

# SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

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# SCHOOL ADVISORY COUNCIL (SAC)

## **Purpose of SAC**

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# FLORIDA STATUTE 1001.452

Each school advisory council shall assist in:

- preparation and evaluation of the school improvement plan required pursuant to FL.S.S. 1001.42.
- preparation of the school's annual budget and plan as required by s. 1008.385.
- Providing that the funds from the annual General Appropriations Act for use by school advisory councils, be used for implementing the school improvement plan.

The principal, pursuant to Fla. Stat. § 1001.54(2), must provide instructional leadership in the development, revision, and implementation of the School Improvement Plan



# WHAT ARE SCHOOL ADVISORY COUNCIL RESPONSIBILITIES?

Team of individuals from various segments of community:

- 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 (A+ Funds)**
- Adopts School Advisory Council **schedule, bylaws and maintains a record of minutes**
  - Posts the bylaws and SAC schedule

# SCHOOL BOARD POLICY 2.09

Book	School Board Policies
Section	Ch. 2. General Administration
Title	School Advisory Councils
Number	2.09
Status	Active
Adopted	November 6, 2013



## 1. Purpose

This policy is to ensure compliance with Fla. Stat. § 1001.452.

## 2. Applicability

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

## 3. Composition of Councils

a. Membership of the SAC shall meet the requirements within Fla. Stat. § 1001.452(1)(a). These requirements include that the SAC be composed of the school Principal/Director (who, pursuant to Fla. Stat. § 1001.54(2), must provide instructional leadership in the development, revision, and implementation of the School Improvement Plan) and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and business and community representatives.

i. Middle schools may include student representation on their SACs

ii. Career centers and high schools must include student representatives on their SACs.

iii. Career centers and Adult Education Centers are not required to have parent participation on the SACs.

iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support employee" as used herein refers to any person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal working week.

v. For purposes of School Advisory Council membership, the term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. § 1001.452(1)(a).

b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be persons who are not employed by the school district.

c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

## 4. Selection of Council Members

a. All council members shall be elected by their respective peer group, except for business and community representatives and the school Principal/Director. The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.

b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall be elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws of the SAC. Procedures in the bylaws should include the means of ensuring wide notice of vacancies and elections through such means as the school marquee, school newsletter, Parent Teacher Association/Parent Teacher Organization (PTA/PTO) meetings, and announcements at open house, etc.

i. Teacher(s) shall be elected by teachers;

ii. Education support employee(s) shall be elected by education support employees;

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

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## 8. School Improvement Plan (SIP)

- a. Each SAC shall assist in the preparation and evaluation of the School Improvement Plan pursuant to Fla. Stat. §§ 1001.42(18);1001.42(18),24.121(5), and 1008.33. Each school must have an approved School Improvement Plan, pursuant to Fla. Stat. § 1001.42(18), after one (1) full school year of planning and development, as required by Fla. Stat. § 1008.345(6)(c). Accordingly, new schools must have a School Improvement Plan upon completing one full school year of operation.
- b. Schools are required by the Florida Department of Education to complete their School Improvement Plan (SIP) templates with the assistance of their School Advisory Councils. In addition to the content in the SIP template, schools are required to include:
  - i. Single school culture and appreciation of multicultural diversity (applicable to all grade levels).
  - ii. Content as required by Florida Statute 1003.42(2), as applicable to appropriate grade levels, including but not limited to:
    - a. History of Holocaust,
    - b. History of Africans and African Americans,
    - c. Hispanic Contributions,
    - d. Women's Contributions
    - e. Sacrifices of Veterans.

- b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be persons who are not employed by the school district.
- c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

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# STATE LEGISLATION FLORIDA STATUTE

- 24.121 Allocation of Funds
- 112.3143 Voting Conflicts
- 286.011 Public Meetings, Inspection & Records; Criminal & Civil Penalties (Sunshine Law)
- 1001.42 District School Board
- 1001.452 District and School Advisory Councils
- 1001.54 Duties of School Principals
- 1002.33 Charter Schools
- 1003.42 Required Instruction
- 1008.33 Public School Improvement
- 1008.345 System of School Improvement and Education
- 1008.36 Florida School Recognition (A+ Funds)

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

[www.leg.state.fl.us](http://www.leg.state.fl.us)

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# FLORIDA ADMINISTRATIVE CODES

- 6A-1.09981 Improvement and Accountability
- 6A-1.099811 Differentiated Accountability
- 6a-1.099827 Charter School Corrective Action and School Improvement Plans

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

[www.leg.state.fl.us](http://www.leg.state.fl.us)

## ADDITIONAL LEGAL RECOURCES

- *2015 Open Government Overview PowerPoint*
- 2015 Sunshine Law Manual - My Florida Legal
- Open Government - FAQ's
- Memo: Participation of Physically Absent Members at SAC Meetings
- SAC Voting Conflicts (A+ Funds)
- SAC Sunshine Law and Voting Conflicts Memorandum

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

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# DEVELOPING THE SCHOOL IMPROVEMENT PLAN AND DISTRICT ACCREDITATION

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# PHASES OF SIP DEVELOPMENT

## Phase 1

- Schools Work on Development and Alignment with SAC input
- SAC Approval or SIP Plan

## Phase 2

- Schools Complete Compliance Check
- District Submits for School Board Approval

## Phase 3

- Schools Monitor Implementation and Effectiveness
- Schools Complete a Mid-Year Check for FDOE

## Phase 4

- Schools Complete an End of the Year Review

The principal, pursuant to Fla. Stat. § 1001.54(2), must provide instructional leadership in the development, revision, and implementation of the School Improvement Plan

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# DISTRICT ACCREDITATION

is a powerful systems approach to improving student performance results and organizational effectiveness over time.

The School District of Palm Beach County (SDPBC) has held AdvancED's most prestigious Accredited status since first becoming a fully accredited school district in 2008.

For more information:

<https://www.palmbeachschools.org/schoolimprovement/accreditation/>

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# WHO IS ADVANCED?

AdvancED is the largest community of education professionals in the world. It is a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems to ensure that all learners realize their full potential.

For more information: <http://www.advanc-ed.org>

# HOW DOES IT WORK?

Every 5 years the School District and it's schools conducts a self-assessment based on AdvancED standards.

Additionally, AdvancED visits the School District and it's schools with a team of national and international educational professionals to review the system of operations.

The visit results in determining if the School District and it's schools meet the requirements for accreditation.

For more information:

<https://www.palmbeachschools.org/schoolimprovement/accreditation/>

# WEBSITES RESOURCES:

- AdvancED: <http://www.advanc-ed.org>
- FDOE – BSI:  
<http://www.fldoe.org/schools/k-12-public-schools/school-improvement/>
- SDPBC - School Improvement:  
<https://www.palmbeachschools.org/schoolimprovement/>
- SDPBC - School Advisory Council:  
<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>
- SDPBC – District Accreditation:  
<https://www.palmbeachschools.org/distaccreditation/>

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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