

School Advisory Councils

Roles and Responsibilities



Agenda

- Roles of
 - Members
 - Chair
 - Principal
- Guidelines
- Terms of Office
- Sunshine Law

Establishing Your SAC



SAC Members



- Involved in developing and reviewing the school's mission
- Examine all aspects of the school when developing plan
- Determine and prioritize needs
- Assist in the preparation, monitoring, and evaluation of the plan

SAC Members (continued)

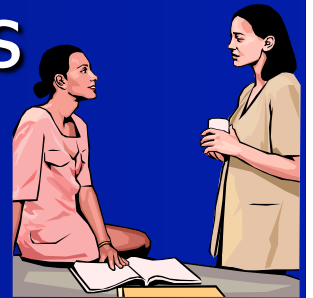
- Adopt Bylaws
- Assist in recruiting and retaining SAC members
- Decide on the expenditure of school improvement funds (lottery \$) to meet the school's improvement goals

SAC Members (continued)

- Collaborate with staff to determine how to spend Recognition dollars
- Adhere to the Sunshine Law

SAC Chair

- Schedule meetings
- Establish and communicate agenda for each meeting
- Facilitate meetings
- Request volunteers for subcommittees and delegate responsibilities
- Notify members of upcoming dates



SAC Chair (continued)

- Keep up to date files of minutes for each meeting and submit copy to Research and Evaluation
- Inform SAC of relevant training
- Inform SAC of relevant issues related to improvement activities

SAC Chair (continued)

- Sign the improvement plan
- Assist the principal with the public presentation of the improvement plan

Principal

- Supervise instruction
- Lead the development, revision, and implementation of the improvement plan
- Play a key role in achieving the mission
- Involve all stakeholders in the improvement process



Principal (continued)

- Keep SAC informed of relevant policies and activities of the school, district, and state
- Serve as a SAC member
- Share the budget with the SAC



SAC Guidelines



- Principal is a member of the SAC
- High schools and education centers shall have voting student members
- Middle schools may have voting student members
- All members (except business/community and principal) are elected by peers. In cases where election process does not produce representative membership, bylaws may include procedures to appoint members for the purpose of achieving representative membership

SAC Guidelines (continued)



- Each SAC shall maintain a record of all decisions, activities, and meetings including attendance and voting records
- Majority of members of each SAC cannot be employed by the school



SAC Guidelines (continued)

- Majority of the membership is a quorum. A quorum must be present before a vote may be taken by SAC
- SAC members shall have 3 days advance notice in writing of any matter to be voted on

Terms of Office



- Should be staggered to provide fair, open, and accessible opportunities for participation
- Upon expiration of existing member's term, an election should be held to elect a member from same peer group
- New members serve two year terms (students serve one year)
- SAC bylaws establish the term of membership

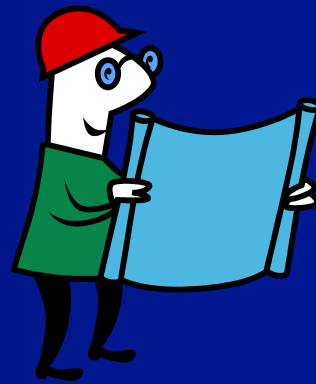
In the event of a vacancy during the existing term, the replacement should be elected by the constituency and will serve only the remainder of the term. If in the bylaws, the replacement may be the candidate with the next highest percentage of votes from the most recent election of that peer group

Developing your Continuous Improvement Plan



Purpose of CIP

- Answer the questions:
 - Where are we going?
 - How will we get there?
 - How will we know when we get there?



Developing a CIP helps schools focus on...

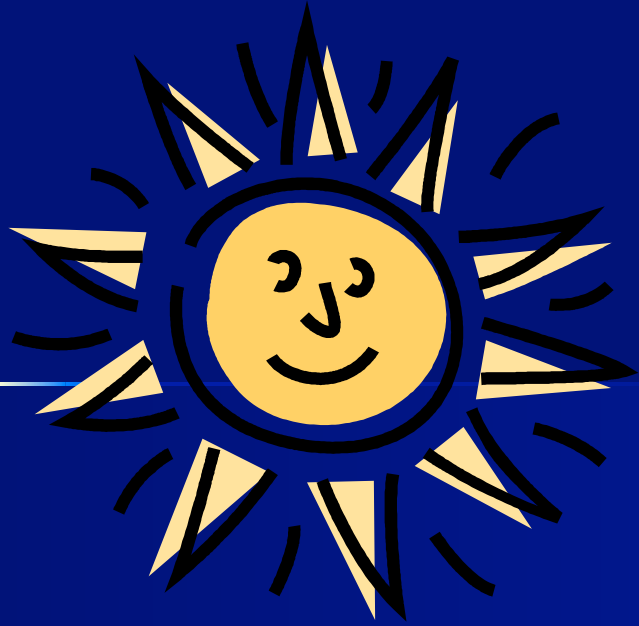
- Setting specific goals to raise student achievement aligned with state and district goals
- Creating action plans and strategies to accomplish the school's goals



Components of CIP

- Vision
 - District Vision
 - School Mission
- Profile
 - School Profile
 - Data
- Plan
 - Goals
 - Needs Assessment
 - Objectives
 - Strategies
 - Professional Development
 - Evaluation
- Results





Sunshine Law

Sunshine Law



- SAC meetings are public meetings and subject to the government in the Sunshine Law, Section 286.011 (1), F. S.
- All meetings at which discussions and deliberations, as well as formal actions, take place must be open to the public

Sunshine Law (continued)



- Formal actions are considered binding only when made at meetings held in accordance with the Sunshine Law
- Reasonable notice of all meetings must be provided
- Minutes of the meetings must be recorded and open to public inspection, Section 286.011(2), F.S.

Sunshine Law (continued)



- All meetings must be held in a facility or location accessible to the public, Section 286.011(6), F.S.
- SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor, Section 286.011(3)(b), F.S.