



# SIP Bites – School Advisory Council Composition (Membership)

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## SAC Compositions Due Friday, October 6, 2023

Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per state statute *S1001.452*, a majority of the SAC members must not be employees of Broward County Public Schools. Members consist of the school 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 members.

### SAC Membership

- 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% or more of the total membership) of SAC members must be non-school district employees with a minimum of one (1) representative for each group (teachers, education support employees, students, parents and other business/ community citizens).
- Each peer group shall elect their respective representatives in a fair and equitable manner at a scheduled general meeting:
  - **Teachers must be elected by teachers.**
  - **Non-instructional support employees must be elected by non-instructional support employees.**
  - **Parents must be elected by parents.**
  - **Students must be elected by students.**
- Only the school principal is authorized to be a member as an administrator. Assistant principals **cannot** be members of SAC as they are in administrative roles.

Minimum Standards for SAC Representation		
BTU Steward (or designee)	I-Zone Representative (must be elected by SAC)	Principal
SAC Chairperson(s) (must be elected by SAC)	Non-Instructional Support Employees	Parents
Community/Business Representatives	Pre-K (if applicable) (parent or certified teacher)	Teachers (classroom teachers, guidance counselors, ESE specialists, academic coaches, media specialists, etc.)
Community School Representative (if applicable)	ESE Parent of a student at the school (parent of ESE student; required if 10 or more ESE students)	SAF Chairperson (or designee) (parent of a student at the school, but shall not be employed by the School Board of Broward County at the school where they will serve.
I-Zone Representative (must be elected by SAC)	Pre-K (if applicable) (parent or certified teacher)	ESOL Parent of a student at the school (parent of ESOL student; required if 10 or more ESOL students)
Non-Instructional Support Employees	Gifted Parent of a student at the school (parent of Gifted student; required if 10 or more Gifted students)	Students (required for high school & adult/technical centers, optional at the middle school)

## SAC Peer Group Elections

The school is responsible for setting up the SAC elections process and procedures, which are accurately reflected in the school's SAC Bylaws. Schools should follow the procedures for all Spring or Fall membership elections and vacancies that may occur throughout the year.

*\*Note:* Refer to Article III Membership, Section 3 of your school's Bylaws to determine the length of the term of your SAC members (one, two or three years). If you are within the election window, follow the processes below.

### Before the Election

- The SAC Chair/Co-chairs or leadership designee should collaborate with all the peer groups to establish a general election schedule (date, time, location and collection of results).
- Each peer group will
  - Advertise positions/vacancies on SAC to their respective peer groups.
  - Collect nominations for open positions/vacancies.
  - Create the slate/ballot to include all nominees for each position.
  - Establish an election schedule (date, time, location and collection of results) and notify the SAC Chair.
- Peer group election meetings should
  - Be advertised at least seven (7) full business/workdays in advance on the school website, marquee, parent link, newsletter, etc. including the date, time and location for each peer group election meeting.
  - Include a list of all SAC positions available and names of nominees collected from the nominations.

### During the Election

- Conduct the vote for each peer group - Parents, teachers, non-instructional support employees and students (required for high school & adult/technical centers, optional at the middle school).
- Record results of the election.

### After the Election

- Respective peer groups will share the election results with the SAC Chair/Co-chair or designee.
- The elected members from each peer group election will be presented at the next scheduled SAC meeting, as the newly elected SAC members.

## Nominating Committee (SAC Bylaws, Article IV, Section 5):

After peer group elections are complete, a nominating committee should be established for the purpose of electing the SAC Officers (Chair/Co-chairs and SAC Secretary) and I-Zone Representative from the general membership.

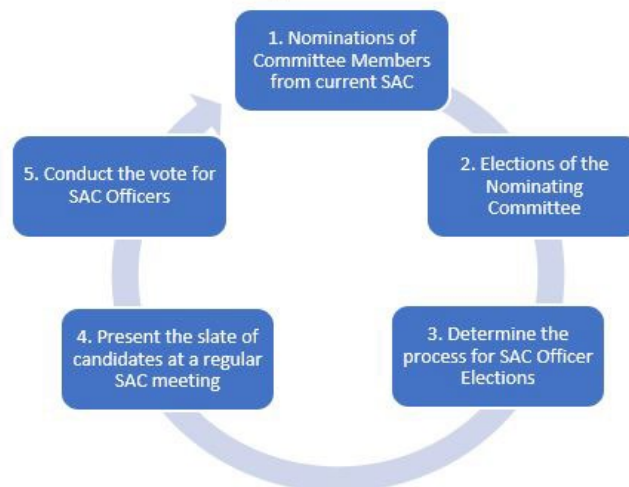
### Establishing a Nominating Committee

- At a regular SAC meeting, the current SAC members will elect three members for the nominating committee.
- This committee should include at least one, but not more than two, of the current elected officers (if applicable) and the remaining members from the general membership.
- The SAC Committee should receive nominations from the current membership as candidates for the nominating committee.
- The nominating committee determines the process and timeline for collecting nominations for each officer position (SAC Chair/Co-chairs and Secretary) and I-Zone Representative position on the SAC Committee.

### Nomination Process

- The nominating committee presents a slate of candidates for each office (SAC Chair/Co-chairs and Secretary) and the I-Zone Parent Representative position and/or receives nominations from the floor at the SAC meeting in which officers are elected. Refer to Article IV, Section 2 of your Bylaws for your school's specific time frame.
- Make sure the meeting minutes reflect the voting results.

### Nominating Committee Process



**\*\*Remember, SAC Compositions are due in the SAC Upload Center by Friday, October 6, 2023. Use this deadline date to backwards plan for your SAC elections.**

# SAC Officers and I-Zone Representative Elections

After the nominating committee is established the process of selecting the SAC Officers (Chair/Co-chairs and SAC Secretary) and I-Zone Representative from the general membership will commence.

*Note:* Refer to your SAC Bylaws, Article IV, Section 3, on when the installation of these officers will occur.

## Before the Meeting

After the SAC members have been established from the peer group elections,

- Determine the meeting date, per your established meeting schedule, for the election of the SAC Officers and I-Zone Representative according to your SAC Bylaws (Article IV, Section 2).
- Include SAC Officers and I-Zone Representative Elections as a topic on the meeting agenda.
- Since the meeting includes elections, notice/advertise it at least seven (7) full business/workdays in advance on the school's website, marquee, parent link, newsletter, etc.
  - o Clearly state the date, time and location of the meeting
  - o Include a list of all SAC officer positions (e.g., SAC Chair/SAC Co-Chairs, SAC Secretary) and the I-Zone Representative position available.

## During the Meeting

- The Nominating Committee will facilitate the election process for SAC Officers and the I-Zone Parent Representative.
- Conduct the vote for the SAC Chair/Co-Chairs, SAC Secretary and the I-Zone Parent Representative. Remember a quorum (51% or more of the total membership) must be present before a vote may be taken.
- Record minutes to reflect the voting process and results of the vote.

## After the Meeting

- Add the newly elected SAC Officers and I-Zone Representative to the online SAC Composition program.
- Save the completed SAC Composition as a PDF.
- Upload the new SAC Composition to the SAC Upload Center in BCPS Central.

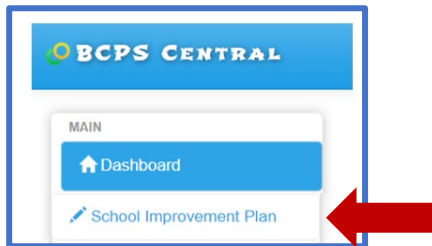


# SAC Composition (Membership) Quick Reference Guide

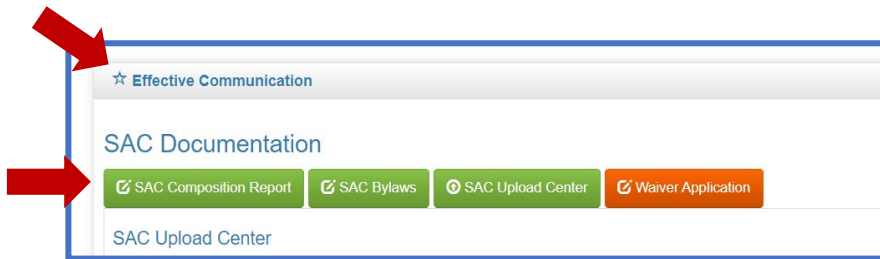
## DIRECTIONS FOR COMPLETING SAC COMPOSITION MEMBERSHIP

1. The online SAC Composition report is located in BCPS Central:  
<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.

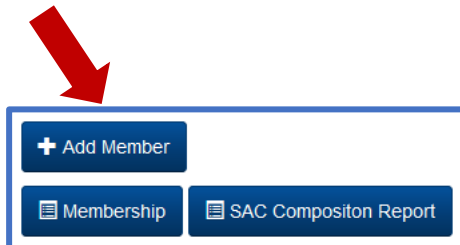


3. Scroll down to the **Effective Communication** section of the SIP and click on the **SAC Composition Report** tab.



4. **Required SAC Positions:** Required positions are listed in this section. A minimum of one representative is required for each position. As you add the positions to your composition they will disappear from the list.

Click **+ Add Member**.



☆ Required Positions
The required positions below are still missing from your School Advisory Council.
Community School Representative (if applicable)
ESE Parent of a student at the school
Gifted Parent of a student at the school
I-Zone Representative (must be a parent)
Non-Instructional Support Employees
Pre-K (if applicable - parent or certified teacher)
Principal
SAC Chair

- All fields are required and must be filled in except Additional Positions (only if applicable). Use the **Additional Positions** button for SAC members who hold more than one position on the SAC Committee.

The image shows two windows from a software application. The left window is titled "SAC Composition" and contains a form with fields for Location, First Name, Last Name, Email, Position, Gender, Ethnicity, SBBC Employee, Parent of Student at School, Add Date, and Resigned. The right window is titled "Additional Positions" and has a "Position" dropdown menu. A red arrow points to the "Additional Positions" window.

- Click **Save** in the lower left-hand corner upon completion. The individual is now added to the SAC membership composition for the school.

The image shows a "Save" dialog box with a blue "Save" button and an orange "Cancel" button. A red arrow points to the "Save" button.

- Once members are added, data is generated to show a balanced composition (indicated in **green**) or an imbalanced composition (indicated in **red**).
  - SAC Percentages vs. School Demographics: Must be within +/- 20 percentage points.
  - Employee vs. Non-Employee: At least 51% or more of the total membership must be non-employees.

The image shows a screenshot of the "SAC Composition General Data for Anderson, Boyd HS (1741)" window. It contains a table with columns for Gender (M, F, W) and Ethnicity (B, H, A, AI, MR). The table shows data for TOTALS, SAC Percentages, and School Demographics. A red arrow points to the "Employed by District (49% or less)" field in the right-hand panel, which has a value of 100.

Name	Gender			Ethnicity				
	M	F	W	B	H	A	AI	MR
TOTALS	1	1	1	1	0	0	0	0
SAC Percentages	50	50	50	50	0	0	0	0
School Demographics	47	53	2	88	9	1	0	1

- To Edit Members:** Click the **Edit** button to change information about an existing SAC member. Click **Save** in the bottom left-hand corner once you have made changes.

The image shows a screenshot of the "SAC Composition" window displaying a table of members. A red arrow points to the "Edit" button in the bottom right corner of the table.

#	Name	Position	Gender	Ethnicity	SBBC Employee	Parent of Student	Email	Add Date	Resigned
1	ff f	BTU Steward (or designee)	Male	Black/African Americans	Yes	No	f@yahoo.com	2022-09-08	

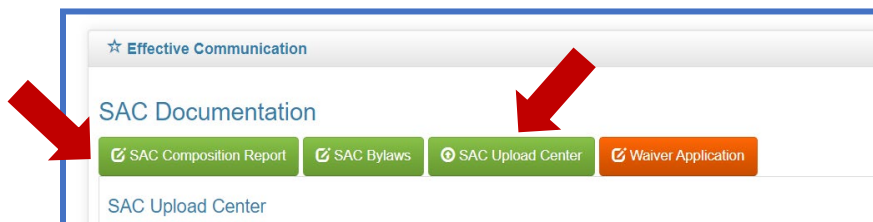
- **Member Resignation:** Click the **Edit** button and indicate the exact date a member resigns. Once the changes have been made, click **Save** in the bottom left-hand corner.

☆ SAC Composition

All Drop down are required and you will **NOT** be able to save until they are filled out

Location	Anderson, Boyd HS (1741)		
First Name	ff	Last Name	f
Email	f@yahoo.com	Position	BTU Steward (or designee)
Gender	Male		
Ethnicity	Black/African Americans (B)	SBBC Employee	Yes
Parent of Student at School	No		
Add Date	09 / 08 / 2022	Resigned	mm / dd / yyyy

8. Once your SAC Composition is balanced (all green), download the SAC Composition Report and upload it to the **SAC Upload Center**.



9. **Attendance and Sign-In Sheets:** Once members are added to the SAC Composition, a SAC Composition Report **and** meeting sign-in sheets for committee members and guests can be generated and printed from this program.

