SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

MORE OF
EVERYTHING YOU
WANT FOR
YOUR CHILD

PALM BEACH COUNTY SCHOOLS
Your BEST Choice!

SCHOOL ADVISORY COUNCIL
MEMBERSHIP AND OFFICERS

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WHAT IS A SCHOOL ADVISORY COUNCIL?

Team of individuals from various segments of community that:

- Assists in preparation and review of the **School Improvement Plan and school's annual budget**

- Approves *School Improvement Funds* to support School Improvement Plan goals

- Determines jointly with school staff use of *School Recognition Funds*

- Adopts School Advisory Council **bylaws and maintains a record of minutes**

VOTING BODY/COMPOSITION

Members Shall Include:
An appropriately balanced number of each member group.

- **SCHOOL PRINCIPAL** (Only the school principal is authorized to be a member as an administrator.)
- **TEACHER(S)** (Elected by peers)
- **PARENT(S)** (Elected by peers)
- **EDUCATION SUPPORT EMPLOYEE(S)** (Elected by peers)
- **STUDENT(S)*** (Elected by peers)
- **BUSINESS/COMMUNITY REPRESENTATIVE(S)** (Appointed by principal)

Compliance regulations impacts the number of voting members.

***** MIDDLE SCHOOLS MAY INCLUDE STUDENTS. HIGH SCHOOLS MUST INCLUDE STUDENTS.

Florida Statute 1001.452

Defined For Purposes of School Advisory Council Membership

Term teacher=
- Teachers
- Student Services Personnel
- Media Specialists
- Employed at the school

Term Education Support Employee=
- Non-instructional
- Non-Administrative
- Work 20 or more hours in a normal working week at the school

School Board Policy 2.09
Florida Statute 1001.452

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REPRESENTATIVE OF COMMUNITY SERVED

The council will be representative of the ethnic, racial, and economic community served by the school.

School Population Vs **Community Population** (Based on census data)

Florida Statute 1001.452

REGISTERING WITH THE VOLUNTEER TRACKING SYSTEM

Each school year and **prior to or at the beginning of the first SAC meeting**, each SAC member shall register as:

a) a volunteer using the volunteer tracking system, subject to the provisions within school board policy 2.53-volunteers in public schools

b) a SAC member for that school by submitting online a completed PBSD e-form 1710.

School Board Policy 2.09
Florida Statute 1001.452

HOW DO I REGISTER THE VOTING MEMBERSHIP? eFORM #1710

Information in this eForm is used to populate SAC compliance documents

HOW DO I REGISTER NON-DISTRICT MEMBERSHIP?

ARE THERE WAYS TO SEE IF WE ARE IN COMPLIANCE?

Educational Data Warehouse Report 0521

1. Ethnicity: Hispanic or Non-Hispanic
2. Race: White, Black, Pacific Islanders/Hawaiian, American Indian/Alaskan Native, Asian, Other (one or more race categories were marked)
3. All membership categories are represented
4. Majority of members are non-district (50% plus 1)

HOW DO I CHECK COMPLIANCE?

Educational Data Warehouse Report 0521

SAC Membership Compliance Calculator

COUNCIL OFFICERS

The bylaws shall include a means for determining SAC officers

This includes:

- Process for selection of officers
- Responsibilities
- Staggered terms

WHAT COUNCIL OFFICERS ARE NEEDED ON THE SAC?

- Chairperson

- Co-Chairperson (Optional)

- Secretary (Optional, may or may not be voting member)

- Timekeeper (Optional, may or may not be voting member)

- Parliamentarian (Optional, may or may not be a voting member)

RESPONSIBILITIES OF THE SAC CHAIRPERSON MAY INCLUDE:

- **Facilitating SAC meetings** according to procedures outlined in bylaws

- **Retaining minutes** of all SAC meetings permanently on campus

- **Notifying members** of upcoming meetings (3 days prior to meetings that require a vote)

- **Auditing attendance of voting members** and replacement of absent members as outlined in bylaws

RESPONSIBILITIES OF THE PRINCIPAL MAY INCLUDE:

- Ensuring that the council is comprised of properly elected voting membership

- Ensuring the voting members composition meets the compliance requirements

- Leading the development, revision, and successful implementation of the School Improvement Plan

- Submitting the SAC approved SIP to the Florida Department of Education by annually posted due date

- Serving as a voting SAC member

- Keeping the SAC informed of relevant policies and activities of the school, district, and state

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RESPONSIBILITIES OF ELECTED SAC MEMBERS INCLUDE:

- Assisting in the preparation and evaluation of the School Improvement Plan (SIP)

- Voting to approve the SIP

- Deciding on the expenditure of the School Improvement Funds to meet school improvement goals

- Determine jointly with staff uses for School Recognition Funds

- Adhering to Sunshine Law (public meeting requirements)

STANDING COMMITTEES

- Committees may oversee ongoing issues and/or programs during the course of the school year

- SAC voting members and non-voting members may be committee members

- Committees may be formed to promote the duties of the SAC as outlined in State Statute 1001.452 (e.g., SAC Membership)

Some issues may need additional work outside of the SAC meeting.

FREQUENTLY ASKED QUESTIONS (**FAQS**)

School Question:

"Are students considered District or non-District members?"

FDOE Response:

"Students are considered non-District members."

FREQUENTLY ASKED QUESTIONS (**FAQS**)

School Question:

"Can we use secret ballots for elections

FDOE Response:

"No, secret ballots are never allowed because all activities that take place at a SAC meeting are subject to Open Government Law and Sunshine Law."

Florida Statute Chapters 119 and 286, Open Government, Sunshine Law

PEOPLE TO ASSIST YOU:

Call:

The School District of Palm Beach County

3300 Forest Hill Blvd., West Palm Beach, FL 33406

561- 434-8000

Ask for:

Office of School Improvement