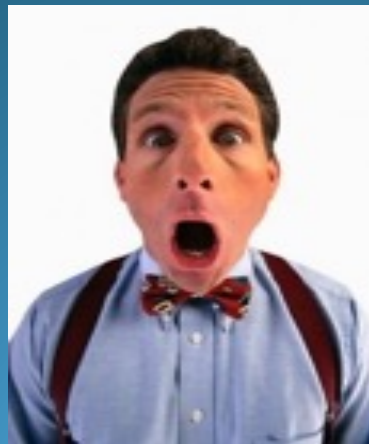


**I have been elected as my
School Advisory Forum Chair**

Now I have to Do what!



What exactly is SAF

School Advisory Forum (SAF)

- Open to all stakeholders
- Working together to help identify needs and recommend ideas
- An Advisory Forum is a group of concerned advocates for students and the school community, established by Board policy.
- **All duties 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 principal.**



THE VALUE AND ROLE OF THE ADVISORY FORUM

- Provides an all inclusive, free membership
- Turns negative criticisms into positive solutions
- Helps develop better policies and programs
- Participates in the School Improvement process
- Keeps up to date on issues
- Acts as a liaison between the school and community (informs and advises)
- Networks
- Seeks community input
- Sets goals and work to achieve them
- Understands the relationship and differences between SAC, SAF and PTA/PTO.

SAF DUTIES

- Elect School Advisory Forum (SAF) chair at May meeting. (May not be a School Board of Broward County employee, with benefits, at that school)
- Conduct monthly School Advisory Forum meetings. (All meetings must be conducted in accordance with the Florida Sunshine Laws).
- Share information received from attending Area Meetings, I-Zone and other civic and community organizations.
- Record and maintain minutes of all meetings. Post copy of minutes at school.
- Represent SAF (designee permitted) at Area Advisory meetings. (One vote per school)
- A designee must identify themselves to the Area Chair prior to the beginning of the meeting.

What About Meetings, do I have to attend?

As Chair of your School Advisory Forum, these are the meetings you should plan on attending:

- Monthly SAF meeting at your school (You chair this one!)
- School Advisory Council meetings (You or a designee are appointed to this committee by policy)
- Area/Innovation Zone

What Next? Where do I go for HELP .

- Advisory is about building relationships.
- Get to know each other and tap into the many resources.
- Use your Area Chair and Steering as resources.
 - Currently three Areas under Advisory:
 - Other Advisories (Gifted, ESE, and ESOL)
- Use you District Advisory Council (DAC) officers and Steering as a resource.
- Do not hesitate to call or email.



Navigating the Schools

The SAF Chair is there to help parents/community members navigate the school system.

- Resolution Process
 - Teacher or School Personnel
 - Administrator (Assistant principal, guidance counselor)
 - Principal
 - Office of Quality Assurance (754-321-3636) and/or Office of Performance and Accountability (754-321-3838)
 - Other Advisories (Gifted, ESE, and ESOL)
 - Area Advisory Chair



What to do Before a Meeting

- Organize and prepare the agenda.
- Share the agenda with the principal; ask if he/she has any additions.
- NEVER surprise the principal with an item on the agenda that could be a problem.
- Confirm any speakers or program.
- Post the agenda and the last meeting's minutes on the website.

Basic rules for a Meeting

- Read and approve minutes.
- Guide the meeting through the agenda, keeping the group focused on the task.
- Do not cut someone off with an idea. He or she may never be comfortable offering another one.
- Conduct yourself in a professional manner.
- Reach consensus when possible.
- Ask participants for any final comments.
- Offer thanks for their participation.

Simple Meeting Norms

- **Respect each other.**
- **It is okay to disagree.**
- **Listen as an ally.**
- **Everyone participates; no one person dominates.**
- **Honor time limits.**

Now I am Elected



**HOW
TO...**

How To: Get Started?

- **Create an Agenda**
- **How to Chair a Meeting**
- **Promote Advisory**
- **Keep up to date on Current Issues**
- **Network**



How To: Create an Agenda?

- **Don't recreate the wheel – use available SAF resources from DAC/Areas's websites**
- **Use the following as a Guideline:**
 - **Approval of Minutes – minutes from previous meeting**
 - **Principal Report – discuss when you meet with your Principal**
 - **SAF Chair Report – use for current or hot issues; presentation or overview**
 - **Old Business- follow up on status of past questions/issues; follow-up on discussed topic**
 - **New Business - – bring forth ideas/issues raised; motions**
 - **Time to Remind the Chair – We are Human so ask for assistance from your group.**



How To: Chair a Meeting?

- Be prepared and plan ahead
- Write an Agenda
- Make Copies of Agenda for members/parents
- Stand at all times for better control
- Keep your meeting moving and orderly



How To: promote Advisory at my school?

- **Speak at every event that provides you an opportunity:**
 - Educate them about process and invite them to your next meeting
- **Be visible and valuable to your community**
- **Use available resources to collect parent contact information**
 - Use the information to contact parents
- **Ask to establish an Advisory Corner in your school newsletter**
 - Don't forget to list your contact information
- **Ask to create a Link on your School's website**



How To: Keep up-to-date with Current Issues?

Determine how each of these work best for you:

- **Gather Information from the following:**
 - Area Meetings
 - School Advisory Council (SAC)
 - Innovation Zone (I-Zone)
 - PTA and Network with Other Groups
- **Sign up for e-mail notification from District Advisory and/or Advisory Groups, PTA and your community Organizations**
- **Update from your Principal, Parents, and your School Community**

How TO: Network –who, where, how and why?

- **Be visible at your school**
 - **Become the “Go-to” Person**
 - **Speak at other Parent Organizations at your school**
 - **Ask to speak at the following:**
 - **New Student Orientation**
 - **Open Houses**
 - **Large School Events**
 - **Any opportunities where parents are gathered**
- **Follow up:**
 - **Critical for your school Community**

What do I do Now

- **Seek out resources available to you for your group**
 - Determine how you can accomplish the purpose and mission of Advisory.
- **Take information from the Area Meetings to your meeting**
 - Discuss what you learned
- **Ask for guidance: they are willing to help and/or mentor**
 - Members of Area Advisory
 - District Advisory Council
 - Your Success is their success
 - Call or email – can often shed more light than a thousand sunrises

Q & A

