



Cooper City High School School Advisory Council (SAC)



The School Advisory Council will be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Certain members are elected by their peers, business and community members are appointed by the SAC, and the principal automatically serves. Only students in secondary schools serve on a SAC. It is also a requirement that the majority of the members of the SAC are not employed by the school district. For further information, see Section 1001.452(1)(a), F.S. In alignment with *Best Practices in Inclusive Education* (BPIE), BSI encourages the inclusion of parents of children with disabilities on SACs, as well as teachers or support employees whose primary role involves working with students with disabilities, to achieve representation of an entire school community.

DUTIES — Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. [1001.42](#)(18). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school's annual budget and plan as required by s. [1008.385](#)(1). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.

How are elections conducted? The nomination and election procedures should be fair, equitable, and clearly outlined in the SAC's adopted bylaws. The SAC must represent teachers, education support employees, parents, and students who are elected by their respective peer groups at the school as follows:

- Teachers must be elected by teachers
- Education support employees must be elected by education support employees
- Parents must be elected by parents
- Students must be elected by students

Voting can occur at meetings or by mail, using written ballots or a show of hands. Ballots are counted, recorded, and retained. Ballots and voting records should be kept by a SAC officer, and the results are to be reflected in the official SAC minutes. For further information, see Section 1001.452(1)(a), F.S.

SAC Composition Descriptions

***Principal**

The principal ensures the council is comprised of properly elected representatives, provides leadership in the development, revision, and implementation of the school improvement plan, submits the SAC-approved SIP to the district for school board approval, and keeps members informed of relevant policies and activities of the school, district, and state. Principals are required to serve on their school's SAC. For more information, see Section 1001.452 (1)(a), F.S.

***SAC Chair/Co-Chair**

Who serves as chair of the SAC? Any member can be elected to serve as chair. The Bureau of School Improvement recommends that neither a principal (to invite greater shareholder involvement) nor a student (due to limited experience and maturity) fills this role. Some schools elect co-chairs so that a parent or community member and a school-based member can lead jointly.

The chair is responsible for notifying members of upcoming meetings and votes. The chair, or designee, will facilitate the SAC meetings and inform the SAC of relevant issues related to school improvement activities. They also ensure that a quorum is present before an action item on the agenda comes to a vote and works in collaboration with the SAC secretary (Mr. Neviasser) to ensure minutes are recorded and filed promptly.

***SAC Secretary**

Who serves as the SAC secretary? Any member of a SAC may serve as the council 's secretary. Depending on the SAC's bylaws, the secretary may be appointed by the chair or selected by the committee through majority vote.

The secretary is responsible for keeping accurate, complete minutes and ensuring those records are accessible to the public (e.g., posted on school or district website). They also ensure that a copy of the minutes and agenda are kept in an official, designated location in the front office of the school. Additionally, the secretary is responsible for keeping accurate record of the council's membership, attendance, duties, and special assignments.

***BTU Steward**

The BTU Steward is considered an internal stakeholder who is responsible for ensuring equitable practices between the school and the teachers union as it pertains to the development and monitoring of the SIP. The BTU Steward is a voting member and is chosen as a designee.

Parent

Contributing external stakeholder who provides a quality voice relating to the development and monitoring of the SIP.

Student

Contributing internal stakeholder who provides a quality voice relating to the development and monitoring of the SIP.

Teacher

Contributing internal stakeholder who provides a quality voice relating to the development and monitoring of the SIP.

ESOL Rep

Contributing external stakeholder who is a parent of an ESOL student attending the school. This member provides a voice for the ESOL portion of the development and monitoring of the SIP.

Community Rep

Contributing external stakeholder who provides a quality voice relating to the development and monitoring of the SIP.

ESE Rep

Contributing external stakeholder who is a parent of an ESE student attending the school. This member provides a voice for the ESOL portion of the development and monitoring of the SIP.

Non-Instructional

Contributing internal stakeholder who provides a quality voice relating to the development and monitoring of the SIP.

***IZ Rep (Mrs. Debbie Espinoza)**

The Innovation Zone stakeholder is required to attend monthly Innovation Zone meetings and bringing this information back to the update the SAC.

***SAF Designee (Mrs. Debbie Espinoza)**

The School Advisory Forum stakeholder is responsible for attending monthly SAF meetings and bringing the critical information back to the School Advisory Forum.

Business Partner

How are business and community members selected? The district school board is responsible for establishing procedures for selecting business and community members. This includes a means of **ensuring wide notice of vacancies and seeking input on possible members from local businesses, chambers of commerce, community and civic organizations, and the public at large.** For further information, see Section 1001.452(1) (a), F.S.

** denotes positions are closed*

2020/2021 School Advisory Council Meeting Dates:

Monday, August 31 st	Monday, November 30 th *	Monday, March 29 th
Monday, September 21 st	Monday, January 25 th	Monday, April 26 th
Monday, October 26 th	Monday, February 22 nd	Monday, May 24 th *

**joint SAC and SAF meeting*

SCHOOL ADVISORY COUNCIL MEETINGS ARE HELD ON THE DATES LISTED ABOVE .

During the eLearning virtual school time, meetings will be held remotely via ‘TEAMS’ starting at 3:45PM

SCHOOL ADVISORY FORUM (SAF) MEETINGS TO FOLLOW IMMEDIATELY AFTER SAC.

Principal: Vera Perkovic

Assistant Principal: Carla Hozebin

SAC Chair: TBA

SAC Secretary: Mr. Neviaser

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