



**School Advisory  
Council**

# TODAY'S AGENDA

- 1.** What is the School Advisory Council?
- 2.** SAC Bylaws
- 3.** Membership
- 4.** Meetings
- 5.** SAC Duties
- 6.** Questions



## WHAT IS A SAC?

The purpose of the School Advisory Council (SAC) is to serve as a resource for the school principal and SAC Chair.

The SAC's primary role is to assist in the preparation and evaluation of the school improvement plan for the current year.



# **SAC BYLAWS**

# SAC BYLAWS

- Bylaws are a set of required operating rules that govern the SAC.
- Florida Statutes (2018) states each school advisory council shall adopt bylaws establishing procedures for:
  - 1.** Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of membership of the council constitutes a quorum.
  - 2.** Requiring at least 3 days' advance notice in writing to all members of the school advisory council of any matter that is scheduled to come before the council for a vote.
  - 3.** Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
  - 4.** Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
  - 5.** Recording minutes of meetings (see Appendix B for Template - School Advisory Council Handbook).
- See Appendix C for Bylaws Template in the Okeechobee School Advisory Council Handbook.



# **SAC MEMBERSHIP**

# WHO MAKES UP THE SAC?

- The SAC membership must be representative of the ethnic, racial, and economic community served by the school.
- The majority (at least 51 percent) of SAC members must be non-school district employees.
- Each advisory council is required to be composed of the principal and an appropriately balanced number of teachers, education support employees, students (only required for career centers and high schools), parents, and other business and community citizens.
- SAC members are elected from their peer groups:
  - Teachers elect teachers
  - Staff elect staff
  - Parents elect parents
  - Students elect students

# ADDITIONAL SAC PARTICIPANTS

- Deans or assistant principals cannot be voting members of SACs, since they are in administrative roles. Only the school principal is authorized to be a voting member as an administrator
- No funds shall be released for any purpose to any school district in which one or more schools do not have an approved school improvement plan or do not comply with school advisory council membership composition requirements
- If, after elections of SAC members, it is determined that either a majority of members are school employees or that the membership is not racially or ethnically balanced, the district school board shall appoint additional members to bring the membership into compliance
- Changes to SAC membership after the rosters have been approved by the School Board shall be reflected in the SAC minutes.



# SAC MEMBERSHIP ROLES

- Attends meetings and trainings
- Uses state and district goals as guiding principles
- Determine and prioritize the needs of the school
- Assess school data and surveys
- Develop strategies for improvement
- Decides how to measure results
- Assists in the preparation, development, implementation and evaluation of the School Improvement Plan (SIP).



# **SAC MEETINGS**

# SAC MEETING REQUIREMENTS

- Recording accurate minutes
- Discuss the progress made toward goals outlined in the School Improvement Plan
- There must be reasonable prior notice of meetings
- At least three days' advanced notice, in writing, to all members of any matter that is scheduled for a vote
- Abide by Government in the Sunshine Law
- Meetings are open to the public and in an accessible location
- Documents are available for the public at the school & district
- Must follow Robert's Rules of Order
- Follow the outlined voting procedures

# **SAC MINUTES**

**Minutes are the written record of a meeting and the actions taken by the SAC.**

- Minutes should be a concise reporting of what took place in each meeting.
- It is only necessary to record actions taken and specifics about the date, time, and location of the meeting.
- Review the template located in the Okeechobee School Advisory Council Handbook (Appendix B)

# SUNSHINE LAW

The following practices are encouraged to assist with compliance with the Sunshine law:

- State in a SAC meeting and record in the meeting minutes that members should not discuss SAC issues with other SAC members outside of the meeting.
- At a faculty meeting, distinguish between school business and foreseeable SAC issues.
- Read the “Discussion of SAC Business among SAC Members” section in the Okeechobee SAC Handbook

# VOTING PROCEDURES

- Quorum required for each decision
- The agenda should include items scheduled to come before the SAC for a vote. The agenda should be posted no fewer than three days prior to the scheduled SAC meeting.
- Votes may only be taken if a quorum is present. A quorum requires at least 51 percent of the total SAC membership.
- There shall be no voting by proxy
- There shall be no secret ballots
- All voting shall take place at an open meeting (not by phone, email, or any other non-public way) in compliance with Florida Statutes (2018)
- All votes and the decision are recorded in the minutes

# **SAC RECORD KEEPING**

**The school and the school district are required to review and maintain copies of the following items:**

- SAC bylaws.
- SAC minutes.
- SAC membership rosters
- School Improvement Plans (SIP)

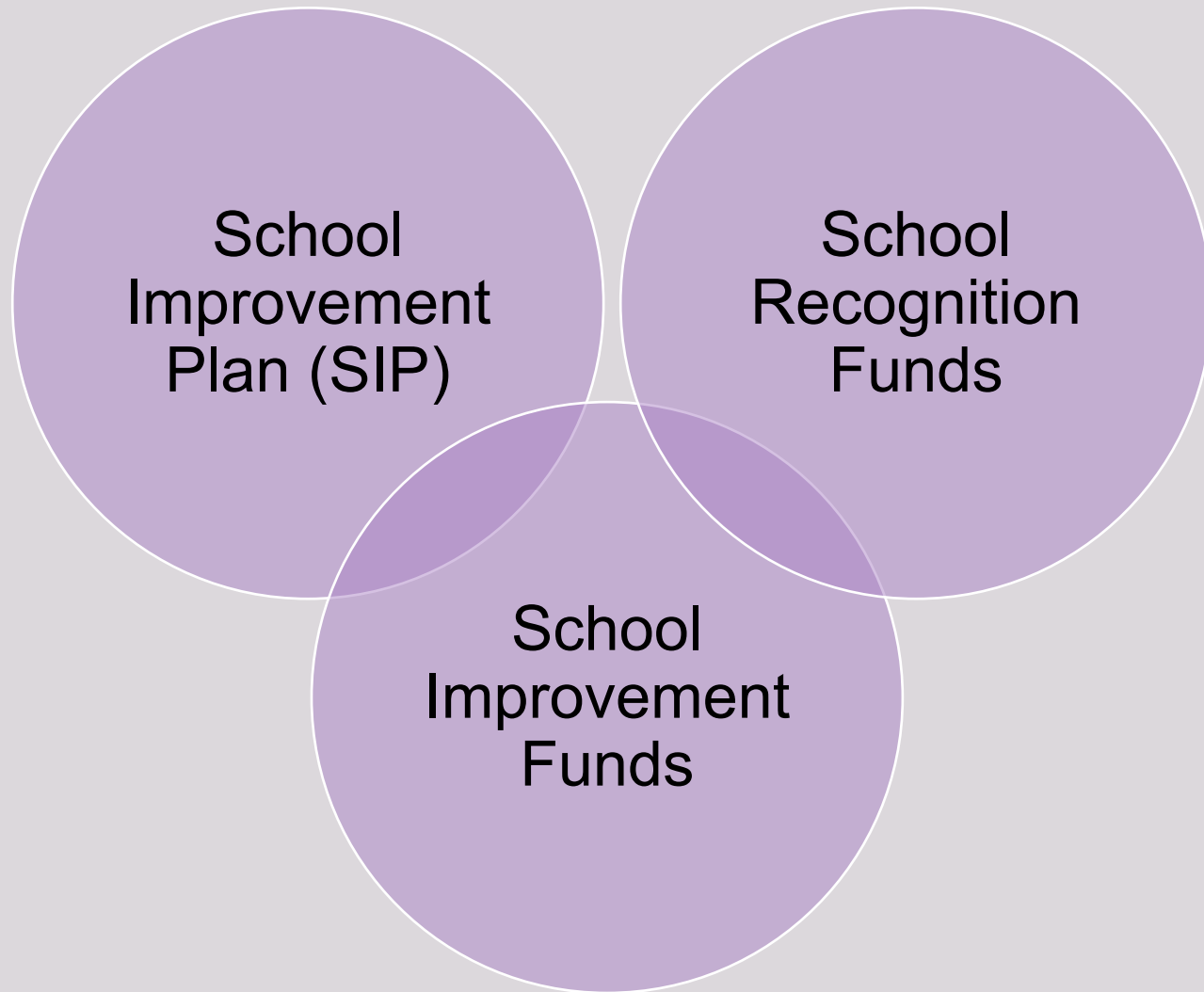
# SUMMARY

- Publicly advertise meetings
- Meetings are held in a public location
- Meetings are accessible, welcome, and audible to the public
- The public may videotape or record meetings
- Public may participate in the meetings
- Minutes taken and votes recorded are available to the public





# **SAC DUTIES**



# WHAT ARE THE DUTIES OF THE SAC?

Meetings should include a discussion of the progress made towards school goals outlined in the school improvement plan and the connection to the district's Strategic Plan, including the vision, mission, and goals.

# SAC DUTIES

- Assists in the preparation and evaluation of the School Improvement Plan (SIP)
- Decides how school improvement funds are spent
- Decide jointly with school faculty how recognition funds are spent
- Perform functions as prescribed by regulations of the school board

# SAC MEMBERSHIP DUTIES

- **Duties of the SAC Chair:**

- Knowledge of the school improvement process
- Prepared for meetings: notifies members of meetings and training opportunities.
- Facilitates the meetings
- Keeps to task, maintains order, involves members

- **Duties of the School Principal:**

- Know and follow SAC guidelines / laws
- Assess school data and surveys
- Facilitates SAC recommendations in development and implementation of SIP
- Keep SAC informed on activities and policies of the school
- Encourage participation, problem solving, and teamwork
- Prepare the agenda

- **Duties of the SAC Secretary:**

- Accurate record keeping
- Keeps record of attendance
- During the meeting: read and provide minutes
- Notification of elections or appointments
- Preparing the minutes promptly and dispatching them for preparation of the agenda



# School Improvement Plan

## ASSISTS IN THE PREPARATION OF THE SCHOOL IMPROVEMENT PLAN

Determine the needs of  
the school through:

- Surveys
- Discussions with SAC
- Assessing the prior year's SIP
- Using available data (FSA /NGSS)

# SCHOOL IMPROVEMENT PLANS

- What is a SIP?
  - It is made up of goals and objectives established for the school based upon an individual school's needs.
- Purpose:
  - To enhance student performance through a school based management process.
- Funds:
  - **School Improvement Funds** have been made available to each school to assist with meeting the goals and objectives identified.

# SCHOOL IMPROVEMENT FUNDS

- School Improvement Funds:
  - The intent is to have a direct, positive impact on student learning.
  - Can be expended only on programs or projects selected by SAC
  - Cannot be used for capital improvements or projects over one year
    - SAC may determine to approve these funds for the subsequent year.

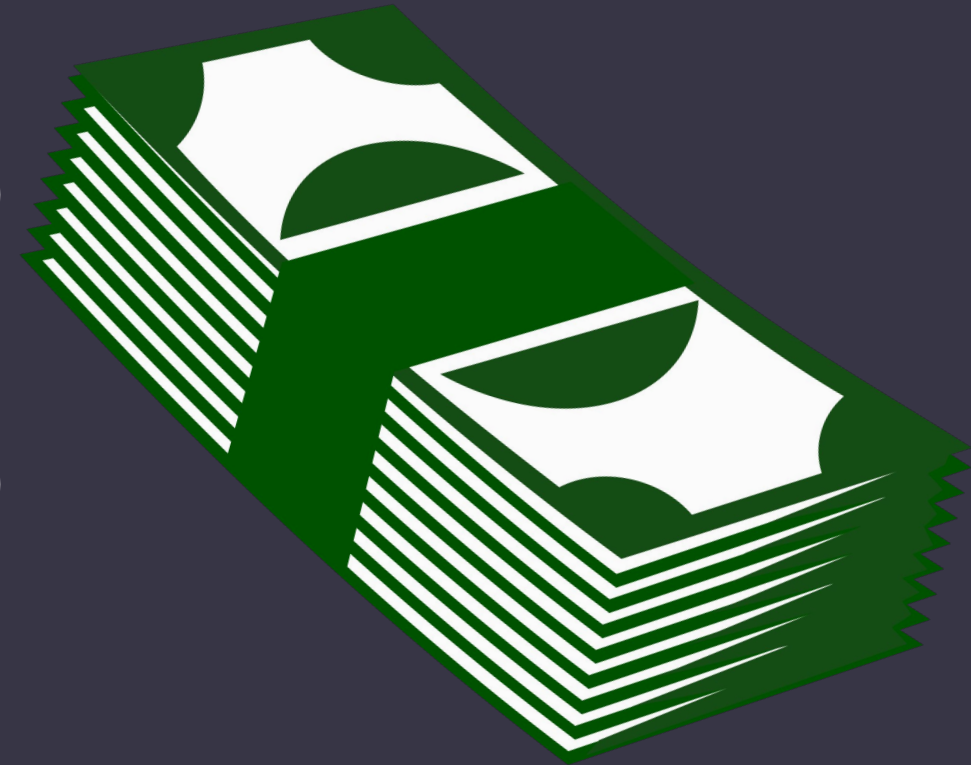
**Schools that demonstrate improvement in overall school grade in one of the following ways, will receive funds from the Florida Department of Education.**

- Receive a school grade of 'A'
- Improve at least one letter grade over the previous year
- Improve more than one letter grade and sustain the improvement the following school year

**These funds can be used for:**

- Nonrecurring faculty and staff bonuses
- Nonrecurring expenditures for educational equipment and materials
- Temporary personnel to assist in maintaining or improving student performance

# School Recognition Funds





# SCHOOL RECOGNITION FUNDS

The School Advisory Council and school staff must come to a decision on the use of these funds by February 1st. If a decision is not made by February 1st, the award must be equally distributed to classroom teachers currently teaching at your school.

- Would not include - staff, administration, librarians, guidance counselors, paraprofessionals, etc.

# SOURCES OF INFORMATION

- Search Florida Statutes at:  
<http://www.leg.state.fl.us/Statutes>  
– ([Florida State Statute 1001.452](#))
- The FDOE website offers information pertinent to school improvement and other helpful data at <http://www.fldoe.org>.
- Government in the Sunshine Law  
<http://myfloridalegal.com/sunshine>.
- Download a (PDF) version of the 2018 Government in the Sunshine Manual at:  
<http://www.myfloridalegal.com/sun.nsf/sunmanual>
- Consult <http://www.robertsrules.com> for information on parliamentary procedure.



**QUESTIONS?**