



SIP Bites – School Advisory Council (SAC) Composition (General Membership)

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SAC Compositions Due: Tuesday, October 6, 2026

Planning Note: Use this deadline to work backward and schedule SAC elections accordingly.

Each school must establish a School Advisory Council that reflects the ethnic and racial diversity of its student population. In accordance with state statute *S1001.452*, more than half of SAC members cannot be employed by the Broward County School District. Required membership includes the principal and a balanced representation of teachers, education support employees, parents, business and community members, and students where applicable for high schools and adult/technical centers.

Refer to the following resources for additional information: **SIP Bites – School Advisory Council Elections (Peer Groups and Officers)** and **SIP Bites – SAC Composition Online Program**

New Note for 2026-2027: Non-district School Advisory Council (SAC) and School Advisory Forum (SAF) Chairs must be screened as volunteers.

SAC Membership Requirements

- **Representative Membership:** SAC membership must reflect the ethnic and racial composition of the school's student population, with ethnicity represented within +/-20 percentage points of the school's demographics.
- **Required Member Groups:** The SAC must include at least one representative from each required peer group: teachers, education support employees, parents, business/community members, and students for high schools and adult/technical centers. Also, at least 51% of SAC members must be non-district employees.

GENERAL MEMBERSHIP
School Advisory Council (SAC)

Principal (only administrator on SAC)	* Parents
BTU Steward or designee	* I-Zone Representative (elected by SAC from among the elected parent members)
Community/Business Representative (nominated/selected by the principal and approved by the SAC)	* ESOL Representative
Community School Representative (if applicable)	* ESE Representative
Teachers	* Gifted Representative
Non-instructional Support Employees	* SAF Chair or designee (parent elected by SAF; cannot be an employee of the school)
	* Pre-K Representative (if applicable – parent or certified teacher)
	Students (required for high schools and adult/technical centers – optional for middle)

NOTE: SAC Officers (Chair or Co-Chairs and Secretary) must be elected as members by their peers prior to being nominated and elected by SAC during a scheduled general meeting.

KEY

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

- **Peer Elections:** Each peer group must elect its own SAC representatives through a fair process held during a scheduled peer-group election meeting, **not** a SAC meeting. Teachers elect teachers, parents elect parents, students elect students (if applicable), etc.
 - Advertise peer elections to **all** stakeholders within **each** peer group at least seven (7) business/work days in advance. Include the open position(s), interest and nomination process, and the date, time, and location of the vote.
 - Share results with the principal and stakeholders.
- **SAC Administrator:** The principal is the only administrator appointed on the SAC. Assistant principals may not serve as SAC members due to their administrative roles, but are encouraged to attend meetings, share insights, and participate as valued stakeholders.
- **Community/Business Representatives:** Representatives are nominated or selected by the principal and must be approved by the council during a scheduled SAC meeting.
 - List the item on the SAC agenda, advertise the meeting at least three (3) full business/work days in advance to all stakeholders, and document the process in the meeting minutes.
- **SAC Officers (Chair or Co-Chairs and Secretary):** To serve as SAC officers, individuals must first be elected by their peers as SAC members. Once elected, they may be nominated and elected by the SAC to serve as officers during a scheduled SAC meeting.
 - List the SAC election item on the SAC agenda, advertise the meeting at least seven (7) full business/work days in advance to all stakeholders, and document the process in the meeting minutes.
- **ESE, ESOL, and Gifted Parent Representatives:** When a school has 10 or more students in any of these groups, the corresponding representative position must be filled by a parent of a student from that group at the school.
- **SAF Chair:** The chair must be the parent of a student at the school, nominated and elected by the SAF during a scheduled SAF meeting. The chair may **not** be employed at the school where they serve.
- **Innovation Zone (I-Zone) Parent Representative:** The parent must first be elected by peers as a SAC member, then nominated and elected by the SAC for this role during a scheduled SAC meeting. The representative attends I-Zone meetings and shares information between the school and zone.
 - List the SAC election item on the SAC agenda, advertise the meeting at least seven (7) full business/work days in advance to all stakeholders, and document the process in the meeting minutes.
- **Student Representatives:** Students are required at high schools and adult/technical centers. Any student may express interest, be nominated, and elected by peers through a majority vote; participation is not limited to leadership or student government roles.
- **Community School Representative:** This position is required for schools that have a community school and must be filled by a community school staff member.
- **Pre-K Representative:** Schools with a pre-K program must fill this position with either a pre-K parent or a certified pre-K teacher.
- **Broward Teachers Union (BTU) Steward:** The steward at each school is appointed to serve on the SAC.

