SAC COMPOSITION GUIDE

The SAC Composition Report provides schools a summary of their membership to assure compliance with School Board Policy and Florida Law.

- Part I is the SAC Members Employment Status. In alignment with School Board Policy and Florida Law, the SAC Membership must be a minimum of 51% non-School Board employees.

- Part II is the required SAC positions. There must be a minimum of 1 representative for each group as described. One person cannot hold multiple positions.

- Part III is the Race/Ethnicity Percentages Versus School Demographics. The School's Demographics data is provided to ETS by the Demographics & Student Assignments Department after the 10th day of each school year. The acceptable discrepancy between the SAC Membership and the School Demographics for ethnicity/race is +/-20%.

DIRECTIONS FOR COMPLETING THE SAC COMPOSITION MEMBERSHIP

1. Go to OSPA website https://www.browardschools.com/site/Default.aspx?PageID=34522 and click on Service Quality.

2. Under Initiatives click on School Advisory Council (SAC.)

3. Click Online SAC Composition Program under Quick Links.

4. Enter username and password into SAC Online Program. Username is the school's location number and Password is the School's SIP SBBC Password

5. Committee Membership Maintenance screen appears. To add a member, click the 'Add Member' button at the bottom of the screen.

6. Document the Last Name, First Name, Position, Gender, Ethnicity, Email, SBBC Employee (yes/no), Parent of Student at School (Yes/No) and Add Date (current date). Click Update in lower right-hand corner. The individual is now added to the SAC Membership screen. Providing accurate email addresses is very important.

7. Under the Action column you can edit, delete or copy a member. Include the date a member resigns if that member voluntarily leaves the committee or misses two consecutive meetings with unexcused absences.

8. Click Edit to change information about an existing member. The online information that can be modified is Gender, Email, Parent of a Student at School, Position, Ethnicity, SBBC (School Board of Broward County) Employee and/or Add Date. Once completed click Update in bottom right hand corner.

9. Once SAC Composition is input, SAC meeting sign-in sheets for members and sign-in sheet for guests can be generated from this program.