



## SCHOOL TRAINING 2020-2021

### District Contact Information

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# SAC Member Requirements

It is the School's responsibility to ensure that all SAC Members are OASIS approved volunteers in accordance with Section 943.04351, F.S.

# Virtual Meetings During Social Distancing Restrictions

If you are considering conducting a virtual SAC meeting during this time for social distancing, please ensure you follow the CDC and District guidelines and ensure it is open to the public (give information so the public can access the SAC meeting if wanted). Please ensure you follow all SAC Bylaws especially the following:

## Reasonable Notice of Meetings

- Section 286.011(1) of the Florida Statutes (2019) indicates that there must be a reasonable notice of meetings. The statute has not exactly defined reasonable notice, but a seven-day notice is generally considered reasonable. The district recommends that a seven-day notice be given before meetings. Ways in which you can give notice include (a) sending home a schedule of meetings for the year, (b) posting the next meeting on the school's marquee, (c) using a bulletin board (located either in the administration office or the media center) and/or a stand dedicated to SAC business in a visible place in the school, or (d) advertising the meeting on the school's website or in a school newsletter.
- In addition to the requirements of reasonable notice outlined in section 286.011(1) of Florida Statutes (2019), Section 1001.452(1)(d)2 of Florida Statutes (2019) requires at least three days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote. This requirement can be met by publishing the agenda at least three days prior to the meeting. Publishing the agenda may include (a) posting the agenda on the SAC bulletin board, (b) publishing the agenda on the school's website, or (c) distributing the agenda to SAC members three days prior to the meeting.

Also ensure a quorum to be present before a vote may be taken by the school advisory council. A majority of membership of the council constitutes a quorum.

# Florida Statute 1001.452

## SAC Membership

- Principal membership is mandatory
- All voting members must be chosen or elected by peers.
  - Teachers **elect** teachers
  - Support staff **elect** support staff
  - Parents **elect** parents
  - **Principals can appoint community members**
- The composition must represent the racial, ethnic and economic status of the **school community**
- Assistant Principals can attend SAC meetings but **cannot be a SAC Member or a Board Member e.g. SAC Chair, Secretary or Treasure**

# Florida Statute 1001.452

## SAC Membership

SAC

- Majority of the members are **non-district** employees (51%) (Use Compliance Calculator Tool to check)
- **Students of appropriate age are required to be members of SAC at the middle and high school level.**
- A completed SAC roster must be provided to the Office of School Improvement according to the district timeline.
- If the SAC membership changes, an updated roster must be provided to the Office of School Improvement.

# Responsibility of SAC

Each school advisory council shall adopt bylaws establishing procedures for:

- 1. Requiring a minimum of 8 meetings per year, in accordance with district policy.
- 2. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
- 3. Requiring at least 3 days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
- 4. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
- 5. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
- 6. Recording minutes of meetings and all meeting minutes, meeting agendas, and meeting attendance should be emailed to the Office of School Improvement (Britt Bell) by the following month following the meeting.

Florida Statutes section 1001.452(1)(d)(4)

# Florida Statute 1001.452

## Primary Functions of SAC

- To assist in the preparation and evaluation of the School Improvement Plan (SIP) by giving insight and feedback
- To assist in the preparation of the school budget.
- To assist in the completion of the Mid-Year Review of the SIP by giving insight and feedback
- To encourage innovation at the school
- To perform other functions as requested by the School Board and principal.

# Superintendent's Parent Leadership Cadre

SAC

- All schools feed into the Superintendent's Parent Leadership Cadre.
- SAC chairs make up the Superintendent's Parent Leadership Cadre or Designate.
- Superintendent's Parent Leadership Cadre meets 4 times per year (This includes the SAC Mini Conference on October 12, 2020).
  - December 7, 2020
  - February 8, 2021
  - April 12, 2021
- In 2020-2021 the goal is to have representatives (recommended parent or community member) from each school to be present at each of the Superintendent's Parent Leadership Cadre Meetings. (A wealth of information is shared in a two-way conversation).



# School Advisory Council Mini Conference

SAC

Date October 12, 2020 from 5:00pm – 7:30pm

Registration Begins @ 4:30pm

Dinner will be provided

Osceola School of the Arts - Expo Hall

# Making Connections

Helps to remove community-wide barriers to school improvement with feeder pattern support systems.

School Advisory Council

Achievement of the Mission and Vision of the School

SAC

Superintendent's Parent Leadership Cadre  
(Support from District Staff)

An ultimate outcome is unified stakeholder support in reaching the District's Strategic Plan by impacting every school, every classroom, and every student, every day through continuous improvement

## Mid-Year Expectations

- Meaningful stakeholder input is vital to the school and district.
- Each School Advisory Council (SAC), in cooperation with various identified community stakeholders that work with the school, is to conduct an annual midyear reflection as part of the SIP process and submit to FLDOE through the CIMs Platform.
- Agenda and minutes will be submitted to the Office of School Improvement in February 2020

# School Improvement Funds

- Funds can be used for School Improvement Plan development or implementation only.
- SACs must reference specific objectives and/or strategies in the School Improvement Plan.
- The School Advisory Council decides on how the School Improvement Funds will be spent.
- SAC funds must be spent on the needs of the individual school and cannot be transferred between schools.
- The principal may not override the recommendations of the SAC.
- School Improvement Funds may **not** be used for capital improvements, such as, construction, renovation remodeling, or site improvement.
- SACs are encouraged to use the funds to meet current needs rather than having the monies committed to recurring needs, but SAC can approve recurring needs if voted on.
- Fund expenditures should be reflected in the SAC minutes with signed documentation sent to the budget department.

# School Recognition Funds

- All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award.
- Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council.
- If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. Sec. 1008.36(4) F.S.
- Fund expenditures should be reflected in the SAC minutes with signed documentation sent to Human Resources

## Tentative Dates July – September 2020

- Hold School Advisory Council (SAC) Elections
- Record election results in SAC minutes
- Ensure all FY20/21 SAC voting members have been added on the SAC Membership Compliance form and recorded in minutes and submitted to Office of School Improvement
- School Improvement Plan Approval Form completed
- Review Sunshine Law, Roberts Rules and SAC By- Laws with SAC members and recorded in minutes
- SAC Checklist Completed and submitted to Office of School Improvement Britt Bell September 30, 2020

August 30, 2020

- CS & I schools submit their School Improvement Plan to the FLCIM or Charter Schools to the Bureau of School Improvement for review

September 2020

- School Improvement Plan SAC approval and recorded in minutes
- School Improvement Plan review and feedback provided by Office of School Improvement
- SAC Checklist to be submitted to the Office of School Improvement Britt Bell by September 30, 2020

• October 2020

- School Improvement Plans within the FLCIM published by October 15, 2020 by District School

November 2020

- School Board Approval as required by SB Policy 2.09 (8e)

January 2021

- Mid-Year Reflection submitted to FLDOE CIM or BSI for CS & I Charter Schools
- School Improvement Plan Assurances (District)

May 2021

- Reflection on School Improvement Plan CS & I schools

# Monthly Meetings to Include Agenda Item

SAC

- Update on 2020-21 SIP Areas of Focus and Action Steps (positives and concerns) and changes made
- Feedback to be recorded in Minutes