SIP Bites – School Advisory Council Composition (Membership)

Kelli S. Blackburn, School Improvement Coordinator

SAC Compositions Due Monday, October 7, 2024

Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per state statute *S1001.452,* a majority of the SAC members must not be employees of Broward County Public Schools. Members consist of the school principal and an appropriately balanced number of teachers, education support employees, students (only required for high schools and career centers), parents and other business and community members.

SAC Membership

- The SAC membership must be representative of the ethnic, racial and economic community served by the school. **The acceptable discrepancy between the SAC Membership and the School Demographics for ethnicity/race is +/-20%.**
- The majority (at least 50% plus 1 of the total membership) of SAC members must be non-school district employees with a minimum of one (1) representative for each group (teachers, education support employees, students, parents and other business/ community citizens).
- Each peer group shall elect their respective representatives in a fair and equitable manner at a scheduled general meeting:
  - **Teachers must be elected by teachers.**
  - **Non-instructional support employees must be elected by non-instructional support employees.**
  - **Parents must be elected by parents.**
  - **Students must be elected by students.**
- Only the school principal is authorized to be a member as an administrator. Assistant principals **cannot** be members of SAC as they are in administrative roles.

- Principal
- BTU Steward or designee
- Community/Business Representative
- Community School Representative *(if applicable)*
- Teachers
- Non-instructional Support Employees
- *Parents
- *I-Zone Representative *(elected by SAC from among the parent members)*
- *^ESOL Representative
- *^ESE Representative
- *^Gifted Representative
- SAF Chair *(parent elected by SAF, can't be an employee of the school)*
- *Pre-K Representative *(if applicable – parent or certified teacher)*
- Students *(required for high schools and adult/technical centers)*

Note: SAC Officers (Chair/Co-Chairs and Secretary) must be current members and are elected by SAC during a general meeting.

Key:
*Parent of a student at the school
^Position required if school has 10 or more students in the group.

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SAC Peer Group Elections

The school is responsible for setting up the SAC elections process and procedures, which are accurately reflected in the school's SAC Bylaws. Schools should follow the procedures for all Spring or Fall membership elections and vacancies that may occur throughout the year.

Note: Refer to Article III Membership, Section 3 of your school's Bylaws to determine the length of the term of your SAC members (one, two or three years). If you are within the election window, follow the processes below.

Before the Elections

- ☐ The SAC Chair or leadership designee should collaborate with all the peer groups to establish a general election process to include date, time, location and collection of results.
- ☐ Each peer group will:
  - o Advertise positions/vacancies on SAC to their respective peer groups.
  - o Collect nominations for open positions/vacancies.
  - o Create the slate/ballot to include all nominees for each position.
  - o Establish an election process to include date, time, location and collection of results.
  - o Notify the SAC Chair of the election process.
- ☐ Peer group election meetings should:
  - o Be advertised at least seven (7) full business/work days in advance on the school website, marquee, parent link, newsletter, etc. including the date, time and location for each peer group election meeting.
  - o Include a list of all SAC positions available and names of nominees collected from the nominations.

During the Elections

- ☐ Conduct the vote for each peer group - Parents, teachers, non-instructional support employees and students (required for high school & adult/technical centers, optional at the middle school).
- ☐ Record results of the election.

After the Elections

- ☐ Respective peer groups will share the election results with the SAC Chair or designee.
- ☐ The elected members from each peer group election will be presented at the next scheduled SAC meeting, as the newly elected SAC members.

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Nominating Committee
Election of SAC Officers and I-Zone Parent Representative
(SAC Bylaws, Article IV., Section 5)

After peer group elections are complete, a nominating committee should be established for the purpose of electing the SAC Officers (Chair/Co-chairs and Secretary) and I-Zone Parent Representative from the general SAC membership (voting members).
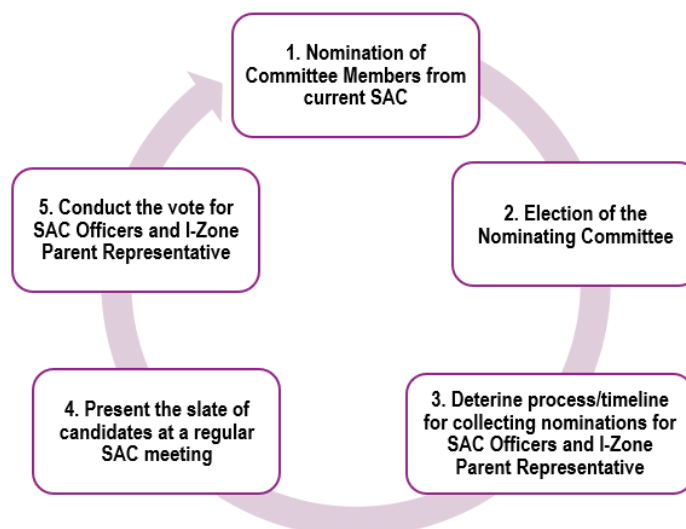
Establishing a Nominating Committee

☐ At a regular SAC meeting, the current SAC members will elect three members for the nominating committee.

☐ This committee should include at least one, but not more than two, *of the 2023-2024 elected officers* (if applicable) and the remaining members from the general membership (voting members).

☐ The SAC Committee should receive nominations from the current membership as candidates for the nominating committee.

☐ The nominating committee determines the process for collecting nominations for each SAC officer position and I-Zone Parent Representative position on the SAC Committee.

Nomination Process

☐ The nominating committee presents a slate of candidates for each SAC officer and the I-Zone Parent Representative position. Also, nominations can be received from the floor (**nominees must be SAC members**) at the SAC meeting in which officers and the I-Zone Parent Representative are elected. Refer to Article IV., Section 2 of your Bylaws for your school's specific time frame.

☐ Make sure the meeting minutes reflect the voting results.

Nominating Committee Process

1. Nomination of Committee Members from current SAC

2. Election of the Nominating Committee

3. Deterine process/timeline for collecting nominations for SAC Officers and I-Zone Parent Representative

4. Present the slate of candidates at a regular SAC meeting

5. Conduct the vote for SAC Officers and I-Zone Parent Representative

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SAC Officers and I-Zone Parent Representative Elections

After the nominating committee is established, the process of selecting the SAC Officers and I-Zone Parent Representative from the general membership (voting members) will commence.

Note: Refer to your SAC Bylaws, Article IV., Section 3, on when the installation of these officers will occur.

Before the Meeting

After the SAC members have been established from the peer group elections:

☐ Determine the meeting date, per your established meeting schedule, for the election of the SAC Officers and I-Zone Parent Representative according to your SAC Bylaws (Article IV., Section 2).

☐ Include SAC Officers and I-Zone Parent Representative Elections as a topic on the meeting agenda.

☐ Since the meeting includes elections, notice/advertise it at least seven (7) full business/work days in advance on the school's website, marquee, parent link, newsletter, etc.
   o Clearly state the date, time and location of the meeting.
   o Include a list of all SAC Officer positions (Chair/Co-Chairs and Secretary) and the I-Zone Parent Representative position available.

During the Meeting

☐ The Nominating Committee will facilitate the election process for SAC Officers and the I-Zone Parent Representative.

☐ Conduct the vote for the Chair/Co-Chairs, Secretary and the I-Zone Parent Representative. Remember a quorum (50% plus 1 of the total membership) must be present before a vote may be taken.

☐ Record minutes to reflect the voting process and results of the vote.

After the Meeting

☐ Add the newly elected SAC Officers and I-Zone Parent Representative to the online SAC Composition program in BCPS Central.

☐ Save the completed composition as a PDF.

☐ Upload the new composition to the SAC Upload Center in BCPS Central.

SAC Composition (Membership) Quick Reference Guide

**DIRECTIONS FOR COMPLETING SAC COMPOSITION MEMBERSHIP**

1. The online SAC Composition report is located in BCPS Central:
   https://web01.browardschools.com/ospa/ospa-central2/login.asp

2. Click on the **School Improvement Plan** tab located on the menu to the left of the screen.
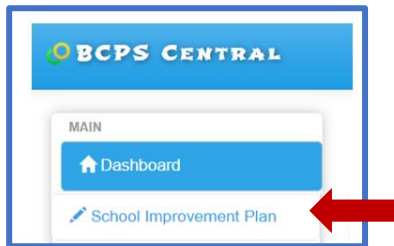
3. Scroll down to the **Effective Communication** section of the SIP and click on the **SAC Composition Report** tab.
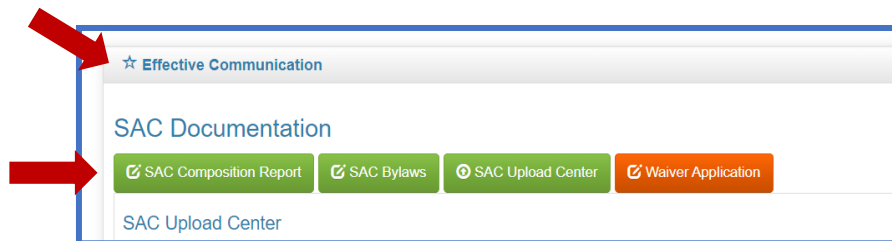
4. **Required SAC Positions**: Required positions are listed in this section. A minimum of one representative is required for each position. ESE, ESOL and Gifted representatives are required if school has 10 or more students in those groups. As you add the positions to your composition they will disappear from the list.

Click **+ Add Member.**
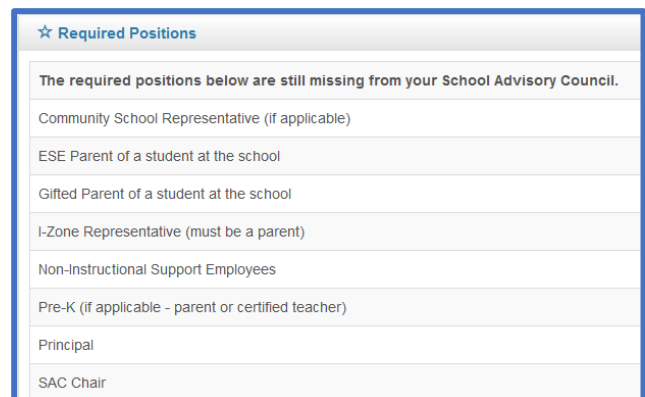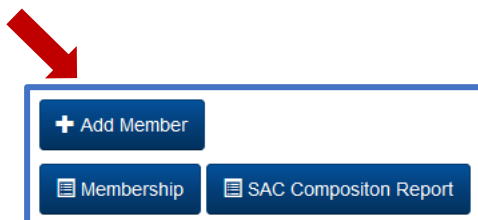
5. All fields are required and must be completed. Use Additional Positions (only if applicable) to add an additional position for a SAC member per the **drop-down menu**.

6. Click **Save** in the lower left-hand corner upon completion. The individual is now added to the SAC membership composition for the school.

7. Once members are added, data is generated to show a balanced composition (indicated in **green**) or an imbalanced composition (indicated in **red**).
   a. SAC Percentages vs. School Demographics: Must be within +/- 20 percentage points.
   b. Employee vs. Non-Employee: At least 51% or more of the total membership must be non-employees.

- **To Edit Members:** Click the **Edit** button to change information about an existing SAC member. Click **Save** in the bottom left-hand corner once you have made changes.
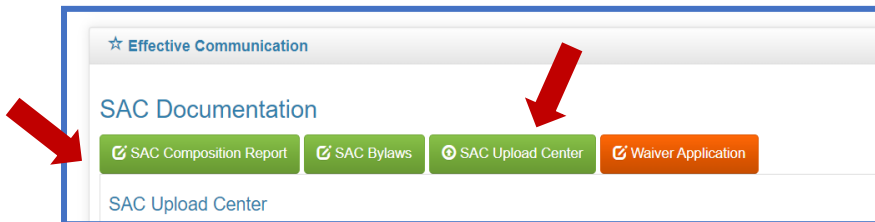

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- **Member Resignation:** Click the **Edit** button and indicate the exact date a member resigns. Once the changes have been made, click **Save** in the bottom left-hand corner.

8. Once your SAC Composition is balanced (all green), download the **SAC Composition Report** and upload it to the **SAC Upload Center.**

9. **Sign-In Sheets:** Once members are added to the SAC Composition, meeting sign-in sheets for committee members and guests can be generated and printed from this program.