



SIP Bites – School Advisory Council (SAC) Composition Online Program

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SAC Compositions Due Tuesday, October 6, 2026

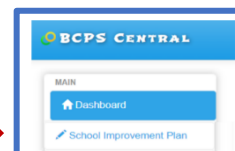
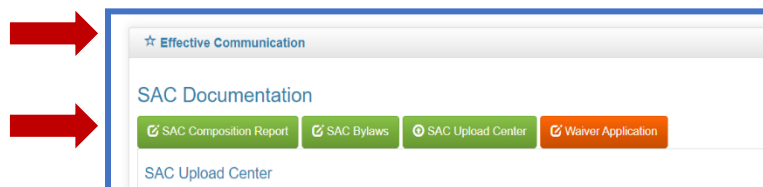
Each School Advisory Council (SAC) membership must be approved annually by the School Board (Policy 1403, F.S.C. 1001.42). Any SAC membership changes made during the school year must be:

- Documented in the official SAC meeting minutes.
- Updated in the online SAC Composition Program.
- Uploaded as a revised SAC Composition Report in BCPS Central's SAC Upload Center.

SAC Composition (Membership) Quick Reference Guide

Directions for completing the online SAC Composition Report:

1. The online SAC Composition Report is in BCPS Central at <https://web01.browardschools.com/ospa/ospa-central2/login.asp>
2. Click on the **School Improvement Plan (SIP)** tab on the dashboard to the left.
3. Scroll down to the **Effective Communication** section of the SIP and click on the **SAC Composition Report** tab. The home page will appear.



Home Page

Home Page

Select School Year: 2026-2027

+ Add Member

Membership SAC Composition Report

★ Demographic Data for Zaragoza School for Advanced Learning (TEST) (9997)

Name	Gender		Ethnicity						
	M	F	W	B	H	A	AI	MR	
TOTALS	0	0	0	0	0	0	0	0	
Percent of SAC Members	0	0	0	0	0	0	0	0	
SAC Percentages	0	0	0	0	0	0	0	0	
*Due to rounding, percentages may not total 100%.									
School Demographics Percentages	17		38	40	2	0	3		
Each group's SAC percentage to be +/- 20 points of school's demographics percentage.									
Make sure all fields are green to be in compliance. All Numbers are shown in Percentages.									

★ Employed / Not Employed

Employed by District (45% or less)

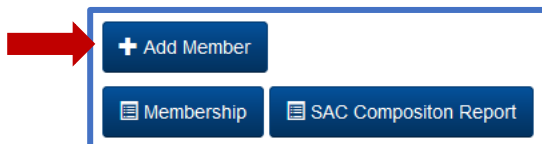
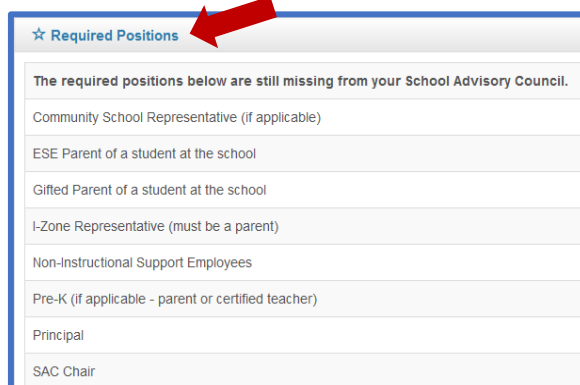
Not Employed by District (51% or More)

Make sure all fields are green to be in compliance.

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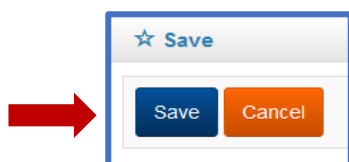
4. **Required SAC Positions:** Required positions are listed in this section. A representative is required for each applicable position. ESE, ESOL and Gifted parent representatives are required if schools have 10 or more students in those groups. As members and their positions are added to the composition, the positions will disappear from the *Required Positions* list. Positions that are not applicable will remain.

To start, click **+Add Member**.



5. All fields are required. Use **Additional Positions** (if applicable) to add an additional position for a SAC member per the drop-down menu that has been **elected for both positions**. **Note:** A member may not hold more than two positions and only gets one vote during SAC meetings regardless of the number of positions held.

6. Click **Save** in the lower left-hand corner upon completion. The member has been added to the SAC Composition Report for the school. Continue until all members have been added.



7. As members are added, data is generated to show a balanced (indicated in **green**) or an imbalanced composition (indicated in **red**). Compositions must be balanced.
 - a. **SAC Percentages** must be within +/- 20 percentage points of the **School Demographics**.

	Gender	Ethnicity	AI	MR
Demographic Data for Zaragoza School for Advanced Learning (TEST) (9997)				
TOTALS	1	1	1	0
SAC Percentages	50	50	50	0
School Demographics	47	53	2	88

- **To Edit Member Information:** Click the **Edit** button next to the member's name to change any information. Click **Save** in the bottom left-hand corner once changes are made.

The screenshot shows the 'SAC Composition' table with one member, Kerry Walls, in the 'BTU Steward (or designee)' position. A red arrow points to the 'Edit' button (a blue circle with a pencil icon) next to her name. To the right, the 'Edit Member Information' form is shown. It contains fields for Name, Email, Gender, Ethnicity, SBBC Employee status, Parent of Student status, Add Date, and Resigned status. A red arrow points to the 'Save' button at the bottom left of the form. A diagonal red watermark text 'Edit member information here.' is overlaid on the form.

- **Member Resignation:** Click the **Edit** button next to the member's name and enter the resignation date. Click **Save** in the bottom left-hand corner. The resignation date appears in the **Resigned** column. The former member is not part of the council or SAC demographics.

This block contains two screenshots. The top screenshot shows the 'SAC Composition' table with the 'Resigned' column circled in red. A red arrow points to the 'Edit' button for Kerry Walls. The bottom screenshot shows the 'Edit Member Information' form with the 'Resigned' date field filled with '2026-09-08'. A red arrow points to the 'Save' button. A red arrow also points from the 'Resignation Date' text to the date field in the form.

8. Once the SAC Composition is balanced (all **green** for demographics and **Employed** vs. **Not Employed**), all members appear in the **SAC Composition Report**. Download the report and upload it to the **SAC Upload Center**.

The screenshot shows the 'SAC Composition Report' on the left, which displays demographic data for the 2026-2027 school year. It includes a table for 'SAC Percentages' and 'School Demographics Percentages'. A red arrow points to the 'SAC Composition Report' button in the top navigation bar. On the right, the 'Effective Communication' section shows the 'SAC Upload Center' button, which is highlighted with a red arrow.

9. **SAC Meeting Sign-In Sheets:** The sign-in sheets (committee members and guests) for each SAC meeting must be printed from this program.

The screenshot shows the bottom navigation bar with buttons for 'Add Member', 'Membership', 'SAC Composition Report', 'Committee Sign in sheet', and 'Guest Sign in sheet'. Red arrows point to the 'Committee Sign in sheet' and 'Guest Sign in sheet' buttons.

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