SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County



SCHOOL ADVISORY COUNCIL

MEMBERSHIP AND OFFICERS

The School District of Palm Beach County





WHAT IS A SCHOOL ADVISORY COUNCIL?

Team of individuals from various segments of community that:

- 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
- Determines jointly with school staff use of School Recognition Funds
- Adopts School Advisory Council bylaws and maintains a record of minutes



VOTING BODY/COMPOSITION



Members Shall Include:

An appropriately balanced number of each member group.

- SCHOOL PRINCIPAL (Only the school principal is authorized to be a member as an administrator.)

-TEACHER(S) (Elected by peers)

- PARENT(S) (Elected by peers)

- EDUCATION SUPPORT EMPLOYEE(S) (Elected by peers)

- STUDENT(S)* (Elected by peers)

- BUSINESS/COMMUNITY REPRESENTATIVE(S)

(Appointed by principal)

Compliance regulations impacts the number of voting members.

[;] MIDDLE SCHOOLS MAY INCLUDE STUDENTS. HIGH SCHOOLS MUST INCLUDE STUDENTS.



Defined For Purposes of School Advisory Council Membership

Term teacher=

- Teachers
- Student Services
 Personnel
- Media Specialists
- Employed at the school

Term Education Support Employee=

- Non-instructional
- Non-Administrative
- Work 20 or more hours in a normal working week at the school



REPRESENTATIVE OF COMMUNITY SERVED

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

School Population Vs **Community Population** (Based on census data)



REGISTERING WITH THE VOLUNTEER TRACKING SYSTEM

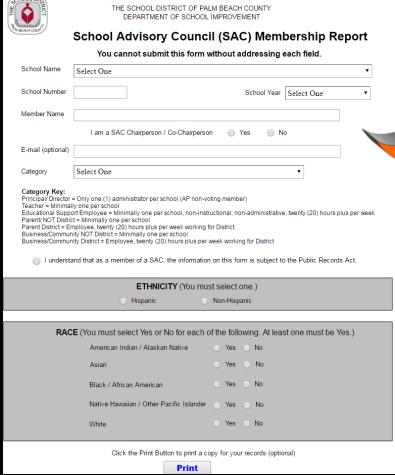
Each school year and **prior to or at the beginning of the first SAC meeting**, each SAC
member shall register as:

a) a volunteer using the volunteer tracking system, subject to the provisions within school board policy 2.53-volunteers in public schools

b) a SAC member for that school by submitting online a completed PBSD e-form 1710.



HOW DO I REGISTER THE VOTING MEMBERSHIP? THE SCHOOL DISTRICT OF PALM BEACH COUNTY DEPARTMENT OF SCHOOL DIST



Information in this eForm is used to populate SAC compliance documents

Compliance of School A	dvisory Membership - RXOO	A0521	_
Grouped by School S	orted Ascending on Student Name	9	
Year: 2017 School	1921 — Woodlands Middle		
SAC Membership Compliance Ca			
The total population is greater than the sum of all the races because of			
The percents by race is based on the 2010, US Census survey total po Schools with no assigned areas will get Dis			
Part 1: Community Served	Provide Answers	Part 1	
		I all I	



HOW DO I REGISTER NON-DISTRICT MEMBERSHIP?

Educating students involves everyone. This includes parents and families, retirees, college students, business and military personnel.

EVERYONE! Contact your local school's volunteer coordinator to find out how you can get involved.



IMPORTANT
ANNOUNCEMENT!

EFFECTIVELY IMMEDIATELY, all public schools will use both Raptor and VIPS tracking.

Reptr will be used for background clearance.

The VIPS tracking system will be used for application considerion and recording volunteer hours.

ALL VOLUNTERS AND VISITORS MUST SCAN INVOLT THROUGH THE RAPTOR SYSTEM
PETROR TO PASSING THE FERONT DESK, AND GOING ON CAMPUS.

Hours are to be logged in on the VIPS Count tracking system computer. If you are not in the VIPS Count tracking system, please fill out an application on the VIPS Count tracking computer system and continues to log hours there.

HOW TO BECOME A VOLUNTEER



Ask yourself

What age group do you prefer to work with?
 Elementary School
 Middle School
 High School

Location of where you would like to work?
 Click here to see a list of schools
 Click here to find schools in your area

Express your interest in volunteering

Each school has a volunteer coordinator who can assist you. Ho

school to school. Some are teachers, guidance counselors, or parent volunteers. Finding ou allowing you to register and express your interest and concerns at one time. Contact Us

3300 Forest Hill Blvd. Suite C-110, West Palm Beach, FI 33406. Phone: (561) 434-8789 (56



If you feel that there are discrepancies, please contact your school's coordinator.

Volunteers in Public Schools Policy #2.53

VIPS COUNT Tracking System has been sunsetted and is no longer available for use by schools. Raptor has taken its place. Please see the links below for more information. If you still need assistance after reviewing the information, please refer to the contact information below.



Training

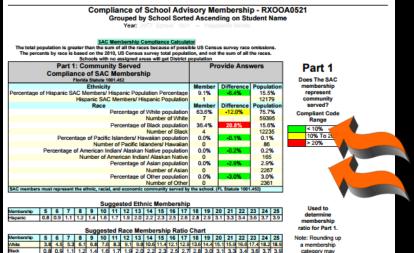
Raptor University Front Office Staff Volunteer Klosk For Volunteers - "Help in a Nutshell" Public Records Notice Frequently Asked Questions

Contacts

Raptor Support team at 877-722-7867 Michael Raikis at 561-969-5898 (PX 45898) Jim Prestinari at 561-357-5965 (PX 25965)



ARE THERE WAYS TO SEE IF WE ARE IN **COMPLIANCE?**



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to another

Part 2: Representatives	Provide Answers	1
Compliance of SAC Membership Florida Statute 1001.452	Shown in RED if changes are needed	D 0 0 0 1
Number of representatives at your school		Part 2 A&L
Principal/Director (This School)	1	l '
Teacher(s) (This School)	3	
Middle or High School Student(s) (This School)	1	Compliant Code
Education Support Employee(s) (This School)	0	Yes
District Employed Parent(s) (Not At This School)	2	No
Non-District Employed Parent(s)	3	140
District Employed Community/Business Partner(s)	0	l 🚄
Non-District Employed Community/Business Partner(s)	1	I
Total number of representatives at your school	11	
Are the majority of members Non-District Employees?	Part 2A Compliant: No	· ·
Elementary: Are all membership categories represented?	Part 2B Compliant: No	
Secondary: Are all membership categories represented?	Part 2B Compliant: No	

ctor = Only one admin per school (AP non-voting member

r = Minimally one per school onal Support Employee = Minimally

0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0

Educational Data Warehouse Report 0521

- Ethnicity: Hispanic or Non-Hispanic
- Race: White, Black, Pacific Islanders/Hawaiian, American Indian/Alaskan Native, Asian, Other (one or more race categories were marked)
- All membership categories are represented
- Majority of members are non-district (50% plus 1)

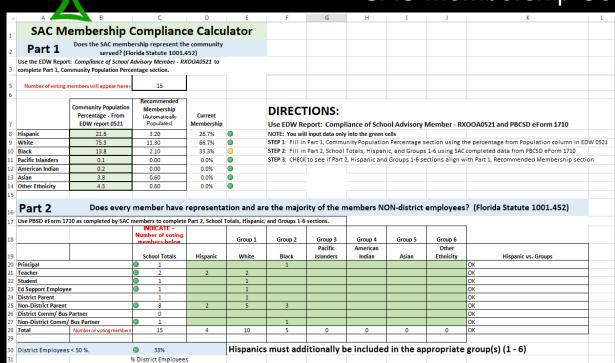


HOW DO I CHECK COMPLIANCES



Educational Data Warehouse Report 0521

SAC Membership Compliance Calculator



COUNCIL OFFICERS

The bylaws shall include a means for determining SAC officers



This includes:

- Process for selection of officers
- Responsibilities
- Staggered terms



WHAT COUNCIL OFFICERS ARE NEEDED ON THE SAC?

- Chairperson
- Co-Chairperson (Optional)
- Secretary (Optional, may or may not be voting member)
- Timekeeper (Optional, may or may not be voting member)
- Parliamentarian (Optional, may or may not be a voting member)





RESPONSIBILITIES OF THE SAC CHAIRPERSON MAY INCLUDE:

- Facilitating SAC meetings according to procedures outlined in bylaws
- Retaining minutes of all SAC meetings permanently on campus
- Notifying members of upcoming meetings (3 days prior to meetings that require a vote)
- Auditing attendance of voting members and replacement of absent members as outlined in bylaws





RESPONSIBILITIES OF THE PRINCIPAL MAY INCLUDE:

- Ensuring that the council is comprised of properly elected voting membership
- Ensuring the voting members composition meets the compliance requirements
- 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
- Serving as a voting SAC member
- Keeping the SAC informed of relevant policies and activities of the school, district, and state



RESPONSIBILITIES OF ELECTED SAC MEMBERS INCLUDE:

- Assisting in the preparation and evaluation of the School Improvement Plan (SIP)
- Voting to approve the SIP
- Deciding on the expenditure of the School Improvement Funds to meet school improvement goals
- Determine jointly with staff uses for School Recognition Funds
- Adhering to Sunshine Law (public meeting requirements)





STANDING COMMITTEES

- Committees may oversee ongoing issues and/or programs during the course of the school year
- SAC voting members and non-voting members may be committee members
- Committees may be formed to promote the duties of the SAC as outlined in State Statute 1001.452 (e.g., SAC Membership)

Some issues may need additional work outside of the SAC meeting.



FREQUENTLY ASKED QUESTIONS (FAQS)

School Question:

"Are students considered District or non-District members?"

FDOE Response:

"Students are considered non-District members."



FREQUENTLY ASKED QUESTIONS (FAQS)

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."



PEOPLE TO ASSIST YOU:

Call:

The School District of Palm Beach County

3300 Forest Hill Blvd., West Palm Beach, FL 33406

561-434-8000

Ask for:

Office of School Improvement