

SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

MORE OF
EVERYTHING YOU
WANT FOR
YOUR CHILD



PALM BEACH COUNTY SCHOOLS
Your BEST Choice!

SCHOOL ADVISORY COUNCIL

ATTRACTING AND MAINTAINING SAC MEMBERSHIP

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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)

HOW TO FIND CANDIDATES FOR SAC

We
Need
YOU!

- Ask people to put themselves up for election. (People usually respond positively when they are asked to do meaningful work.)
- Make announcements at Parent Teacher Association (PTA) meetings or other school gatherings
- Speak at meetings of civic and service groups
- Invite community organizations to send representatives
- Send personal letters
- Make phone calls or use a calling system
- Add information to the school website

ORGANIZED RECRUITMENT

Organize a recruitment committee at the school to find the members needed for the SAC.

(This group could assist the principal with organizing and coordinating the required elections.)



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YOU CAN
MAKE A DIFFERENCE



GET INVOLVED

YES! I would like more information about the School Advisory Council. Please call me.

YES! I would like to be a SAC member. Please put my name on the ballot to be elected as a SAC member.

I represent the following group:

- Teachers
- Education Support Staff
- Parents
- Students (Secondary Level Only)
- Business and Community Members

Print Name: _____

Address: _____

Telephone

Number: _____

Email: _____

Please return this form to your child's school.

MISSION STATEMENT

The School District of Palm Beach County is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship



The School District of Palm Beach County
Top rated District by the Florida Department of
Education since 2005

Rated "Accredited School District" by *Advanced*
2009-2018

The School District of Palm Beach County is an Equal
Education Opportunity Provider and Employer

School Board Members:

- District 1:
- District 2, Chuck Shaw, Chairman
- District 3, Karen M. Brill
- District 4, Erica Whitfield
- District 5, Frank A. Barbieri, Jr., Esq., Vice Chairman
- District 6, Marcia Andrews
- District 7, Debra Robinson, M.D.

Fulton-Holland Educational Services Center
3300 Forest Hill Boulevard West Palm Beach, FL
33406

<http://www.palmbeachschools.org>

The Office of School Improvement and District
Accreditation
<http://www.palmbeachschools.org/schoolimprovement/SchoolAdvisoryCouncil.asp>
Kathleen Black, (561) 357-7667

School



Advisory Council

Principal, Teachers, Education
Support Employees, Parents,
Students (Secondary Level Only),
Business and Community...

...may serve as a member of a School
Advisory Council.

*Council members representing teachers,
education support employees, students, and
parents shall be elected by their respective
peer groups at the school in a fair and
equitable manner (State Statute 1001.452)*

*Each School Advisory Council shall assist in
the preparation and evaluation of the School
Improvement Plan required pursuant to
State Statute 1001.42(18).*

SAC BROCHURE

Request a sample from the Office of School Improvement

- English
- Spanish
- Creole
- Portuguese

WHAT IS A SCHOOL ADVISORY COUNCIL?

Each advisory council is composed of the principal and an appropriately balanced number of teachers, education support employees, students (secondary level only), parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school (State Statute #1001.452).

The team of individuals from various segments of the community:

- adopt bylaws for their procedures
- focus efforts on increasing student achievement
- assist in the preparation and evaluation of the School Improvement Plan
- approve and ensure that the School Improvement Funds enhance school performance through the development and implementation of a School Improvement Plan.

NO EXPERIENCE NECESSARY Training is Provided



SCHOOL ADVISORY COUNCIL BYLAWS

Each School Advisory Council shall adopt and annually review bylaws establishing procedures for (State Statute #1001.452):

- Requiring a quorum to be present before a vote (A majority of the membership of the council constitutes a quorum)
- 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
- Scheduling meetings
- Replacing any member who has two unexcused consecutive absences
- Recording minutes of meetings

SCHOOL ADVISORY COUNCIL (SAC) MEETINGS

- SAC meetings are:
- scheduled at times convenient to most members
 - announced publicly at least three working days in advance of the meeting (School District recommends a 7 day notice)
 - opened to the public, subject to the Florida Sunshine Law, which means the SAC's work, its plan, the information developed and used in writing the plan, and the meetings all must be open and accessible to anyone who is interested
 - recorded and under the Florida Sunshine Law must be available for inspection by any interested person

Schools hoping to receive the Five Star School Award must hold a minimum of eight SAC meetings per school year. (For more Five Star School Award information go to: <http://www.fldoe.org/family/fivestar.asp>)



UPHOLDING COMMUNITY REPRESENTATION

2.09 requires: *The bylaws of the SAC must set forth a process for appointment of additional SAC members **if the election process does not produce representative membership as provided within Fla. Stat. § 1001.452(1)(a)**. If the process set forth in the SAC bylaws still does not produce representative membership, the Board will appoint additional SAC members.*



If, after elections of SAC members, it is determined that either a majority of members are school employees or that the membership is not racially/ethnically balanced, **appointments may be made to bring the membership into compliance with the Florida statutes.**

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HOW DO I REGISTER THE VOTING MEMBERSHIP? eFORM #1710

 THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF SCHOOL IMPROVEMENT

School Advisory Council (SAC) Membership Report

You cannot submit this form without addressing each field.

School Name

School Number School Year

Member Name

I am a SAC Chairperson / Co-Chairperson Yes No

E-mail (optional)

Category

Category Key:
Principal/ Director = Only one (1) administrator per school (AP non-voting member)
Teacher = Minimally one per school
Educational Support Employee = Minimally one per school, non-instructional, non-administrative, twenty (20) hours plus per week
Parent/NOT District = Minimally one per school
Parent District = Employee, twenty (20) hours plus per week working for District
Business/Community NOT District = Minimally one per school
Business/Community District = Employee, twenty (20) hours plus per week working for District

I understand that as a member of a SAC, the information on this form is subject to the Public Records Act.

ETHNICITY (You must select one.)

Hispanic Non-Hispanic

RACE (You must select Yes or No for each of the following. At least one must be Yes.)

American Indian / Alaskan Native Yes No

Asian Yes No

Black / African American Yes No

Native Hawaiian / Other Pacific Islander Yes No

White Yes No

Click the Print Button to print a copy for your records (optional)

[Print](#)



Information in this
eForm is used to
populate SAC
compliance
documents



Compliance of School Advisory Membership - RX00A0521
Grouped by School Sorted Ascending on Student Name
Year: 2017 School: 2021 - Woodlands Middle

[SAC Membership Compliance Calculator](#)

The total population is greater than the sum of all the races because of possible US Census survey race omissions.
The percents by race is based on the 2010, US Census survey total population, and not the sum of all the races.
Schools with no assigned areas will get District population

Part 1: Community Served	Provide Answers

Part 1

ARE THERE WAYS TO SEE IF WE ARE IN COMPLIANCE?

Educational Data Warehouse Report 0521

Compliance of School Advisory Membership - RXOOA0521 Grouped by School Sorted Ascending on Student Name

Year: 2017 School: 1921 - Woodlands Middle

SAC Membership Compliance Calculator

The total population is greater than the sum of all the races because of possible US Census survey race omissions. The percents by race is based on the 2010, US Census survey total population, and not the sum of all the races. Schools with no assigned areas will get District population

Part 1: Community Served Compliance of SAC Membership Florida Statute 1001.452	Provide Answers		
Ethnicity	Member	Difference	Population
Percentage of Hispanic SAC Members/ Hispanic Population Percentage	9.1%	-0.4%	15.5%
Hispanic SAC Members/ Hispanic Population	1		12179
Race	Member	Difference	Population
Percentage of White population	63.9%	-12.0%	75.7%
Number of White	7		59395
Percentage of Black population	36.4%	20.8%	15.6%
Number of Black	4		12235
Percentage of Pacific Islanders/ Hawaiian population	0.0%	-0.1%	0.1%
Number of Pacific Islanders/ Hawaiian	0		86
Percentage of American Indian/ Alaskan Native population	0.0%	-0.2%	0.2%
Number of American Indian/ Alaskan Native	0		165
Percentage of Asian population	0.0%	-0.9%	2.9%
Number of Asian	0		2267
Percentage of Other population	0.0%	-3.0%	3.0%
Number of Other	0		2361

Part 1

Does The SAC membership represent community served?

Compliant Code
Range

< 10%
10% To 20%
> 20%



1. Ethnicity: Hispanic or Non-Hispanic
2. Race: White, Black, Pacific Islanders/Hawaiian, American Indian/Alaskan Native, Asian, Other (one or more race categories were marked)

Suggested Ethnic Membership																									
Membership	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
Hispanic	0.8	0.9	1.1	1.2	1.4	1.6	1.7	1.9	2.0	2.2	2.3	2.5	2.6	2.8	2.9	3.1	3.3	3.4	3.6	3.7	3.9				

Suggested Race Membership Ratio Chart																									
Membership	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
White	3.8	4.5	5.3	6.1	6.8	7.6	8.3	9.1	9.8	10.6	11.4	12.1	12.8	13.6	14.4	15.1	15.9	16.6	17.4	18.2	18.9				
Black	0.8	0.9	1.1	1.2	1.4	1.6	1.7	1.9	2.0	2.2	2.3	2.5	2.6	2.8	2.9	3.1	3.3	3.4	3.6	3.7	3.9				
Pacific Islander	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	0.0	0.0				
Hawaiian	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	0.0	0.0				
Am. Indian Alaskan Nat.	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	0.1	0.1				
Asian	0.1	0.2	0.2	0.3	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.5	0.6	0.6	0.6	0.6	0.7	0.7	0.8				
Other	0.2	0.2	0.2	0.2	0.3	0.3	0.3	0.4	0.4	0.4	0.5	0.5	0.5	0.5	0.6	0.6	0.6	0.6	0.7	0.7	0.8				

Used to determine membership ratio for Part 1.

Note: Rounding up a membership category may require a decrease to another category.

Part 2: Representatives Compliance of SAC Membership Florida Statute 1001.452	Provide Answers Shown in RED if changes are needed	
Number of representatives at your school		
Principal/Director (This School)	1	
Teacher(s) (This School)	3	
Middle or High School Student(s) (This School)	1	
Education Support Employee(s) (This School)	0	
District Employed Parent(s) (Not At This School)	3	
Non-District Employed Parent(s)	0	
District Employed Community/Business Partner(s)	0	
Non-District Employed Community/Business Partner(s)	1	
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	

Part 2 A&B

Compliant Code

Yes
No



3. All membership categories are represented
4. Majority of members are non-district (50% plus 1)

HOW DO I CHECK COMPLIANCE?

Educational Data Warehouse Report 0521

SAC Membership Compliance Calculator

Printer Friendly

Compliance of School Advisory Membership - RXOOA0521
Grouped by School Sorted Ascending on Student Name

Year:

[Elementary SAC Membership Compliance Calculator](#) [Secondary SAC Membership Compliance Calculator](#)

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Part 1: Community Served Provide Answers Part 1

SAC Membership Compliance Calculator										
Part 1 Does the SAC membership represent the community served? (Florida Statute 1001.452)										
Use the EDW Report: <i>Compliance of School Advisory Member - RXOOA0521</i> to complete Part 1, Community Population Percentage section.										
Number of voting members will appear here:		15								
	Community Population Percentage - From EDW report 0521	Recommended Membership (Automatically Populates)	Current Membership	DIRECTIONS:						
8	Hispanic	21.6	3.20	26.7%	NOTE: You will input data only into the green cells					
9	White	75.3	11.30	66.7%	STEP 1: Fill in Part 1, Community Population Percentage section using the percentage from Population column in EDW 0521					
10	Black	13.8	2.10	33.3%	STEP 2: Fill in Part 2, School Totals, Hispanic, and Groups 1-6 using SAC completed data from PBSCD eForm 1710					
11	Pacific Islanders	0.1	0.00	0.0%	STEP 3: CHECK to see if Part 2, Hispanic and Groups 1-6 sections align with Part 1, Recommended Membership section					
12	American Indian	0.2	0.00	0.0%						
13	Asian	3.8	0.60	0.0%						
14	Other Ethnicity	4.3	0.60	0.0%						
Part 2 Does every member have representation and are the majority of the members NON-district employees? (Florida Statute 1001.452)										
Use PBSD eForm 1710 as completed by SAC members to complete Part 2, School Totals, Hispanic, and Groups 1-6 sections.										
		INDICATE - Number of voting members below								
		School Totals	Hispanic	White	Black	Pacific Islanders	American Indian	Asian	Other Ethnicity	Hispanic vs. Groups
19	Principal	1			1					OK
20	Teacher	2	2	2						OK
21	Student	1		1						OK
22	Ed Support Employee	1		1						OK
23	District Parent	1		1						OK
24	Non-District Parent	8	2	5	3					OK
25	District Comm/ Bus Partner	0								OK
26	Non-District Comm/ Bus Partner	1			1					OK
27	Total	Number of voting members	15	4	10	0	0	0	0	OK
28	District Employees < 50 %		33%		Hispanics must additionally be included in the appropriate group(s) (1 - 6)					
29	% District Employees									

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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