



OFFICE OF SERVICE QUALITY

PLANNING & CONDUCTING SAC MEETINGS

SAC MEETING PURPOSE

POLICY 1403-A: SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

- Each School Advisory Council is responsible for monitoring the implementation of the school improvement plan.
- The school's leadership is responsible for providing quarterly student performance data reports to facilitate formative evaluation of the school improvement plan and revision of the action plan.
- Each School Advisory Council is responsible for allocating Accountability Funds to support the school improvement plan goals and objectives. These allocations shall be documented in the school improvement plan and revisions to these allocations must be approved by the School Advisory Council and documented in the Council meeting minutes. Due to FLDOE budget cuts, new accountability funds will not be provided this year.



SAC MEETING PLANNING TOOL

1. MEETINGS MAY NOW BE HELD AT SCHOOL SITES, AFTER SCHOOL HOURS. SCHOOLS MAY CHOOSE TO UTILIZE TEAMS WITH THE LIVE MEETING

2. SCHOOLS MAY CHOOSE TO CONTINUE TO UTILIZE TEAMS FOR SAC MEETINGS THAT ARE INFORMATIONAL ONLY

3. MEETING NOTICE MUST PLAINLY STATE THE TIME AND LOCATION OF THE MEETING AND IF TEAMS WILL ALSO BE USED

4. ALL MEETINGS MUST BE ADVERTISED AT LEAST THREE DAYS IN ADVANCE AND ARE SUBJECT TO THE SUNSHINE LAW

5. IF TEAMS WILL BE USED THE LINK AND DIRECTIONS ABOUT HOW TO ACCESS TEAMS MUST BE INCLUDED IN MEETING NOTICE

6. ATTENDANCE AND MINUTES SHOULD BE TAKEN AT ALL MEETINGS AND PLACED IN THE BCPS SIP SAC UPLOAD CENTER



SAC MEETING GUIDE

1. SAC meeting agendas will follow the FLDOE Agenda Format posted on the OSPA website.
2. SAC may now utilize school facilities to host meetings outside of the location's regular school hours only.
3. SAC Chairs are responsible for ensuring physical distancing, face coverings, and all other pertinent CDC guidelines are adhered to while on campus
4. SAC follows Roberts Rules of Order and only SAC members recognized by the chair will be allowed to speak.
5. Quorum will be met by 51% of SAC physically present at the meeting.
6. Making motions, discussion of motions and voting on motions will be by SAC members only.
7. TEAMS may be use for SAC informational meetings or may be utilized in conjunction with a physically present SAC meeting.
8. Participants identified by name will be admitted to the TEAMS meeting by school staff.
9. Public comment and questions on TEAMS will be enabled by having questions and comments related to the meeting topic typed into the chat section on TEAMS.
10. Questions and comments not addressed at the meeting will be noted by the secretary and may be addressed at a future meeting.



MEETING NOTIFICATION

At the very minimum, the following must be used to notify all stakeholders of SAC meetings:

- School Website
- School Marquee
- Parent Link

Additional tools for meeting notification

- School Newsletter
- Facebook, Instagram, Twitter, etc.
- Email



SAC MEETING REQUIREMENTS

ALL SCHOOLS' SAC BYLAWS STATE:

Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken. All votes must be conducted orally. All members of the Council shall have one vote each. A voting member must be present in person to vote.

Section 5. All scheduled meetings, meeting times, and places will be announced at least three days in advance. Any matter that is scheduled to come before the council for a vote requires at least 3 days advance written notice to all SAC members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.

Section 7. A physical quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a physical quorum, a majority of the membership of the council (more than half the members) must be physically present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, to the School Advisory Forum, the PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say “Yea” and those opposed to say “Nay”. If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. 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 minutes. Alternates and proxy votes are not permitted (per Florida’s Sunshine Law). All votes will be scheduled early in the beginning of the agenda.



SAC MINUTES GUIDE & TEMPLATE

OFFICE OF SERVICE QUALITY INITIATIVES

About Us

A+ Recognition Funds

Accreditation

Department of Information

School Improvement (SI)

Field Trips

Innovation Zones

✓ [School Advisory Council \(SAC\)](#)

[Safety, Music/Arts, Athletics, Renovations and Technology \(SMART\)](#)

School Advisory Forum (SAF)

School Improvement Grant (SIG)

School Improvement Plan (SIP)

Student Success Opportunity Schools (SSOS)

Waivers

Wallace Grant

School Advisory Council (SAC)



School Advisory Councils (SAC) sets up priorities and student performance standards that serve as guiding principles for schools.

A School Advisory Council looks at aspects of their school as suggested by the priorities and develops a written School Improvement Plan as part of the school and District's continuous growth model.

(Download [Adobe Acrobat Reader](#) to view or print PDF)

SBBC POLICY 1403 SCHOOL ACCOUNTABILITY AND IMPROVEMENT

Each school has a School Advisory Council (SAC) to facilitate the development and monitor progress of the annual School Improvement Plan. Agendas and minutes reflect annual needs assessment, SIP monitoring and allocation of Accountability Funds.

TEMPLATE CAN BE FOUND AT
<https://www.browardshools.com/Page/35320>

CONTACT INFORMATION

Office of Service Quality

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Pompano Beach, Florida 33060

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Donna R. Boruch

Coordinator, Office of Service Quality

QUICK LINKS

[Meeting Minutes Template](#)

[Policy 1403](#)

[Policy 1403 - A](#)

[DOE SAC FAQ](#)

[Agenda & Minutes Guidelines](#)

[SAC Composition Guide](#)

[Roberts Rules of Order](#)

[Online SAC Composition Program](#)

[ByLaws Template](#)

[SAC ByLaws Directions](#)

SBBC POLICY 1403-A

SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL MEETINGS

- Once members are entered into the system, the online SAC Composition System generates sign in sheets for use at SAC meetings. These are the sign-in sheets that must be used. The system will also generate a guest sign-in sheet that must be used to document attendance by guests at all SAC meetings.
- Per State Statute, SAC members who have two unexcused absences shall be replaced.
- In order to conduct business at a SAC meeting, a quorum must be physically present. To establish a quorum, a majority of SAC members must be physically present. A quorum must be physically present to conduct a vote.
- All schools are required to enter SAC attendance into the online SAC Attendance System after each SAC meeting.
- All School Advisory Council meetings must be open, advertised (at least three days in advance) and are subject to the Sunshine Law. Each month, School Advisory Council meeting agendas, sign-in sheets, and meeting minutes must be posted via the SAC Upload Center.



SAC MEETING DOCUMENTATION

ONLY use the forms from this site for attendance for ALL SAC meetings

Online SAC Composition Program



BROWARD SCHOOLS  **VIRTUAL COUNSELOR**
POWERED BY THE DATA WAREHOUSE

Attendance Membership Sign In Sheets Report Help Logout

Committee Membership Maintenance

ANNABEL C. PERRY PK-8 Committee Summary

Total SAC membership	# Members:16	# Females:10	# Males:6	# Non SBBC Employees:10	# Parents:11	
SAC %		Females: 62%	Males: 38%	Non SBBC Employee: 62%	Parents: 69%	
SAC Demog:	White 6%	Black 88%	Hispanic 6%	Asian 0%	Am Indian 0%	Multi Racial 0%
School Demog 5/1/2018	White 3%	Black 85%	Hispanic 15%	Asian 0%	Am Indian 0%	Multi Racial 2%
		Female 46%	Male 54%			

ATTENDANCE & SIGN-IN SHEETS MUST BE UPLOADED TO THE SAC UPLOAD CENTER



BCPS RESOURCES FOR SAC

<https://www.browardschools.com/Page/35320>



QUICK LINKS
Meeting Minutes Template
Policy 1403
Policy 1403 - A
DOE SAC FAQ
Agenda & Minutes Guidelines
SAC Composition Guide
Roberts Rules of Order
Online SAC Composition Program
ByLaws Template
SAC ByLaws Directions



FLDOE RESOURCS FOR SAC

<http://www.florida-family.net/SAC/>

Topics included on this site include:

- SAC Basics and Tools
- FL Department of Education and SAC
- FL State Statutes and SAC
- Contact and SAC Organizations



SCHOOL ADVISORY COUNCIL

BEST PRACTICES:

- Make sure stakeholders are aware of the purpose of the School Advisory Council.
- Survey stakeholders to see what meeting times are most convenient.
- Also ask stakeholder what topics they would like to see addressed at meetings.
- Advertise dates, times and locations of meetings as many places as possible: website, front office, newsletters, parent handbook, etc.
- Advertise meetings with full name: School Advisory Council
- Have one main topic and guest speaker for each meeting to spark stakeholder interest.
- Attach agenda with all notices for meeting.



FLORIDA SUNSHINE LAW

The Sunshine Law requires:

- School Advisory Council (SAC) meetings are public meetings and subject to the Government in the Sunshine Law
- Meetings of boards or commissions must be open to the public
- All meetings must be held in a facility or location accessible to the public reasonable notice of such meetings must be given
- Minutes of the meeting must be taken and open to public inspection
- Formal actions are considered binding only when made at meetings held in accordance with the Sunshine Law
- SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor

Links & Resources for Information Regarding Sunshine Law:

Government in the Sunshine Manual - <http://myfloridalegal.com/>



ROBERTS RULES OF ORDER

Simplified Roberts Rules of Order

- **Main ideas:**
 - Everyone has the right to speak once if they wish, before anyone may speak a second time.
 - Everyone has the right to know what is going on at all times.
 - Only urgent matters may interrupt a speaker.
 - The [members] discuss only one thing at a time.
- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business - **point of information**
 - to get information about rules - **parliamentary inquiry**
 - if you can't hear, safety reasons, comfort, etc. - **question of privilege**
 - if you see a breach of the rules - **point of order**
 - if you disagree with the [president]'s ruling - **appeal**
- **You may influence WHAT the [members] discuss:**
 - if you would like to discuss something - **motion**
 - if you would like to change a motion under discussion - **amend**
- **You may influence HOW and WHEN the [members] discuss a motion:**
 - if you want to limit debate on something - **limit debate**
 - if you want a committee to evaluate the topic and report back - **commit**
 - if you want to discuss the topic at another time - **postpone or lay it on the table**
 - if you think people are ready to vote - **previous question**

Complete version located at: <https://www.browardschools.com/Page/35320>



TOOLS FOR CONDUCTING MEETINGS

<https://www.browardschools.com/Page/42835>



Policy 1.7

Read and review Policy 1.7 titled Policy 1.7 (SCHOOL BOARD-ESTABLISHED ADVISORY COMMITTEES AND APPOINTMENT OF A SCHOOL BOARD MEMBER REPRESENTATIVE(S) TO SUCH COMMITTEES(S))
(Document)



Parliamentary Procedures & Roberts Rules of Order

Explanation and review of parliamentary procedures.
(Video)



Sunshine Law

The intent of this presentation is to give you (as an advisory body member) an overview in the area of the Sunshine Law.
There are several general questions asked regarding this area of the law.
(Video)



Public Records Law

The state of Florida has a policy that "all state, county, and municipal records are open for personal inspection and copying by any person." The purpose of this policy is to promote transparency in government. This policy imposes the obligations of storing, maintaining and providing records when requested, subject to statutory exemptions
(Video)



Full Training for Committee Members

First time participants and or participants retaking the training in its entirety may go directly to the training session and view the entire presentation. Please allocate 45 minutes to complete the session..
(Video)



Code of Ethics for Public Officers and Employees

Deputy General Counsel Robert Vignola explains code of ethics for public officers and employees
(Video)



MANDATORY SEMIANNUAL SAC/SAF MEETINGS

SBBC SAC & SAF POLICY

SAC/SIP: SBBC POLICY 1403 SCHOOL ACCOUNTABILITY & IMPROVEMENT:

Each school has a School Advisory Council (SAC) to facilitate the development and monitor progress of the annual School Improvement Plan. Agendas and minutes reflect annual needs assessment, SIP monitoring and allocation of Accountability Funds.

SAF: SBBC POLICY 1.3 SCHOOL ADVISORY FORUM:

Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council.

Both policies can be viewed at: <http://www.broward.k12.fl.us/sbbcpolicies/index.asp>



SAC AND SAF COMPARISON

School Advisory Council (SAC)

Mandated by School Board Policy

Main purpose is increasing student achievement through school improvement

SAC Chair(s) can be Employee(s) and/or parent



School Advisory Forum (SAF)

Mandated by School Board Policy

Main purpose is communication between stakeholders, the school and the Area Advisory Chair

Member **MUST** be a parent

SBBC Policy 1403: In addition to regularly scheduled SAC meetings, joint meetings shall be held semi-annually with the School Advisory Forum (SAF)



SAC & SAF WORK TOGETHER

School Advisory Forum actively participates with the School Advisory Council in identifying the educational needs and priorities of the school.

Both SAC and SAF must record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws.

In addition to individual School Advisory Forum meetings, SAC and SAF are required by Board Policy to hold semi-annual joint meetings.

Both must use district developed guidelines, adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws & Robert's Rules of Order.

SAF chairperson or designee shall represent SAF as a voting member at School Advisory Council meetings.

SAC and SAF indicate awareness of plans for the school by the signatures of both chairpersons on the budget when it is submitted for district budget preparation.



SAC & SAF MEETING SCHEDULE

Schedule the meeting at a time that is convenient for the majority of stakeholders. Survey all stakeholders to see what times would be the convenient to a large number of them. November would be a perfect time to hold one of the joint SAC and SAF meetings mandated by policy.

Suggested Times to Schedule SAC/SAF Meetings:

- Before a scheduled parent night
- Prior to a sporting event
- Before a student performance
- Before student awards presentation
- In the morning before school starts
- Right after dismissal



SAC & SAF AGENDA TOPICS

The best way to get agenda topics for the two annual joint SAC/SAF meeting is to survey the parents. A simple survey or questionnaire can be an effective way to generate parent interest and give them a voice.

Suggested Topics For SAC/SAF Meetings:

- School Safety
- School Counseling Program
- The Schoolwide Positive Behavior Plan
- Social-Emotional Learning
- MTSS/RtI
- Getting Ready for College (Naviance)
- The Broward Technical Colleges
- Presentation on any special projects or programs at your school



THE OFFICE OF SERVICE QUALITY IS HERE TO HELP!



Questions? Call Kelli Blackburn Coordinator of School Improvement 754-321-3636

