2001/ Report Release Date: 02/28/2002

Finding 1: Composition of School Advisory Councils

Improvements were needed to ensure the composition of the school advisory councils are representative of the ethnic, racial, and economic community served by the schools. We noted that the actual compositions of the school advisory councils were not representative of the ethnic, racial, and economic community served at three District schools.

GLADES COUNTY 2001 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/02-127.pdf (PDF pg. 13-14; Report pg. 9-10)

Two school advisory councils each had a minority, ethnic or racial membership percentage that was less than their schools' comparable student demographic percentage by approximately 14 and 29 percent, respectively.

Finding 9: Composition of School Advisory Councils Section 229.58, Florida Statutes, requires, in part, that the Board shall establish an advisory council for each school in the district and shall develop procedures for the election of council members. Council members should be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Section 229.58, Florida Statutes, further provides that the Board shall review the membership composition of each established advisory council and determine if its membership is representative of the ethnic, racial, and economic community served by the school. If the Board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the Board shall appoint additional members to achieve proper representation. Pursuant to Section 229.58, Florida Statutes, the Board had established an advisory council in each school for the 2000-2001 school year, and the councils had the appropriate composition of teachers, educational support employees, students, parents, and other business and community -10- citizens. However, based on student demographics from the October 2000 student count, the two school advisory councils each had a minority, ethnic, or racial membership percentage that was less than their schools' comparable student demographic percentage by approximately 14 and 29 percent, respectively. A similar finding was noted in audit report No. 01-121. At its June 26, 2001, meeting, the Board appointed additional members to the two school advisory councils to align the minority, ethnic, or racial composition of the councils with that of the schools' community.

Recommendation: We recommend that the Board continue its efforts to ensure that its school advisory councils are representative of the ethnic and racial community served by the schools.

District Response: The District is in the process of appointing new members to the 2001-2002 School Advisory Councils for both schools. The appointees will correct the composition of the SAC in each school.

GLADES COUNTY 2000 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/01-121.pdf (page 7-8 PDF pages 11-12)

Flagged for: 12-18% like above

PINELLAS COUNTY 1998 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/13434.pdf (Report pg. 12-13; PDF pgs. 16-17)

6/30/98 (report released 4/12/99)

Problem: Auditor noted that in several schools, ethnic and race membership variation was more than 10% & employees on SAC were more than 51%

School Advisory Councils

(10) Membership Composition. Improvements were needed in the District's procedures for ensuring proper representation on the school advisory councils. Our review disclosed that for 2 of the 20 schools included in our audit tests, the school advisory councils were composed of a majority of school board employees, contrary to the provisions of Section 229.58, Florida Statutes. In addition, at 5 of the 20 schools included in our test, the ethnic and racial composition of the school advisory council did not adequately reflect the ethnic and racial community served by the schools. We recommend that District procedures be enhanced to ensure that the school advisory councils are comprised of a majority of persons who are not employed by the school district and include the appropriate representation of the ethnic and racial community served by the schools.

(11) Section 229.58, Florida Statutes, provides, in part, that the school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. A majority of the members of each school advisory council must be persons who are not employed by the school board. This Section further states that each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Additionally, the school board shall review the membership composition of each advisory council. Should the school board determine that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the school board shall appoint additional members to achieve proper representation.

(12) The Pinellas County District School Board established procedures for the election and appointment of school advisory council members in accordance with Section 229.58, Florida Statutes, and school advisory councils were established for each school in the District. Our review disclosed that for 2 of 20 schools tested, school advisory councils established for the 1997-98 school year were composed of a majority of school board employees, contrary to the provisions of Section 229.58, Florida Statutes. (13) In addition, at 5 of 20 schools tested, the ethnic and racial composition of the school advisory council did not adequately reflect the ethnic and racial community served by the schools by a difference of 10 percent or more. For example, at one school, the school advisory council membership is 100 percent white, while the school's student population is 59 percent white, 27 percent African American, 7 percent Hispanic, 6 percent Asian/Pacific Islander, and 1 percent other.

(14) We recommend that District procedures be enhanced to ensure that the school advisory councils are comprised of a majority of persons who are not employed by the school district and include the appropriate representation of the ethnic and racial community served by the schools.

SARASOTA COUNTY 1998 AUDIT

http://www.state.fl.us/audgen/pages/pdf_files/13386.pdf (PDF pg. 16-17/report page 13-14)

Problem: SAC membership was way off on the race, ethnic stats

School Advisory Councils

Membership Composition. The Board established procedures for the election and appointment of school advisory council (SAC) members and SACs were established for each school. However, at 7 of the District's 34 schools, the ethnic and racial composition of the SACs did not adequately reflect the ethnic and racial community served by the schools. We recommend that the District strengthen its procedures to ensure that the election and appointment of SAC members provide for the appropriate representation of the ethnic and racial community served by the school.

(11) Section 229.58, Florida Statutes, provides, in part, that the school board shall establish an advisory council for each school in the district, and shall develop procedures for the election and appointment of advisory council members. This Section further states that each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Additionally, the school board shall review the membership composition of each advisory council. Should the school board determine that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the school board shall appoint additional members to achieve proper representation.

(12) The Sarasota County District School Board established procedures for the election and appointment of school advisory council (SAC) members in accordance with Section 229.58, Florida Statutes, and SACs were established for each school in the District. According to District records, however, at 7 of the District's 34 schools, the ethnic and racial composition of the SAC did not adequately reflect the ethnic and racial community served by the schools by a difference of 10 percent or more. For example, at one school (Cysis), the SAC membership is 86 percent white and 14 percent African American, while the school's student population is 38 percent white, 48 percent African American, 8 percent Hispanic, and 5 percent Indian. (13) We recommend that the District strengthen its procedures to ensure that the election and appointment of school advisory council members provide for the appropriate representation of the ethnic and racial community served by the school.

REGION V

MIAMI-DADE 1998 AUDIT

Problem: lack of election records & minutes

http://www.state.fl.us/audgen/pages/pdf_files/13246.pdf (PDF pg. 21 & Report pg. 16)

Audit Report#: 13246/ FYE 06/30/1997/ Report Release Date: 05/14/1998

Our review of the membership roster for ten school advisory councils disclosed that the District could not provide documentation that evidenced the election of council members by their representative peer groups at three schools, contrary to Section 229.58, Florida Statutes. Additionally, we noted that minutes of council meetings were not kept for 11 council meetings held by four school councils. (See paragraphs 9 through 12.)

The District has established advisory councils (called Educational Excellence Councils) for each school in the District and developed policies and procedures for the election and appointment of council members. Our review of the council membership rosters for ten schools disclosed that the District could not provide documentation that evidenced the election of council members by their representative peer groups at three schools.

(11) Section 286.011(1), Florida Statutes (commonly referred to as the Sunshine Law), provides that

"All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings."

Section 286.011(2), Florida Statutes, requires

that "The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection." The Attorney General stated in Florida's GOVERNMENT-IN-THE-SUNSHINE MANUAL, 1998, pages 21 and 23, that "Advisory boards whose powers are limited to making recommendations -17- to a public agency and which possess no authority to bind that agency in any way are subject to the Sunshine Law." It further states ". . . when a committee possesses or exercises not only the authority to conduct fact finding but also to make recommendations, the committee is

participating in the decision-making process and is subject to the Sunshine Law." Section 286.011(3), Florida Statutes, provides certain penalties which may be imposed for violation of the provisions of the Sunshine Law cited above. School Board Policy 6Gx13-1B-1.031 requires written minutes of each regular and special meeting of each council.

(12) Our review of council meetings conducted at ten schools disclosed that, although the time and location of the council meetings were advertised to permit attendance by the general public, District records did not evidence that minutes were kept for 11 council meetings held by four school councils. We recommend that the District enhance its procedures relative to the school educational excellence councils to ensure that council members are elected by their respective peer groups and to ensure that written minutes are kept of council meetings.

NOTES:

Escambia was flagged for not having any representation of a minority group that only had 3% student population. With having individual outside auditors doing the auditing, the guidelines for auditing from the Auditor General are silent on the numbers and therefore that is why we have different numbers. This is valuable to us because with research we can ask legislators to change the statutes - I would like to see the words socio-economic taken out completely (invasion of privacy) and a number that reflects balanced which I would recommend to be 20%.

Duval County was flagged so that it appears that even a 20% difference is not allowed, nor was 12%. I believe that this indicates a consensus; (not in writing that I have seen) that 10% is the magic number for compliance.

Bradford County, as a result of the audit, SAC Roster includes indicating male or female.

Taylor District

Taylor was 'flagged' for violation of Gov't in the Sunshine because the school board did not give enough advance notification of a meeting, some meetings had no notice and some meetings had no minutes! I know, this is not SAC membership but it IS interesting!

http://www.state.fl.us/audgen/pages/summaries/d_taylor.htm

How many districts allow elementary students and 'when appropriate' in policy?

POLICY

MIAMI-DADE SCHOOL DISTRICT

Policy - School Board of Miami-Dade County www.dadeschools.net
<http://www.dadeschools.net/board/rules/Chapt1/1b-1.031.pdf> . Rule 6Gx13-1B-1.031 (pg. 2)

II. COMPOSITION AND PROCEDURAL REQUIREMENTS

B. Student (1) --- Advisory councils of vocational/adult-technical centers, high schools, middle schools, and elementary schools containing grades five and/or six shall include students. Elementary schools not housing grades five and six may include students on their advisory councils. Elementary schools may include no more than one student representative. All students at each of the vocational/adult technical, senior high, middle or elementary schools must be given an opportunity to elect their representative to the Educational Excellence School Advisory Council. Each school may establish its own nomination and election procedures.

E. Alternates --- One alternate for each group listed above should be selected in the same manner used to elect representatives for each group.

G. Business/Community Representative (1) --- This individual is to be appointed by the principal.

Note: SAC bylaws are incorporated into policy with areas for individual schools to put in amount of members etc...

PINELLAS SCHOOL DISTRICT

2.16 COMMITTEES TO ADVISE THE BOARD (pg. 2-21)

(3) Composition of Councils: Council members include the school principal/director and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives. A majority of the members of each school advisory council must be persons who are not employed by the school.

(b) Student representation shall be required for school advisory councils established at career technical centers and high schools and may be included for school advisory councils serving elementary and middle schools.

(4) Selection of Council Members: New council members shall be elected by their respective peer group, except for business and community representatives and the school principal/director.

3. Student(s), when appropriate, shall be elected by students; and,