

School Advisory Council for  
Zenith Accelerated Learning Academy.

Proposed Meeting dates for academic school year  
2017- 2018

<b>Thu Aug 24, 2017</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Sep 14, 2017</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Oct 12, 2017</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Nov 9, 2017</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Dec 14, 2017</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Jan 11, 2018</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Feb 8, 2018</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Mar 8, 2018</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu Apr 12, 2018</b>	2:30pm – 3:30pm	SAC committee meeting
<b>Thu May 10, 2018</b>	2:30pm – 3:30pm	SAC committee meeting

# Florida School Advisory Councils - 2015

## SAC "Basics"

# SAC Basics

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- SAC is?
- Responsibilities
- Meetings
- Records
- Resources
- Q & A



# School Advisory Councils (SACs) are...

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a *diverse group of stakeholders* of a school, with the *goal of increasing student achievement* in a *safe learning environment*.



(established by Florida State Statutes 1001.452)



# SAC Members... ss. 1001.452

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- SAC members, “representing teachers, education support employees, students, and parents are *elected from their PEER groups in a fair and equitable manner*”
- “shall 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.
  - “Technical center & high school advisory councils shall include students, and middle & junior high school advisory councils may include students.”
- SACs must represent “the ethnic, racial and economic makeup of the community served by the school.” To achieve this, members may be appointed.
- *Majority* of the school’s council members “*must be of persons NOT employed by the district.*”

# Membership clarification

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- “For the purposes of school advisory councils and district advisory councils, the term “*teacher*” shall include *classroom teachers, certified student services personnel, and media specialists.*”
- “For purposes of this paragraph, “*education support employee*” means any person employed by a school who is *not defined as instructional or administrative personnel* pursuant to [s. 1012.01](#) and whose duties require 20 or more hours in each normal working week.”

# SAC Responsibilities . . . ss.1001.452

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1. [SAC] “*council shall be the sole body responsible for final decisionmaking at the school relating* to implementation of provisions of ss.1001.42 (18) and 1008.345” (implement *school improvement and accountability*)
2. “assists” in the preparation & evaluation of the *School Improvement Plan (SIP)*
3. “assists” the principal with the *school budget*
4. decides how *school improvement funds* are spent
5. decides jointly with school faculty how A+ recognition funds are spent – except after *February 1*
6. perform functions as prescribed by regulations of the school board.

# School Improvement Plans (SIP)

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- ✓ A SIP is made up of goals & objectives established for the school determined by needs.
- ✓ Purpose: To increase student performance
- ✓ Funds: School Improvement Funds have been made available to each school, allocated to SAC for their use in implementing their SIP.
- ✓ Include: Strategies, safety, discipline, health & fitness, resources (human & material), and measured goals





# School Improvement Plans (SIP)

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Determine the needs of a school through:

- ✓ Surveys & discussions
- ✓ Assessing prior year's SIP
- ✓ Using reports/data to measure progress (i.e. NCLB AYP Report - No Child Left Behind Adequate Yearly Progress)
- ✓ Using testing scores (i.e. FCAT, Kaplan)
- ✓ FL Education Improvement Plans  
<https://www.floridacims.org/>



# School Improvement Resources

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- School Improvement Funds
- Recognition Funds
- School Budget
- Other sources:  
Grants, PTA, Business & Community Partnerships
- FL Dept. of Education does not recommend SAC sponsoring fund raisers (SI allocations must be separate & auditable). Check individual district policy for further guidance.



# School Improvement Funds

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- ss. 1001.452 (2) ... “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.”
- ss. 24.121 Allocation of revenues and expenditure of funds for public education (State Lotteries)
  - 1) Council funds are not subject to override by the principal or school district staff (subject to audit)
  - 2) Not used for capital improvements or projects over one year – however SAC may determine to approve for subsequent year
  - 3) These moneys may be expended only on programs or projects selected by SAC
  - 4) Amount determined annually by the General Appropriations Act ([www.myfloridahouse.gov](http://www.myfloridahouse.gov))

# School Recognition Funds... (ss. 24.121)

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- How school recognition funds are spent is *jointly decided* by faculty & SAC and be used in several ways (or any combination)
  - *Funds are to be used for nonrecurring bonuses to the faculty and staff,*
  - *nonrecurring expenditures for educational equipment or materials, or*
  - *for temporary personnel to assist the school in maintaining or improving student performance (Section 1008.36(5), F.S.).*
  
- If a decision is not reached by *February 1* ... the funds are dispersed as bonuses to only the classroom teachers *currently teaching this school year* (ss.24.121 - State Lotteries)
  - *Classroom teachers defined ss. 1012.01(2a)*

# SAC Requirements... ss.1001.452

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(d) “Each school advisory council shall adopt *bylaws* establishing procedures for:

- ✓ at least *3-days'* advance *notice in writing* to all SAC members of any matter that is scheduled be voted on
- ✓ requiring a *quorum* of at least 51% to be present before a vote may be taken by the school advisory council. Quorum must be present for each voting issue.
- ✓ *scheduling meetings* when parents, students, teachers, business persons, and members of the community can attend
- ✓ *replacing* any member who has two unexcused consecutive absences from a SAC meeting that is noticed as per bylaws
- ✓ *Recording minutes* of meetings



# SAC Bylaws required ...ss.1001.452

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- Name of council, purposes, basic policies & governance
- Duties & obligations
  - Funds (SI& Recognition)
  - School Improvement Plan (SIP)
  - School Budget: procedure for “assisting”
  - Subject to all “open government laws”
- Member composition
  - Officers
  - Meetings



# SAC Bylaws. . . *continued*

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## Include Election Process & Procedures

- Procedure for *electing* all council members, fair & equitable
- Procedure for *appointing* members
- Procedure for *removal* of SAC members for just cause (2 unexcused consecutive “noticed” meetings = removal)
- Procedure for *replacing* those members that were removed

# SAC Minutes are necessary . . .

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- ❑ Requirement: FL Sunshine Law + Statutes
- ❑ Verification of proper procedures
- ❑ Attendance: quorum records
- ❑ School improvement fund expenditure decisions
- ❑ Documentation of decisions & business required by law for the public (public records) (minutes are public documents be made available to the public)
- ❑ Accelerate business
- ❑ Succeeding officers, & members

# The Minutes include:

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- ❑ Kind of meeting, name of council, date, time & place
- ❑ Attendance, *determination of quorum* & any member replacement
- ❑ Call to order, name of presiding officer & recorder
- ❑ *Approval/amending previous minutes*
- ❑ Agenda
- ❑ Motions & *votes* (include election info)
- ❑ Any correspondence (attach)
- ❑ Hour of adjournment & *next meeting time, place*
- ❑ “Submitted by”, sign & type name, position
- ❑ **BE BRIEF BUT ACCURATE!**

# SAC *"in the Sunshine"*

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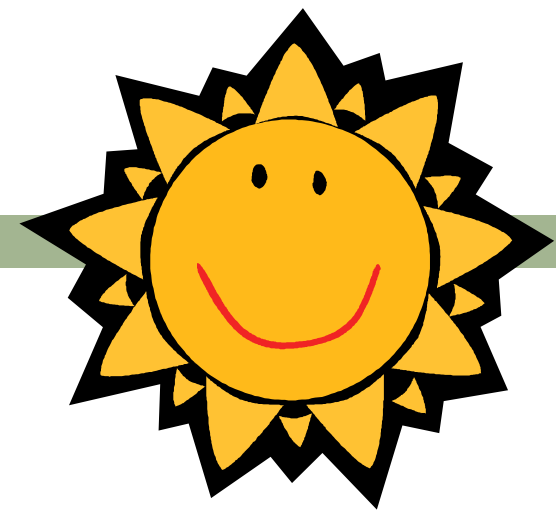
School Advisory Council (SAC) meetings are public meetings and subject to ss.286.011(1), Government in the Sunshine Law

- Reasonable notice
- All meetings must be open to the public *(otherwise decisions not binding)*
- Public locations
- Recorded minutes & public inspection
- Open/recorded voting (no secret ballots)





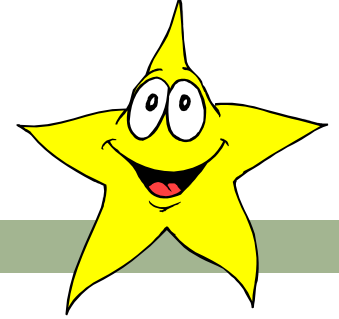
# *In plain English...*



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- ❑ Public advertising of meeting
- ❑ Public meeting place & accessible to the public
- ❑ Welcome to the public & public participation
- ❑ Audible to the public
- ❑ Minutes taken, attendance & votes recorded
- ❑ Quorum for a meeting and present for each voting issue
- ❑ Minutes, bylaws & documents available to public (public records)
- ❑ Public may videotape or record meetings
- ❑ Even just 2 members discussing SAC must be “in the Sunshine”  
(can include agenda prep)

# SAC & the 5 Star School Award

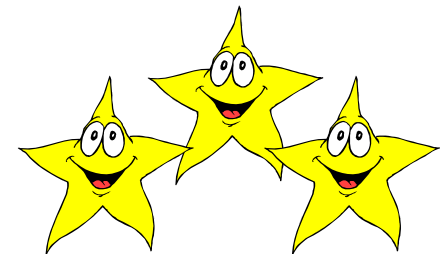


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- ❑ *Minimum of 8 meetings per year. Average 80% attendance of members*
- ❑ *Annual presentation of School Improvement Plan to school community* after public notice to all stakeholders (school marquee, flyers, etc.).
- ❑ *Evidence of ongoing training* and/or development of the SAC
- ❑ School Improvement Plan *reflects one new idea* that involves the community in its implementation.
- ❑ *School Advisory Council participated* in the development and/or interpretation of the needs assessment data.
- ❑ *Training provided* for staff and SAC members on collaborative partnering and shared decision-making.

[www.fldoe.org/family/fivestar.asp](http://www.fldoe.org/family/fivestar.asp)



# Participation Problems?

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## Three possible organizational cultures

	Pathological	Bureaucratic	Generative
<b>Information</b>	<b>Hidden</b>	<b>Ignored</b>	<b>Sought</b>
<b>Messengers</b>	<b>Shouted</b>	<b>Tolerated</b>	<b>Trained</b>
<b>Responsibilities</b>	<b>Shirked</b>	<b>Boxed</b>	<b>Shared</b>
<b>Reports</b>	<b>Discouraged</b>	<b>Allowed</b>	<b>Rewarded</b>
<b>Failures</b>	<b>Covered up</b>	<b>Merciful</b>	<b>Scrutinized</b>
<b>New ideas</b>	<b>Crushed</b>	<b>Problematic</b>	<b>Welcomed</b>
<b>Resulting organization</b>	<b>Conflicted organization</b>	<b>"Red tape" organization</b>	<b>Reliable organization</b>

Source: Ron Westrum

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# Resources

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## *SAC Resources - [florida-family.net/SAC](http://florida-family.net/SAC)*

- ❑ Florida State Law - [leg.state.fl.us](http://leg.state.fl.us)
- ❑ FL Board of Education - [flboe.org](http://flboe.org)
- ❑ School Improvement (SIP) - <https://www.floridacims.org>
- ❑ FL Attorney General (*Sunshine Laws*)-[myfloridalegal.com](http://myfloridalegal.com)
- ❑ Individual District School Board Policies
- ❑ Individual School's SAC Bylaws
- ❑ FL DOE "Red Book" - [fldoe.org/fefp/redtoc.asp](http://fldoe.org/fefp/redtoc.asp)
- ❑ FL SAC Newsgroup - [groups.yahoo.com/group/fl-sac](http://groups.yahoo.com/group/fl-sac)

# QUESTIONS?

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