

SCHOOL IMPROVEMENT

PLANNING AND CONDUCTING SCHOOL ADVISORY COUNCIL (SAC) MEETINGS

This guide was created to provide schools with vital information for planning and conducting SAC meetings. The District School Improvement Team is available to support to schools throughout the school improvement process. Contact us for assistance at 754-321-2500.

School Improvement is now part of the Research, Evaluation & Accountability Department.

SCHOOL ADVISORY COUNCIL (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.
- Each SAC shall actively participate in the preparation of the school's annual budget and plan (*F.S.C. 1001.452*). A portion of the funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.



SAC MEETING REMINDERS

1. SAC meetings must be held face to face at school sites on the first and fourth weeks of the month only.

To encourage participation of all stakeholders, convenient times and locations must be established.

3. SAC Agendas must be established prior to advertising the meetings.

Use the SAC Agendas Template (see #6) as a guide to create purposeful agendas.

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

The meeting notice must plainly state the agenda, time, and location of the meeting.

4. Attendance and minutes must be taken at all SAC meetings.

A quorum (51% of SAC members) must be present before a vote may be taken by SAC.

5. Upload PDF copies of the SAC agenda, approved minutes (draft if not approved) and attendance in the BCPS SIP SAC Upload Center monthly.

6. For 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 from the “New Online SAC Composition Program” in BCPS Central V2.0 via the SAC Upload Center of the 2022-23 BCPS SIP.
- SAC Minutes Template @ <https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAC Meeting Minutes Template.pdf>



SAC MEETING GUIDE

1. SAC meeting agendas will follow the FLDOE Agenda Format posted on the School Improvement website via the School Advisory Council tab @ <https://www.browardschools.com/Page/47653>.
2. SAC may utilize school facilities to host meetings outside of the location's regular school hours only.
3. SAC follows Roberts Rules of Order and only SAC members recognized by the chair will be allowed to speak.
4. Quorum will be met by 51% of SAC physically present at the meeting.
5. Making motions, discussion of motions and voting on motions will be by SAC members only.
6. Questions and comments not addressed at the meeting will be noted by the secretary and may be addressed at a future meeting.



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.



SBBC POLICY 1403-A SCHOOL ACCOUNTABILITY AND IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL (SAC) MEETINGS

- Once members are entered into the BCPS Central V2.0 SAC Composition online system, it generates a SAC committee sign-in sheet 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 upload SAC committee **and** guest attendance sheets into the BCPS SIP via the SAC Upload Center after each SAC meeting.
- All SAC meetings must be open, advertised (at least three days in advance) and are subject to the Sunshine Law. Each month, SAC meeting agendas, sign-in sheets, and meeting minutes must be posted in the BCPS SIP via the SAC Upload Center.



SAC 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.
- Ask stakeholders what topics they would like to see addressed at meetings.
- Advertise dates, times and locations of meetings in as many places as possible: website, front office, newsletters, parent link, marquee, social media, etc.
- Advertise meetings with the 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.

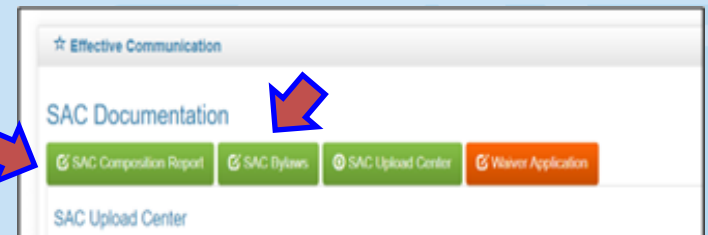


Required SAC Documentation

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 Oct. 7, 2022)
- SAF Bylaws* (by Oct. 7, 2022)
- SAC 22-23 Meeting Dates (by Sept. 30, 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 SBBC SIP in BCPS Central V2.0. The access buttons are located in the SAC Documentation Center.



FLORIDA SUNSHINE LAW

The Sunshine Law requires:

1. School Advisory Council (SAC) meetings are public meetings and subject to the Sunshine Law.
2. Meetings of boards or commissions must be open to the public.
3. All meetings must be held in a facility or location accessible to the public and reasonable notice of such meetings must be given.
4. Minutes of the meeting must be taken and open to public inspection.
5. Formal actions are considered binding only when made at meetings held in accordance with the Sunshine Law.
6. 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

Roberts Rules of Order (Simplified)/Compete version @ <https://www.browardschools.com/Page/35320>

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 the speaker.
- The [members] may discuss only one thing at a time.

You may INTERRUPT a speaker only for these reasons:

- to get information about business - **point of information**
- to get information about rules - **parliamentary inquiry**
- if you can't hear, safety concerns, comfort, etc. - **question of privilege**
- if you see a breach of the rules - **point of order**
- If you disagree with the presiding officer'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**



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 SCHOOL ADVISORY COUNCIL & SCHOOL ADVISORY FORUM 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>



SCHOOL ADVISORY COUNCIL (SAC) AND SCHOOL ADVISORY FORUM (SAF)

School Advisory Council (SAC)

Mandated by School Board
Policy

Main purpose is increasing
student achievement
through school improvement

SAC Chair/Co-Chairs can be
employees and/or parents



School Advisory Forum (SAF)

Mandated by School Board Policy

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

SAF Chair and members **MUST** be
parents

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



SAC AND SAF WORK TOGETHER

SAF actively participates with SAC 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.

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 SAC 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 AND 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
- Multi-Tiered System of Supports (MTSS)
- Getting Ready for College (Naviance)
- The Broward Technical Colleges
- Presentation on any special projects or programs at your school



BCPS SAC RESOURCES

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



QUICK LINKS
2022 - 2023 SAC Technical Assistance Guide
2021 Sunshine Law Manual
SAC Composition
+ SAC ByLaws
✓ SAC Meetings
Planning & Conducting SAC Meetings
Meeting Minutes Template
Agenda & Minutes Guidelines
2022-2023 SIP Bites (Coming Soon)
+ 2021-2022 SIP Bites
Roberts Rules of Order
DOE SAC FAQ
Policy 1403
Policy 1403 - A



FLDOE SAC RESOURCES

<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



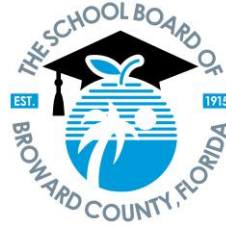
**We are here to help you have a
successful new school year.**



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

Questions? Call Kelli Blackburn, Coordinator, School Improvement 754-321-2500





Lori Alhadeff
Torey Alston
Daniel P. Foganholi
Debra Hixon
Sarah Leonardi
Ryan Reiter
Nora Rupert
Manuel “Nandy” A. Serrano
Kevin Tynan

Dr. Vickie L. Cartwright
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District’s Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

browardschools.com



SCHOOL IMPROVEMENT