

**School Improvement
Mini Lab Session
“School Advisory Council (SAC)”
September 19, 2022**



“Resetting the Route to School Improvement”



Broward School Improvement Team

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“All Things School Advisory Council (SAC)”

Meeting Agenda

September 19, 2022



- Know Your School Advisory Council (SAC) Bylaws
- Planning and Conducting SAC Meetings
- SAC Membership
- SAC Composition Online Program
- School Advisory Forum (SAF) Information



Know Your SAC Bylaws

Due Date: Friday, October 7, 2022



Within the SAC Bylaws there are established processes and procedures such as:

- Requiring a quorum (51% of total SAC membership) before a vote may be taken by the SAC
- Requiring at least 3 days advance notice in writing (marquee, newsletter, parent link, social media, etc.) to all SAC members of any matters scheduled to come before SAC for a vote
- Scheduling SAC meetings when all stakeholders can attend
- Replacing SAC members with two consecutive, unexcused absences
- Recording minutes of meetings



SCHOOL IMPROVEMENT

- [About Us](#)
- [Florida School Recognition Program \(A+ Funds\)](#)
- [Accreditation](#)
- [BCPS Customer Surveys](#)

About School Improvement



Accreditation
Cognia, formerly Advanced, system accreditation incorporates a performance-based model that has a five-year cycle. REA facilitates the district accreditation process, which includes a self-evaluation of each school, an organizational evaluation, and an independent

CONTACT INFORMATION

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QUICK LINKS

- [SAC Bylaws](#)
- [2022 Sunshine Law Manual](#)
- [2022 - 2023 SAC Technical Assistance Guide](#)
- [SAC Composition](#)
- [+ SAC Meetings](#)

SIP Bites



Journey Through Bylaws Articles



Planning & Conducting SAC Meetings



SAC Purpose:

- Facilitate the development and monitor the progress of the annual School Improvement Plan (SIP).
- Allocate Accountability Funds to support the SIP goals and objectives.
- Actively participate in the preparation of the school's annual budget and plan (*F.S.C. 1001.452*).



SAC MEETING GUIDELINES

1. SAC Meetings must be held physically at school sites on the first and fourth weeks of the month only (per SBBC Looping Process Policy 1164, #2) at a convenient time and location for all stakeholders.

SAC follows Roberts Rules of Order, and the Chair recognizes members to speak.

2. All SAC meetings are also subject to the Sunshine Law and must be advertised at least 3 days in advance via the school website, marquee, Parent Link, social media, etc.

The meeting notice must plainly state the full name of the School Advisory Council, agenda, time, and location.

3. SAC must collaborate and establish agendas prior to advertising meetings. (Use Agendas Template on School Improvement website as a guide).

Follow and discuss the approved agenda items only to the satisfaction of SAC. Defer other matters to another meeting of SAC, SAF, PTA/PTO, or the principal.

4. Any matter scheduled to come before SAC for a vote requires at least 3 days advance written notice to all SAC members.

- A quorum (51% of total SAC members) must be present before a vote may be taken by SAC.
- Voting must be scheduled early in the agenda.
- Motions, discussion of motions and voting on motions will be by SAC members only.
- All members of SAC have one vote each and must be present in person to vote.

5. SAC Voting (Per Florida's Sunshine Law):

- Voting will be conducted orally. Ask all in favor to say "Yea" and those opposed to say "Nay".
- Take roll call if there is any doubt as to whether or not there is a majority for or against the vote.
- Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call.
- All votes will become part of the SAC minutes. Alternates and proxy votes are not permitted.

6. For all SAC Meetings use the:

- SAC Agendas Template @
<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC-Agenda-and-Minutes-Guidelines-12-5-2016.pdf>
- SAC Sign-in Sheets in the new online SAC Composition Program in the SAC Documentation section of the 2022-23 SBBC SIP.
- SAC Minutes Template @
https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC_Meeting_Minutes_Template.pdf



REQUIRED SAC DOCUMENTATION

The documents below are essential to each School Advisory Council (SAC). Per the 2022-2023 School Improvement Timeline, ensure the documents below are created, completed, and/or uploaded as PDFs in the SAC Documentation Center in the BCPS SIP. If changes are made to any documents, upload the revised copies upon completion.

SAC Composition Report* (by Friday, October 7, 2022)

SAF Bylaws* (by Friday, October 7, 2022)

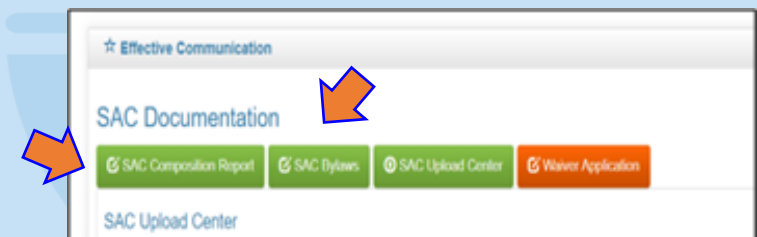
SAC 22-23 Meeting Dates (by Thursday, October 6, 2022)

Upload SAC Agendas (Monthly)

Upload SAC Sign-in Sheets (Monthly)

Upload SAC Minutes (Monthly in draft form if not yet approved by SAC)

***IT'S HERE!** The 2022-2023 SAC Composition Report and SAC Bylaws will now be completed in the SBBC SIP in BCPS Central V2.0. The access buttons are located in the SAC Documentation Center.



School Advisory Council Membership for 2022-23



SBBC Policy 1403A Governs SAC

Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (S 1001.452) a majority of the SAC members cannot be employees of the Broward County Public Schools. Members must be elected by their peer groups (teachers by teachers, parents by parents, etc.).

SAC Members Must Include:

- Principal
- Teachers
- School Advisory Council (SAC) Chairperson or Co-Chairpersons
- Broward Teachers Union (BTU) Steward (or designee)
- Parents
- Innovation Zone Representative (must be a parent)
- School Advisory Forum (SAF) Chairperson (or designee – must be a parent)
- English Speakers of Other Languages (ESOL) Representative (must be a parent of a student an ESOL student at the school; **required if the school has 10 or more ESOL students**)
- Exceptional Student Education (ESE) Representative (must be a parent of an ESE student at the school; **required if the school has 10 or more ESE students**)
- Gifted Representative (must be a parent of a Gifted student at the school; **required if the school has 10 or more Gifted students**)
- Pre-K Representative (if applicable - parent or certified teacher)
- Non-Instructional Support Employees
- Community/Business Representatives (appointed by the principal and approved by SAC)
- Students (required on high school & adult/technical center, optional at the middle school)
- Community School Representative (if applicable)

***Vacant SAC positions for parents should be listed on all forms of communication utilized by the school, especially the school website.**

SAC MEMBERSHIP RULES

- Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (S 1001.452) a majority of the SAC members cannot be employees of the Broward County Public Schools.
- SAC members must be elected by their peer groups (teachers by teachers, parents by parents, etc.). The business and community representatives are selected by the principal and approved by the SAC.
- Once the SAC is established, its members elect their officers. Each SAC must have a SAC Chair or Chairs, a secretary, and a parent member designated as I-Zone representative. Other officers are elected according to each SAC's bylaws.
- SAC membership is entered online in the SAC Membership/Attendance system. This creates a SAC Composition Report.
- Changes in SAC membership during the year must be reflected in the SAC meeting minutes, entered in the Online SAC Membership/Attendance System, and uploaded to the SAC Upload Center in BCPS Central in the BCPS SIP.



SAC Bylaws / SAC Membership Rules

ARTICLE III. MEMBERSHIP

- SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, etc.) Vacancies will be filled by special elections as needed in the same general manner. Changes in the SAC Composition during the school year must be approved by the School Improvement Office and noted in SAC meeting minutes.
- All stakeholders are invited to attend SAC meetings as non-voting participants without regard to membership on the SAC.



WELCOME TO SCHOOL IMPROVEMENT'S

“SCHOOL IMPROVEMENT PLAN (SIP) Q & A OPEN LAB”

To ask a question about your Florida Department of Education or School Board of Broward County SIP:

- Raise your hand on teams or post a question in the Q & A chat.
- If you need additional assistance, contact your school improvement specialist to schedule a session.

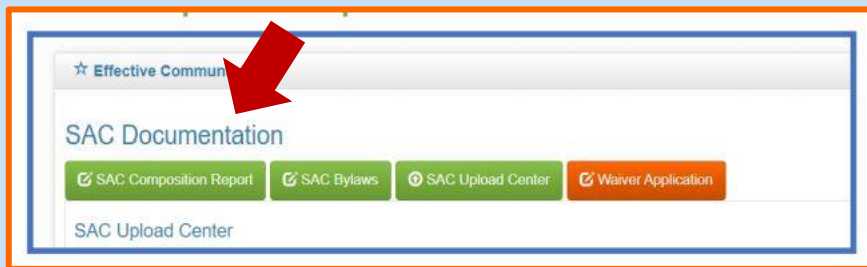


SAC Composition Online Program



DIRECTIONS TO ACCESS THE SAC COMPOSITION PROGRAM:

1. The online SAC Composition report is located in BCPS Central V2.0:
<https://web01.browardschools.com/ospa/ospa-central2/login.asp>
2. Click on the School Improvement Plan tab located on the menu to the left of the screen.



3. Scroll down to the “Effective Communication” section of the SIP and click on the SAC Composition Report tab.



The Broward School Improvement Team Welcomes You to the 2022-23 School Year

Kelli



The Broward School
Improvement Team
Welcomes You
to the 2022-23
School Year

Leslyn



Wanda



YUP.

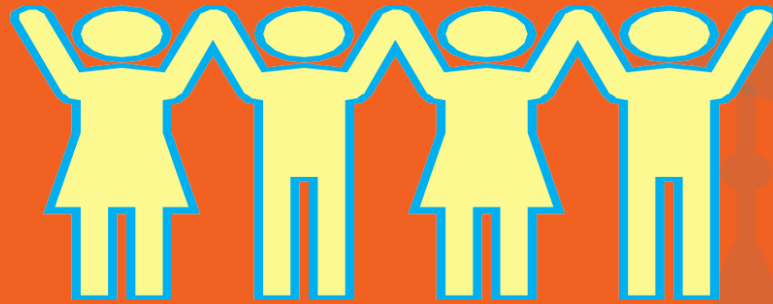
Collet



Jamillah



**We are here to help you have a
successful new school year.**



**Happy New School Year
with awesome new beginnings!**

