What is a School Advisory Council?

Team of individuals from various segments of community that:

- Adopts School Advisory Council bylaws and maintains a record of minutes
- Assists in preparation and review of the School Improvement Plan and school’s annual budget
- Approves School Improvement Funds to support School Improvement Plan goals

Florida Statute 1001.452
School Advisory Council Meetings
Sample SAC Bylaws

Bylaws of School Advisory Council

[Name of School]

Prepared by: Principal and School Advisory Council (or subcommittee thereof) – [Date]

Article I

Name of Organization

The name of this organization shall be The School Advisory Council of [Name of School].

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for parents and principal. Its function is to develop and oversee the School Improvement Plan (SIP) that will serve as a framework for:

Section 2: The primary function of the SAC is to provide all opportunity to be active participants in the assessment of
## Articles in your Bylaws

### Include In SAC Bylaws

<table>
<thead>
<tr>
<th>Purpose and Function of the SAC</th>
<th>Election procedures</th>
<th>Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representation and Membership Selection</td>
<td>How to fill vacancies</td>
<td>Deadlock</td>
</tr>
<tr>
<td>Elections</td>
<td>Tenure and Terms</td>
<td>Rules of Order</td>
</tr>
<tr>
<td>Voting Body/Composition</td>
<td>Officers</td>
<td>Amendments</td>
</tr>
</tbody>
</table>
Voting Body/Composition

Council shall include:
- teachers
- parents
- students*
- education support employees
- business/community representatives
- school principal

*Middle Schools may include students. High Schools must include students.
Representative of Community Served

The council will be representative of the ethnic, racial, and economic community served by the school.

A majority (fifty percent (50%) plus one (1)) of members must not be employed by the District.
Teacher and Education Support Employee

Teacher Representative:
• Teachers
• Student Services Personnel
• Media Specialists
• Employed at the school

Education Support Employee:
• Non-instructional
• Non-Administrative
• Work 20 or more hours in a normal working week at the school
Responsibilities of the SAC Chair may include:

- **Facilitating** SAC meetings
- **Notifying** all members of upcoming meetings
- Informing SAC of relevant issues as they relate to school improvement activities
- Assisting administration with the public presentation of the School Improvement Plan
- **Retaining** minutes of all SAC meetings
Responsibilities of the Principal include:

• Ensuring that the council is comprised of properly elected representatives
• Leading the development, revision, and successful implementation of the School Improvement Plan
• Submitting the SAC approved SIP to the Florida Department of Education by annually posted due date
• Keeping the SAC informed of relevant policies and activities of the school, district, and state
• Serving as a voting SAC member
Responsibilities of Elected SAC Members include:

- Assisting in the preparation and evaluation of the School Improvement Plan (SIP)
- Deciding on the expenditure of the School Improvement Funds to meet school improvement goals
- Adhering to Sunshine Law
- Voting to approve the SIP
Standing Committees

• Committees may oversee ongoing issues and/or programs during the course of the school year
  • Committees are formed on an as needed basis
• SAC members and non-members may be committee members
  • Committee elections are not required

• Committees are limited to areas that affect the SIP goals, such as:
  – Curriculum
  – Budget
  – Staffing
  – Parental Involvement
  – Discipline and Safety
  – Student Awards
Membership Terms

The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.

S.B. Policy 2.09 (4)(a)
Elections

• Usually at the beginning or end of the school year, as provided in bylaws

• Procedures in the bylaws should include the means of ensuring wide notice of vacancies and elections:
  – School Marquee
  – Newsletter
  – Edline
  – PTA
  – Open House/Curriculum Night

S.B. Policy 2.09 (4)(b)
Elected Members

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

Elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws.

Florida Statute 1001.452
School Board Policy 2.09(4)(a)(b)
Community or Business Partners

- May be recommend by any SAC member
- Will be appointed by the Principal following the advice and consent of the SAC
- Community or Business Partner appointments can assist in appropriately balancing SAC composition

School Board Policy 2.09(4)(c)
The bylaws shall include a means for determining SAC officers

This includes:

- Process for selection of officers
- Responsibilities
- Staggered terms
School Question:

“Can we use secret ballots for elections?”

FDOE Response:

“No, secret ballots are never allowed because all activities that take place at a SAC meeting are subject to Open Government Law and Sunshine Law.”
School Question:

“Are students considered District or non-District members?”

FDOE Response:

“Students are considered non-District members.”
School Question:

“Are Adult Education centers required to have parent representation on their SAC?”

FDOE Response:

“No, Adult Education centers are not required to have parent representation.”
School Question:

“My school has a person who began on SAC as a community member, however he now has a child here at the school. Can he remain as a community member or should he be moved over to fill a parent slot for next year? If he does need to take a parent slot does he have to be voted on?”

FDOE Response:

“In this gentleman’s situation, the group that he will represent depends on how he becomes a member of the council for the next school year. If he chooses to run for a parent spot on the council and is elected, he will serve as a parent member. However, if he chooses to not participate in the elections, he will have to be selected by the SAC next year to serve as a community member.”
SAC Members complete eForm 1710 School Advisory Council (SAC) Member at the first meeting of their election.

Principal reports to verify SAC compliance are generated from completed eForm 1710.
**School Advisory Council**

- **School Advisory Council Roster Report - RX0OA0519**
  - Member listing shows School, member name, category, ethnicity, race and chair. (Phase II)

- **Compliance of School Advisory Membership - RX0OA0521**
  - Summary report contains member and student counts per category with percentages. (Phase II)

- **SAC Members**
  - Options for editing the School Advisory Council.

**Principal Access Only:** EDW Reports Available to help with SAC Compliance and Membership Roster Management.

Pathway: New EDW>>Families>>**School Advisory Council**

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**SAC Compliance Reports**
### SAC Roster Report (Verification Report)

#### School Advisory Council Roster Report - RXOOA0519

**Principals access only**

- **Update**
- **Change School**
- **Additional**

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<th>Name</th>
<th>Email Address</th>
<th>Category</th>
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</table>
Compliance of School Advisory Membership

**Principals access only**

### Compliance of SAC Membership

**Florida Statute 1001.452**

**Representatives**

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<thead>
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<th>Category</th>
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<td>Principal/Director</td>
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**Are the majority of members Non-District Employees?** Yes

### Compliance of SAC Membership

**Florida Statute 1001.452**

**Community Served**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Member</th>
<th>Population</th>
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</thead>
<tbody>
<tr>
<td>Percentage of Hispanic SAC Members/ Hispanic Population</td>
<td>27.3%</td>
<td>35.1%</td>
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<tr>
<td>Hispanic SAC Members/ Hispanic Population</td>
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<td>2368</td>
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<table>
<thead>
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</thead>
<tbody>
<tr>
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<td>81.8%</td>
<td>86.1%</td>
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<tr>
<td>Number of White</td>
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<td>5885</td>
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<tr>
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<td>9.1%</td>
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<tr>
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<tr>
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<tr>
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<td>329</td>
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SAC members must represent the ethnic, racial, and economic community served by the school. (FL Statute 1001.452)

Schools with no assigned areas will get District population.
**Compliance of SAC Membership**

Florida Statute 1001.452

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<td>Parent(s)</td>
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<td>Community/Business Partner(s)</td>
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**Are the majority of members Non-District Employees?**  

- Yes

"Yes" does not mean compliance. This is a two part report.

Compliance of SAC Membership – Part 1
# Compliance of SAC Membership

**Florida Statute 1001.452**

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SAC members must represent the ethnic, racial, and economic community served by the school. (FL Statute 1001.452)

**Schools with no assigned areas will get District population**
Annual Process:

1. Area Superintendents review and approve the SAC Composition

2. Superintendent submits the SAC Membership List composition to the School Board with the School Improvement Plan
## SAC Members List (Editing Report)

### SAC Members for Principal: update throughout the year as needed

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<th>(Co)Chair</th>
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Attendance at SAC Meetings

SAC will replace any member who has two consecutive unexcused absences (as determined by the SAC Chair) from SAC meetings scheduled according to the procedures in the bylaws.
Five Star School Award

Keep track of SAC member attendance. Five Star School Award requires an average 80% attendance by the SAC voting membership at a minimum of 8 meetings per year.

SAC members should be informed of this criteria and commitment if your school plans to apply for the Five Star School Award.
Meetings

Specify in your bylaws the time and place that each meeting will be held.

All meetings will be held at a time that is convenient to parents, students, teachers, and business/community representatives.
Quorum

A majority (50% + 1) of the voting members of the council shall constitute a quorum. A quorum must be present before a vote may be taken.
Meetings

At least 3 days advance notice in writing to voting member on any matter requiring a vote AND additional meeting notice for the general public

District Legal Service’s Department recommends a 7 day notice

S.B. Policy 2.09 (5)(b)(ii)
School Question:

“I am having trouble getting a quorum. Can we use a videoconference or telephone to obtain a vote?”

FDOE Response:

“Voting members need to be physically present at SAC meetings, unless there is an extraordinary circumstance that disables them from attending, such as hospitalization.”

“The attorney general issued an Advisory Legal Opinion (AGO 2003-41) that states: where a rule or statute contemplates that a meeting will be held in a public place with the members physically present, the participation of an absent member in the meeting by telephone conference should be permitted only in extraordinary circumstances and when a quorum of the board members is already physically present at the meeting.”
Meeting Minutes

Meeting minutes, including tape recordings made of the meetings, are public records.

Minutes and/or tape recordings must be saved and made available to any member of the public who requests them.
Meeting Minutes

The meeting minutes shall:

- include the names of those in attendance and any actions taken by the council
- be approved at the next regular meeting of the council
- be kept permanently on file in designated location
Meeting Minutes

SAC Chairs and Principals work together to establish a method to save all SAC minutes **permanently** at the school site.
Meeting Input From Non-Council Members

Consider including a description in the SAC Bylaws regarding how non-council members provide input at SAC meetings (e.g., a specified time at the end of each meeting).
Rules to Run Meetings

It is recommended to have rules of order in the SAC bylaws to be determined based on individual SAC needs.

One example of Parliamentary Procedures that could be specified might be Robert’s Rules of Order.
Funding Related to School Advisory Council
Funding related to School Advisory Councils

Florida Statute 1008.36

Florida School Recognition Program

Florida Statute 24.121

Allocation of revenues and expenditures of funds for public education
A portion of such net revenues, as determined annually by the Legislature, shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to s. 1001.42(18).

A portion of these moneys, as determined annually in the General Appropriations Act, must be allocated to each school in an equal amount for each student enrolled.
• Must be tied to programs or activities in the SIP.
• Must be used to enhance school performance.
• Principals or school district staff may NOT override the recommendations of the SAC.
• May NOT be used for capital improvements.
• May NOT be used for any project(s) or program(s) with more than a one-year period.
• May be expended only on programs or projects selected by the SAC.
“Does this expenditure enhance school performance through development and implementation of the School Improvement Plan (SIP)?”
Question:

“What type of funds are placed in the School Improvement Plan Budget?”

FDOE Response:

“All funds necessary to implement the strategies and action steps included in the plan. This may include general school allocation funds and funding sources outside the school budget such as Title I, grants, and fundraisers. With that being said, it is not meant to be a comprehensive school budget accounting for all money allocated to the school for the year.”
Performance incentive program for outstanding faculty and staff in highly productive schools

- Sustain high performance by receiving a school grade of “A,” making excellent progress; or
- Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.
- All public schools, including charter schools, that receive a school grade pursuant to s. 1008.34 are eligible to participate in the program.
The decision on how to spend School Recognition money must be made jointly by the SAC and the staff currently employed by the school.

If a decision has not been reached by February 1, the award will be equally distributed in bonuses to classroom teachers who are currently teaching in the school.
School recognition awards must be used for the following:

- **Nonrecurring bonuses** to the faculty and staff;
- **Nonrecurring expenditures for educational equipment or materials** to assist in maintaining and improving student performance; or
- **Temporary personnel** for the school to assist in maintaining and improving student performance

Florida Statute 1008.36
Florida School Recognition Funds (A+ Money)

School Question:
“What is the process for the school and SAC to reach an agreement on how the A+ money should be spent?”

FDOE Response:
“The legislature did not designate a process for a school to follow in order to have the staff and the SAC reach agreement about School Recognition money. A good practice is to design a process and an agreement on how conflicts will be resolved before the school receives this award. Schools may outline this in their bylaws.”
School Question:

“What does nonrecurring bonuses and expenditures mean?”

FDOE Response:

“Nonrecurring” means that it is a one-time expense, not a continual cost.
School Question:

“Can a vote lock in the distribution of funds for subsequent years?”

FDOE Response:

“No, the agreement for how to use school recognition money is a yearly decision. Schools can agree to the same provisions from the prior year, but the current school staff and School Advisory Council have to approve.”
School Question:

“My school originally voted to put aside money for teachers to use on supplies, but they did not use it all last year. Can we carry these funds forward to this year?”

FDOE Response:

“Yes, but they have to be used for the original purpose: supplies for teachers. Because this is technically a categorical fund it does not have to be spent in the same year. However, it must be spent as it was agreed upon between the school staff and school advisory council.”

SDPBC’s Budget Department suggests setting up separate accounts for each type of A+ distribution specially marked with corresponding year and type of allocation.
Policy 2.09  School Advisory Councils

1. School Advisory Council -- Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

2. Composition of Councils

   a. Membership of the SAC shall meet the requirements within Fla. Stat. § 1001.452(1)(a). These requirements include that the SAC be composed of the school principal/director (who, pursuant to Fla. Stat. § 1001.54(2), must provide instructional leadership in the development, revision, and implementation of the school improvement plan) and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and business and community representatives.

      i. Middle and junior high schools must include student representation on their SACs.

      ii. Vocational-Technical centers and high schools must include student representatives on their SACs.

      iii. Vocational-Technical centers and adult education centers are not required to have part-time SACs.

      iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support employee" also includes any person who is employed by a school who is not defined as instructional or administrative personnel, to Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal work week.
The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each advisory council 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.
– Powers and duties of district school board

• SAC Specific
  – Implement School Improvement and Accountability
    » Approve School Improvement Plans
    » Provide Public Disclosure
    » Provide School Improvement Funds
• Allocation of revenues and expenditures of funds for public education

A portion of net revenues shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan.
Sunshine Law – Two or More Members

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

For additional information see Florida Statute Chapters 119 and 286
Sunshine Law – Meetings and Minutes

There are three basic requirements:

1. Meetings of public boards or commissions must be open to the public

2. Reasonable notice of such meetings must be given

3. Minutes of the meetings must be taken, promptly recorded and open to public inspection

For additional information see Florida Statute Chapters 119 and 286
The phrase “open to the public” means open to all who choose to attend. Boards are not authorized to exclude some members of the public (i.e. employees or vendors) from public meetings.

Board meetings should be held in buildings that are open to the public. This means that meetings should not be held in private homes.
Sunshine Law - Communication

Board members may not use e-mail or the telephone to conduct a private discussion about board business. Board members may send a “one-way” communication to each other as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting.

For additional information see Florida Statute Chapters 119 and 286
Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.

For additional information see Florida Statute Chapters 119 and 286.
Sunshine Law - Violations

Any member of a board who *knowingly* violates the Sunshine Law is guilty of a misdemeanor of the second degree.

An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to $500.

For additional information see Florida Statute Chapters 119 and 286.
Sunshine Law Information

Open Government

Florida is proud to lead the nation in providing public access to government meetings and records. This website is designed to help government agencies, the media and private citizens understand Florida’s Open Government and Public Records laws.

Government must be accountable to the people. The Florida Constitution, which sets forth our rights as citizens of this great state, provides that the public has the right to know how government officials spend taxpayer dollars and make the decisions affecting their lives. The principle of open government is one that must guide everything done in government for its public.

The Attorney General’s Mediation Program assists in resolving public access disputes. For additional information on Open Government and public records, please call 850-245-0140.

“In Florida, transparency is not up to the whim or grace of public officials. Instead, it is an enforceable right.” — Attorney General Pam Bondi

Office of Attorney General Pam Bondi website: http://www.myfloridalegal.com
School Improvement Planning Process
Purpose

The purpose of this application is to guide the school and district improvement problem-solving and planning process throughout the year and help identify and organize strategies and resources that will lead to increased student achievement at the school.

Schools targeted for Differentiated Accountability (DA) are required by State Board of Education Rule 6A-1.099811, F.A.C., to use the Florida Department of Education School Improvement Plan (SIP) template, and their school districts are required to use the department’s District Improvement and Assistance Plan (DIAP) template. Both plans are completed through the SIP Online system.

The completed SIP may also serve as the Title I Plan, as it is embedded with all required components of a schoolwide and targeted assistance program, as set forth in the No Child Left Behind (NCLB) Act of 2001, Public Law No. 107-110, Section 1114(b)(1) and 1115(c), codified at 20 U.S.C. § 6314(b).

Public Access to Plans

Click this link to access the approved plans for specific districts and schools, as well as any prior year plans that have been made available.

Timeline

September 3, 2013 - Drafts of DA school and district plans are due to the Regional Executive Director (RED) for review and feedback.

September 30, 2013 - The DIAP must be fully entered into the SIP Online.

November 1, 2013 - The SIP must be fully entered in the SIP Online. On this date, the targets the school has selected for 2014 will be locked, but the rest of the plan will remain editable throughout the year.

The submission deadline is for archival and research purposes. The SIP and DIAP are intended to be living documents that allow schools and districts to continually problem-solve how best to reach their goals and adjust strategies as necessary to improve student achievement.

To encourage ongoing discussions and revisions, the templates include a Mid-Year Reflection about the goals set at the beginning of the year to help teams determine whether to revisit the problem-solving process. DA targeted schools and districts are required to complete the mid-year reflection within 30 days of the release of mid-year assessment data.
### 2631 - Abess Park Elementary School

**Principal:** Tarsha Mitchell

<table>
<thead>
<tr>
<th>SIP 2013-14</th>
<th>Published</th>
<th>Download</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>School Type</strong></th>
<th>Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title I</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Free and Reduced Lunch Rate</strong></td>
<td>45%</td>
</tr>
<tr>
<td><strong>Alternative/ESE Center</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Charter School</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Minority Rate</strong></td>
<td>56%</td>
</tr>
<tr>
<td><strong>Grades History</strong></td>
<td>13-B, 12-A, 11-A, 10-A</td>
</tr>
<tr>
<td><strong>DA Category</strong></td>
<td>Not in DA</td>
</tr>
<tr>
<td><strong>Former F</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Post-Priority Planning</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>implementing TOP</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

#### 2012-13 School Improvement Plan

- [Published](#) [Download](#)
# School Improvement Plan Checklist

## The School District of Palm Beach County

### School Improvement Plan (SIP) Checklist

#### School Year __________________

**Directions:** School Advisory Council (SAC) chairs, principals, and area superintendents review the school improvement plan (SIP) using this checklist. Check YES if the SIP has adequately addressed the questions in each category. If NO, provide an explanation in the field provided after each category. SAC Chairs and principals print the completed form, sign, date, and copy to area superintendents. Keep a copy for your records.

Area superintendents review, sign, and date completed SIP checklists. Then complete the web-based form PBSD 2250 School Improvement Plan Area Checklist.

## PART I: SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

The school name, principal, school advisory council chairperson, district name, superintendent, and date of School Board approval are identified

### HIGHLY QUALIFIED ADMINISTRATORS

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
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<tr>
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</tbody>
</table>

The position, name, degree(s)/certification(s), number of years at current school, number of years as an administrator, and prior performance record are addressed.

### HIGHLY QUALIFIED INSTRUCTIONAL COACHES

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The subject area, name, degree(s)/certification(s), number of years at current school, number of years as an instructional coach, and prior performance record are addressed.

### HIGHLY QUALIFIED TEACHERS

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

The school described the school-based strategies that will be used to recruit and retain high quality, qualified teachers.

### Non-Highly Qualified Instructors

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
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</table>

The school listed all instructional staff and paraprofessionals who are teaching out-of-field and/or are highly qualified.
Additional SIP Reviews/Approvals

- Area Office
- Federal Programs
- Charter Office
- Leadership
- School Board
<table>
<thead>
<tr>
<th><strong>June</strong></th>
<th><strong>August</strong></th>
</tr>
</thead>
</table>
| Principal SIP Template awareness (including eight step problem solving process) during Leadership Academy | SIP team training/work-sessions (including eight-step problem solving process)  
  - AM session eight-step process by FDOE  
  - PM session template requirements by District Staff |
|  | Bulletin will be circulated to principals |
Principal or designee selects **Submit** whenever changes are made to the SIP.

This will allow for public viewing of those updates.
District Accreditation

Due May 2015

*Two-year Accreditation Progress Report* is due to AdvancED which involves a continuous process of self-evaluation and improvement.
AdvancED Standards

Standard 1: Purpose and Direction
Standard 2: Governance and Leadership
Standard 3: Teaching and Assessing for Learning
Standard 4: Resources and Support Systems
Standard 5: Using Results for Continuous Improvement
School Advisory Council Resources
Proposed 2013-2014 School Improvement Plans for School Board Approval

Select a school to view from drop down menu

Please refer to the School Improvement Planning Calendar link below for a complete list of FY14 due dates. Highlights include:
- **February 21, 2014** Mid-Year Reflection required for State identified Targeted DA Schools (Focus and Priority) Only

**School Improvement Plan (SIP) Deadlines**

**Content Resources to Complete the SIP Online Template**

**School Board Policy 2.09**

School Board Policy 2.09(8)(b) requires schools to address the following in the School Improvement Plan:
1. Sample Slides
2. Single School Culture and an appreciation for multicultural diversity
3. Sample Slides and Additional Resources
   Required Instruction listed in FS § 1003.42(2)
   Matrix for lessons in Learning Village
## SAC Time Task Calendar

**School Improvement**

Our team is here to provide support to administrators, teachers, parents, and the community.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Responsibility</th>
<th>Tasks to Complete</th>
<th>Send To</th>
</tr>
</thead>
</table>
| August - September| **Continuous Improvement**                                                       | □ New SAC Chairs would benefit from viewing School Advisory Council Spring Training posted at: http://www.palmbeachschools.org/schoolimprovement/training.asp  
 □ Obtain DRAFT eForm PBSD 2248 School Improvement Plan (SIP) Checklist prior to completing the SIP and use to monitor inclusion of required SIP components.  
 □ Conduct an analysis of school data using the New EDW School Improvement Planning - RXOCA0197 report. The pathway in New EDW is FAMILIES>>COMPLIANCE>>SCHOOL IMPROVEMENT PLANNING - RXOCA0197 |                                              |
| August - September| **SAC Elections**                                                                | □ Hold SAC membership elections.  
 □ Elect SAC officers.  
 □ Record election results in SAC minutes.  
 □ Complete eForm PBSD 1710 SAC Membership in District eForms for each SAC member. | Keep on file at school District eForms |
| September - October| **SIP Approval at SAC Meeting**                                                  | □ Ensure that all SAC members register within VIPS Tracking System at each meeting.  
 □ Obtain SAC approval for SIP.  
 □ Collect signatures of SAC members documenting approval.  
 □ Review with and gain approval from SAC for the current school's Vision and Mission Statements.  
 □ Brief SAC members on Florida's Sunshine Law.  
 □ Record and save minutes of each SAC meeting. | VIPS Tracking System  
 Keep on file at school |
| September 3       | **FDOE Essential Deadline for DA Schools**                                      | □ Complete and save SIP using FDOE online template located at: https://www.flipsonline.com/  
 □ Complete Form DA-2 Differentiated Accountability Checklist for Focus and Priority Schools.  
 □ Send email to Regional Education Director (RED) and Director of Transformation confirming completion. | FDOE Online System  
 RED and  
 Director of Transformation vivian.green@palmbeachschools.org |
Contact Us

Office of School Improvement
& District Accreditation

Call or Email

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