

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.

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

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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)

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.

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HOW DO I REGISTER THE VOTING MEMBERSHIP? eFORM #1710

 THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF SCHOOL IMPROVEMENT

School Advisory Council (SAC) Membership Report

You cannot submit this form without addressing each field.

School Name

School Number School Year

Member Name

I am a SAC Chairperson / Co-Chairperson Yes No

E-mail (optional)

Category

Category Key:
Principal/ Director = Only one (1) administrator per school (AP non-voting member)
Teacher = Minimally one per school
Educational Support Employee = Minimally one per school, non-instructional, non-administrative, twenty (20) hours plus per week
Parent/NOT District = Minimally one per school
Parent District = Employee, twenty (20) hours plus per week working for District
Business/Community NOT District = Minimally one per school
Business/Community District = Employee, twenty (20) hours plus per week working for District

I understand that as a member of a SAC, the information on this form is subject to the Public Records Act.

ETHNICITY (You must select one.)

Hispanic Non-Hispanic

RACE (You must select Yes or No for each of the following. At least one must be Yes.)

American Indian / Alaskan Native Yes No

Asian Yes No

Black / African American Yes No

Native Hawaiian / Other Pacific Islander Yes No

White Yes No

Click the Print Button to print a copy for your records (optional)

[Print](#)



Information in this
eForm is used to
populate SAC
compliance
documents



Compliance of School Advisory Membership - RX00A0521
Grouped by School Sorted Ascending on Student Name
Year: 2017 School: 2021 - Woodlands Middle

[SAC Membership Compliance Calculator](#)

The total population is greater than the sum of all the races because of possible US Census survey race omissions.
The percents by race is based on the 2010, US Census survey total population, and not the sum of all the races.
Schools with no assigned areas will get District population

Part 1: Community Served	Provide Answers

Part 1

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HOW DO I REGISTER NON-DISTRICT MEMBERSHIP?

Educating students involves everyone. This includes parents and families, retirees, college students, business and military personnel.

EVERYONE! Contact your local school's volunteer coordinator to find out how you can get involved.

IMPORTANT ANNOUNCEMENT!

EFFECTIVELY IMMEDIATELY, all public schools will use **both** Raptor and VIPS tracking. Raptor will be used for background clearance.

The VIPS tracking system will be used for application completion and recording volunteer hours.

ALL VOLUNTEERS AND VISITORS MUST SCAN IN/OUT THROUGH THE RAPTOR SYSTEM

PRIOR TO PASSING THE FRONT DESK AND GOING ON CAMPUS.

Hours are to be logged in on the VIPS Count tracking system computer. If you are not in the VIPS Count tracking system, please fill out an application on the VIPS Count tracking computer system and continue to log hours there.

If you feel that there are discrepancies, please contact your school's coordinator.



HOW TO BECOME A VOLUNTEER



Ask yourself:

1. What age group do you prefer to work with?
Elementary School
Middle School
High School

2. Location of where you would like to work?

[Click here](#) to see a list of schools

[Click here](#) to find schools in your area

Express your interest in volunteering

Each school has a volunteer coordinator who can assist you. He or she will be able to help you find a position at the school to school. Some are teachers, guidance counselors, or parent volunteers. Finding out more about the school and its needs will allow you to register and express your interest and concerns at one time.

Contact Us

3300 Forest Hill Blvd, Suite C-110, West Palm Beach, FL 33406. Phone: (561) 434-8789 (561) 434-8888



Volunteers in Public Schools Policy #2.53

VIPS COUNT Tracking System has been sunsetted and is no longer available for use by schools. Raptor has taken its place. Please see the links below for more information. If you still need assistance after reviewing the information, please refer to the contact information below.



Training

Raptor University Front Office Staff
Volunteer Kiosk
For Volunteers - "Help in a Nutshell"
Public Records Notice
Frequently Asked Questions

Contacts

Raptor Support team at 877-722-7867
Michael Raikis at 561-969-5898 (PX 45898)
Jim Prestinani at 561-357-5965 (PX 25965)

ARE THERE WAYS TO SEE IF WE ARE IN COMPLIANCE?

Educational Data Warehouse Report 0521

Compliance of School Advisory Membership - RX00A0521 Grouped by School Sorted Ascending on Student Name

Year: 2017 School: 1921 - Woodson Middle

SAC Membership Compliance Calculator

The total population is greater than the sum of all the races because of possible US Census survey race omissions. The percents by race is based on the 2010, US Census survey total population, and not the sum of all the races. Schools with no assigned areas will get District population

Part 1: Community Served Compliance of SAC Membership Florida Statute 1001.452	Provide Answers		
Ethnicity	Member	Difference	Population
Percentage of Hispanic SAC Members/ Hispanic Population Percentage	9.1%	-4.4%	15.5%
Hispanic SAC Members/ Hispanic Population	1		12179
Race	Member	Difference	Population
Percentage of White population	63.9%	-12.0%	75.7%
Number of White	7		59395
Percentage of Black population	36.4%	29.8%	15.6%
Number of Black	4		12235
Percentage of Pacific Islanders/ Hawaiian population	0.0%	-0.1%	0.1%
Number of Pacific Islanders/ Hawaiian	0		85
Percentage of American Indian/ Alaskan Native population	0.0%	-0.2%	0.2%
Number of American Indian/ Alaskan Native	0		165
Percentage of Asian population	0.0%	-9.9%	2.9%
Number of Asian	0		2267
Percentage of Other population	0.0%	-3.0%	3.0%
Number of Other	0		2361

Part 1

Does The SAC membership represent community served?

Compliant Code Range
■ < 10%
■ 10% To 20%
■ > 20%



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)

Suggested Ethnic Membership																									
Membership	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
Hispanic	0.8	0.9	1.1	1.2	1.4	1.6	1.7	1.9	2.0	2.2	2.3	2.5	2.6	2.8	2.9	3.1	3.3	3.4	3.6	3.7	3.9				

Suggested Race Membership Ratio Chart																									
Membership	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
White	3.8	4.5	5.3	6.1	6.8	7.6	8.3	9.1	9.8	10.6	11.4	12.1	12.8	13.6	14.4	15.1	15.9	16.6	17.4	18.2	18.9				
Black	0.8	0.9	1.1	1.2	1.4	1.6	1.7	1.9	2.0	2.2	2.3	2.5	2.6	2.8	2.9	3.1	3.3	3.4	3.6	3.7	3.9				
Pacific Islander	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
Hawaiian	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
Am. Indian Alaskan Nat.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1				
Asian	0.1	0.2	0.2	0.3	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.5	0.5	0.6	0.6	0.6	0.6	0.7	0.7				
Other	0.2	0.2	0.2	0.2	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.5	0.6	0.6	0.6	0.6	0.7	0.7	0.8				

Used to determine membership ratio for Part 1.

Note: Rounding up a membership category may require a decrease to another category.

Part 2: Representatives Compliance of SAC Membership Florida Statute 1001.452	Provide Answers Shown in RED if changes are needed	
Number of representatives at your school		
Principal/Director (This School)	1	
Teacher(s) (This School)	3	
Middle or High School Student(s) (This School)	1	
Education Support Employee(s) (This School)	0	
District Employed Parent(s) (Not At This School)	3	
Non-District Employed Parent(s)	0	
District Employed Community/Business Partner(s)	0	
Non-District Employed Community/Business Partner(s)	1	
Total number of representatives at your school	11	
Are the majority of members Non-District Employees?	Part 2A Compliant: No	
Elementary: Are all membership categories represented?	Part 2B Compliant: No	
Secondary: Are all membership categories represented?	Part 2B Compliant: No	

Part 2 A&B

Compliant Code
■ Yes
■ No



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

Printer Friendly | Compliance of School Advisory Membership - RXOOA0521
Grouped by School Sorted Ascending on Student Name
Year: | Change School

Update

Elementary SAC Membership Compliance Calculator | Secondary SAC Membership Compliance Calculator
The total population is greater than the sum of all the races because of possible US Census survey race omissions.
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Schools with no assigned areas will get District population.

Part 1: Community Served | Provide Answers | Part 1

SAC Membership Compliance Calculator										
Part 1 Does the SAC membership represent the community served? (Florida Statute 1001.452)										
Use the EDW Report: <i>Compliance of School Advisory Member - RXOOA0521</i> to complete Part 1, Community Population Percentage section.										
Number of voting members will appear here:		15								
	Community Population Percentage - From EDW report 0521	Recommended Membership (Automatically Populates)	Current Membership	DIRECTIONS:						
8	Hispanic	21.6	3.20	26.7%	NOTE: You will input data only into the green cells					
9	White	75.3	11.30	66.7%	STEP 1: Fill in Part 1, Community Population Percentage section using the percentage from Population column in EDW 0521					
10	Black	13.8	2.10	33.3%	STEP 2: Fill in Part 2, School Totals, Hispanic, and Groups 1-6 using SAC completed data from PBUSD eForm 1710					
11	Pacific Islanders	0.1	0.00	0.0%	STEP 3: CHECK to see if Part 2, Hispanic and Groups 1-6 sections align with Part 1, Recommended Membership section					
12	American Indian	0.2	0.00	0.0%						
13	Asian	3.8	0.60	0.0%						
14	Other Ethnicity	4.3	0.60	0.0%						
Part 2 Does every member have representation and are the majority of the members NON-district employees? (Florida Statute 1001.452)										
Use PBSD eForm 1710 as completed by SAC members to complete Part 2, School Totals, Hispanic, and Groups 1-6 sections.										
		INDICATE - Number of voting members below								
		School Totals	Hispanic	White	Black	Group 3 Pacific Islanders	Group 4 American Indian	Group 5 Asian	Group 6 Other Ethnicity	Hispanic vs. Groups
19	Principal	1			1					OK
20	Teacher	2	2	2						OK
21	Student	1		1						OK
22	Ed Support Employee	1		1						OK
23	District Parent	1		1						OK
24	Non-District Parent	8	2	5	3					OK
25	District Comm/ Bus Partner	0								OK
26	Non-District Comm/ Bus Partner	1			1					OK
27	Total	Number of voting members	15	4	10	0	0	0	0	OK
28	District Employees < 50 %		33%	Hispanics must additionally be included in the appropriate group(s) (1 - 6)						
29	% District Employees									

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

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.”

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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