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SIP Bites – SAC Membership

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Due October 8, 2021

The school is responsible for setting up election and appointment procedures, which should be accurately reflected in the school's SAC bylaws. The school should give reasonable written notice, at least 3 days in advance, for the election of SAC members. Information about the SAC and any identified vacancies should be shared with all parents, school employees, and community members.

- Balance in the SAC's composition is critical. Section 1001.452(1)a) of the Florida Statutes (2020) outlines the following key elements:
 - The SAC membership must be representative of the ethnic, racial, and economic community served by the school. **The acceptable discrepancy between the SAC Membership and the School Demographics for ethnicity/race is +/-20%.**
 - The majority (at least 51 percent) of SAC members must be non-school district employees.
 - Each advisory council is required to be composed of the principal and an appropriately balanced number of teachers, education support employees, students (only required for career centers and high schools), parents, and other business and community citizens.
 - There must be a minimum of 1 representative for each group as described.

- According to section 1001.452(1)(a) of the Florida Statutes (2020), council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups in a fair and equitable manner.
 - Teachers must be elected by teachers at a scheduled general faculty meeting.
 - Education support employees must be elected by education support employees.
 - Parents must be elected by parents at a scheduled general meeting of parents.
 - Students must be elected by students.

- Only the school principal is authorized to be a voting member as an administrator; Assistant principals **cannot** be voting members of SAC as they are in administrative roles.

- Announcement of an election must be made to the various peer groups at least one week in advance.

- If, after elections of SAC members, it is determined that either a majority of members are school employees or that the membership is not racially or ethnically balanced, the district school board shall appoint additional members to bring the membership into compliance (Fla. Stat. § 1001.452(1)(a), 2020).

- **Minimum Standards for Representation**
 - Principal
 - Teachers (classroom teachers, certified student services personnel and media specialist)
 - BTU Steward (or designee)
 - Parents
 - I-Zone Representative (must be a parent)
 - SAF Chair (or designee)
 - ESOL Parent of a student at the school
 - ESE Parent of a student at the school
 - Gifted Parent of a student at the school
 - Pre-K (if applicable – parent or certified teacher)
 - Non-Instructional Support Employees
 - Community/Business Representatives
 - Students (required on high school & adult/technical centers optional at the middle school)
 - Community School Representative (if applicable)

SAC Composition Quick Reference Guide

Before Meeting

- Create a meeting agenda
- Schedule the meeting
- Notice/Advertise the upcoming elections to the various peer groups at least one week in advance.
- Notice/Advertise the SAC meeting at least 3 days in advance on website, marquee and a parent link
 - Clearly state date, time and location
 - Include a list of all SAC positions
 - Include the meeting agenda
- Print attendance and sign in sheets from the Online SAC Composition program



During Meeting

- Conduct the vote for parent SAC members
 - Remember parents must be elected by parents at a scheduled general meeting of parents.
- Record the vote in the minutes

After Meeting

- Record the new members in the online SAC Composition database.
- Save the completed SAC Composition as a PDF
- Upload SAC Composition in the SAC Upload Center on the SBBC SIP in OSPA Central 2.0
- Upload attendance, sign in sheets and minutes in the SAC Upload Center on the SBBC SIP in OSPA Central 2.0

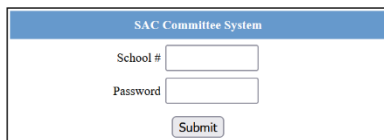


DUE: October 8, 2021

Completing SAC Composition – Due October 8, 2021

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.



The screenshot shows a login form titled "SAC Committee System". It contains two input fields: "School #" and "Password", each with a small blue icon to its left. Below the fields is a "Submit" button.

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.

