

**Florida
School Advisory Councils**


SAC "Basics"

www.florida-family.net By Theresa McCormick

School Advisory Councils are...

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a diverse group of stakeholders of a school,
(established by Florida State Statutes
1001.452), with the goal of increasing student
achievement in a safe learning environment.
(referred to as "SAC")



SAC Responsibilities . . . defined by law

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- [SAC] "council shall be the sole body responsible for final decisionmaking at the school relating to implementation of provisions of ss.1001.42 (16) and 1008.345"
- "assists" in the preparation and evaluation of the School Improvement Plan. (SIP)
- "assists" the principal with the school budget
- decides how school improvement funds are spent
- decides jointly with school faculty how A+ recognition funds are spent – except after Nov. 1
- perform functions as prescribed by regulations of the school board.

ss.1001.452

SAC Members ... ss. 1001.452

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- ❑ SAC members are elected from their peer groups
- ❑ SACs must consist of the principal and an appropriately balanced number of teachers, staff, parents, community members & students. "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 SAC members (over 51%) not employed by the school district.

SAC Membership

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- ❑ A SAC may have many participants (APs, sub-committee members, elementary students) but they should not be listed as official voting members
- ❑ Electing alternates from each peer group at time of member election may be helpful for timely replacement of members & increased public participation
- ❑ Document & retain methods used to attract membership - photos, flyers, ads, newsletters (with dates and other relevant info)

School Improvement Plans

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- ✓ What: 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

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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 Database - <http://www.flbsi.org>



SI Plan - <http://flbsi.org>

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1. Choose Plan SIP or District Intervention Plan
2. Choose Your School District
3. Choose your school in this drop down menu box
4. Click this line to view the SIP

School Improvement Plan

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FLORIDA DIFFERENTIATED ACCOUNTABILITY PROGRAM
2009 - 2010 SCHOOL IMPROVEMENT PLAN

School Name: SHORE ACRES ELEMENTARY SCHOOL
 District Name: Pinellas
 Principal: Timothy C. Owens
 SAC Chair: Mary Cuffel
 Superintendent: Dr. Julie Janssen
 Date of School Board Approval:
 Last Modified on: 09-08-2009



Dr. Ken J. Shields, Commissioner
 Florida Department of
 Education
 333 West Gaines Street
 Tallahassee, Florida 32399

Dr. Frances Hoffmann,
 Superintendent
 Florida Department of
 Education
 333 West Gaines Street
 Tallahassee, Florida 32399

VISION and MISSION STATEMENTS

The Vision of Shore Acres Elementary is a school with a relationship rich learning community where everyone meets the required accelerations by consistently performing at their academic and behavioral best.

The Mission of Shore Acres Elementary School is to create an innovative and research-based academic environment that maximizes individual student achievement. This will be accomplished by analysis and application of academic and behavioral diagnostic data in a relationship rich environment.

PART I: CURRENT SCHOOL STATUS

SCHOOL PROFILE/DEMOGRAPHICS

School History and Background of the School

Shore Acres Elementary school is celebrating its sixth year as an school. Opened in 1999, our school continues to be a part of a thriving community composed of active families and established businesses. During the 2009-2010 school year a new facility was built on adjoining property. Approximately 700 students are currently enrolled at Shore Acres Elementary. Our demographics are as follows: 75% white students, 10% Black students, 10% multi-race, 6% Hispanic, 3% Asian and 0% American Indian students. We have a diverse population of approximately 40% minorities. 70% of our student population qualify for free/reduced lunch status.

SI Funding Resources

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- ❑ School Improvement Funds (aka. "SAC Funds," "School Enhancement Funds" or "SI Funds")
- ❑ Recognition Funds (aka. "A+ Funds", "Reward Money")
- ❑ 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 *District and School Advisory Council*
(2) Duties.
... "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.."

❑ *General Appropriations Act* - www.myfloridahouse.gov



School Improvement Funds

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Title IV, 24.121 Allocation of revenues and expenditure of funds for public education (State Lotteries)

- ❑ These moneys may be expended only on programs or projects selected by SAC
- ❑ Council funds are not subject to override by the principal or school district staff (subject to audit)
- ❑ Not used for capital improvements or projects over one year – however SAC may determine to approve for subsequent year
- ❑ Amount determined annually by the General Appropriations Act (2009 = \$0 --- Pinellas, Osceola: \$5 per FTE student)



School Recognition Funds

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- How school recognition funds are spent is **jointly decided by faculty & SAC** and be used in several ways (bonuses, materials & supplies, temporary personnel or any combination)
- If a decision is not reached by **November 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)
 - General Appropriations Act - myfloridahouse.gov
 - \$75 per student – per 2009-'10 General Appropriations



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 (aka. "Open Government")

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

SAC "in the Sunshine"



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In plain English . . .

- Public advertising of meeting. Public meeting place. Accessible to the public. Welcome to the public. Audible to the public. Public may videotape or record meetings. Public participation.
- Minutes taken, votes recorded & available to public (public records)
- Even just 2 members discussing SAC must be "in the Sunshine" (can include agenda prep)

SAC Meetings...

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Florida Statutes (ss. 1001.452) require each SAC 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
- ✓ 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 and 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.
- ❑ Provide training for staff and SAC members on collaborative partnering and shared decision-making.
- ❑ fldoe.org/family/fivestar.asp 

SAC Bylaws Required...ss.1001.452

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- ❑ Name of council, purposes, basic policies & governance
- ❑ Duties & obligations
 - Funds (school improvement & recognition funds)
 - School Improvement Plan (SIP)
 - School Budget: procedure for "assisting"
- ❑ Member composition
 - Officers
 - Meetings

SAC Bylaws. . . continued

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Include Election Process & Procedures

- ❑ Procedure for electing council members
- ❑ 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)
- ❑ 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
- ❑ Agenda & previous minutes
- ❑ 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!
