



Developmental Research School  
*at the University of Florida*

# School Advisory Council

## Training For SAC Members



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# Legislation

- FS 1001.452
  - 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.



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# Legislation

FS 1001.42 (17) (a) : requires the annual training of SAC members

FS 24.121(5)(c) Allocation of revenues and expenditures of funds

- 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.



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# Legislation

- FS 1008.36 Florida School Recognition Program
  - Not funded for 2021-22
- FS 1001.42(18) SAC Specific Responsibilities
  - Approve School Improvement Plan
    - Findings from Accreditation Review/Preparation
  - Allocate School Improvement Funds
  - For PKY ~ Approve Activity Fees Budget



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# Legislation

- Sunshine Law (FL Statute Chapter 286)
  - All meetings publicly noticed and open to the public
  - Minutes must be recorded
  - Members cannot communicate with one another about SAC business outside of a publicly noticed meeting
  - Communication includes email, phone calls, conversations and other modes of communication
  - All materials received, produced, or retained by the SAC are public record and located on website



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# Definition

The School Advisory Council is a school-based group intended to represent the school, the community and those persons closest to the students. Members are drawn from various segments of the community in which the school resides.



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# Members

- Comprised of principal, appropriately balanced number of teachers, staff, parents, community members, and students
- Must represent ethnic, racial, economic community (may require appointment by the Director)
- Majority of members (over 51%) must not be employed by P.K. Yonge DRS in any capacity
- Elected by peer groups



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# Roles and Duties

- Assists in the annual preparation and evaluation of the School Improvement Plan (SIP).
- Responsible for final decision making at the school relating to the implementation of the provisions of the annual SIP.
- Approves School Improvement Funds to support the SIP goals.
- Decides jointly with faculty, how the A+ School Recognition funds are spent.





# Roles of the SAC Chair

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- Facilitates SAC meetings
- Assist with setting the agenda
- Maintains focus, order, and involvement
- Informs SAC of relevant issues as they relate to school improvement activities
- Assists with the presentation of the School Improvement Plan
- Retains minutes of all SAC meetings



# Roles of the Principal

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- Involves stakeholders in the school improvement process
- Leads the development, revision, and successful implementation of the School Improvement Plan
- Keeps the SAC informed of relevant policies and activities of the school, district, and state.
- Serves as a SAC member



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# SAC Officers

- Co-Chair
  - Assists the Chair
- Treasurer/Secretary
  - Maintains funds
  - Records minutes



# Role of SAC Members

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- Prioritize needs of the school
- Assist in the preparation and evaluation of the School Improvement Plan
- Decide on the expenditure of the School Improvement Funds to meet school improvement goals
- For PKY, review/discuss/approve Activity Fees Budget
- Adhere to Sunshine Law



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# Elections

- Teachers elect teachers
- Staff employees elect staff employees
- Students elect students (high school)
- Parents elect parents
- Business and community members are recommended by the Director



# Elections

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- Voting to elect SAC members can occur during meetings (faculty meetings, staff meetings, open house, parent nights) or by mail, ballot, or by show of hands.
- Ballots are counted, recorded, and retained.
- Ballots and voting records should be kept on file in the school
- Voting records are recorded in the official SAC minutes
- Elections must be fair and open and may be written, signed, or computerized ballots as long as the ballots are recorded officially for auditing purposes.
- May elect alternates if bylaws permit.



# Minutes Include ...

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- Attendance – presence and absence of members
- Motions and Votes
- Motion and name of mover
- Second to motion
- Amendments to motion
- Voting record (who and how voted)
  - Chair must vote
  - No abstentions unless conflict of interest
  - Must have a quorum



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# Minutes Include ...

- Reports, presentations, programs
- Report of what is done
- Time of adjournment
- Next meeting, date, time, place
- Signature with typed name and position





# Minutes Do Not Include ...

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- Verbatim discussion
- Personal comments
- Motions not stated by the chair
- Entire reports



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# Bylaws include ...

- Purpose and function of the SAC
- Rules of Order
- Meetings
- Representation and Membership
  - How to fill vacancies
  - Tenure and terms
  - Officers
- Elections
  - Procedures
  - Voting body



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# Other FAQs

When bylaws and state statutes conflict, which takes precedence?

Generally, the highest order of priority.

Federal and state statutes come first, then district (UF) policy, then articles of incorporation (if applicable) followed by bylaws.