

# **SCHOOL ADVISORY COUNCIL TRAINING**

## **MODULE 1**

### **SCHOOL ADVISORY COUNCIL STRUCTURE, PURPOSE & ROLE**

#### **Objectives:**

1. Outline the history of Florida's System for High-Quality Schools.
2. Identify the structure and purpose of a SAC.
3. Examine the roles and responsibilities of members of a SAC.

# FLORIDA'S EIGHT EDUCATION GOALS

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## **GOAL 1:**

### ***Readiness to Start School***

Communities and schools collaborate in a statewide comprehensive school readiness program to prepare children and families for children's success in school.

## **GOAL 2:**

### ***Graduation Rate and Readiness for Postsecondary Education and Employment***

Students graduate and are prepared to enter the work force and postsecondary education.

## **GOAL 3:**

### ***Student Performance***

Students make annual learning gains sufficient to acquire the knowledge, skills, and competencies needed to master state standards; successfully compete at the highest levels nationally and internationally, and be prepared to make well-reasoned, thoughtful, and healthy lifelong decisions.

## **GOAL 4:**

### ***Learning Environment***

School boards provide a learning environment conducive to teaching and learning, in which education programs are based on student performance data, and which strive to eliminate achievement gaps by improving learning for all students.

## **GOAL 5:**

### ***School Safety and Environment***

Communities and schools provide an environment that is drug-free and protects students' health, safety, and civil rights.

## **GOAL 6:**

### ***Teachers and Staff***

The schools, districts, colleges of education, postsecondary institutions, and state work collaboratively to provide professional teachers and staff who possess the competencies and demonstrate the performance needed to maximize learning among all students.

## **GOAL 7:**

### ***Adult Literacy***

Adult Floridians are literate and have the knowledge and skills needed to compete in a global economy, prepare children for success in school, and exercise the rights and responsibilities of citizenship.

## **GOAL 8:**

### ***Parental, Family and Community Involvement***

Communities, school boards, and schools provide opportunities for involving parents, families, guardians, and other community stakeholders as collaborative partners in achieving school improvement and education accountability.



## **MEMBERSHIP OF THE SCHOOL ADVISORY COUNCIL**

Consists of the principal and an appropriately balanced number of teachers, education support employees, students and other business and community citizens.

- Vocational-Technical Centers and high school advisory councils shall include students, and middle and junior high school advisory councils may include students.
- Vocational-Technical and adult education centers and Department of Juvenile Justice programs are not required to include parents as members.
- Teachers shall be elected by teachers.
- Education support employees shall be elected by education support employees.
- Students shall be elected by students.
- Parents shall be elected by parents.
- Members should reflect the ethnic, racial and economic community served by the school.

## **ROLE OF DISTRICT SCHOOL BOARD**

Responsible for school and student performance and for maintaining the System of High-Quality Schools, including:

- Develops policy and procedures for the election and appointment of SAC members, monitoring SAC composition, waiver process, and school site decision making in: the purchase of instructional materials and technology, staff training, school advisory council member training, student support services, budgeting and the allocation of staff resources.
- Establishes a SAC in each school.
- Reviews membership composition of each advisory council.
- May appoint additional members to SAC to achieve proper representation of school and community.
- Develops agreements between schools and other government and private agencies, i.e., Department of Children and Families, Law Enforcement, universities, libraries, etc.
- Develops a two-year plan of individualized assistance and intervention for each school that does not make adequate progress.
- Notifies the State Board of Education in the event any school doesn't make adequate progress for the second year in a four-year period.
- Provides public information regarding the performance of students and educational programs.
- Provides funds to schools for the development and implementation of school improvement plans.

## **ROLE OF THE SCHOOL PRINCIPAL**

Responsible for the overall administration at a given school, including:

- Supervising instruction.
- Leading in the development, revision and successful implementation of the school improvement plan.
- Playing a key role in achieving the mission.
- Involving all stakeholders in the school improvement process.
- Keeping the SAC informed of relevant policies and activities of the school, district and state.
- Serving as a SAC member.

## **ROLE OF THE SCHOOL ADVISORY COUNCIL CHAIR**

Responsible for overall coordination of SAC activities, including:

- Scheduling regular SAC meetings.
- Communicating with stakeholders to establish an agenda for each meeting.
- Facilitating SAC meeting.
- Requesting volunteers to serve as subcommittee members and delegating responsibilities.
- Notifying all members of upcoming meeting dates.
- Keeping up to date files of minutes of each meeting.
- Informing SAC of relevant training.
- Informing SAC of relevant issues as they relate to school improvement activities.
- Signing the school improvement plan.
- Assisting the principal with presentation of plan to school board.

## **ROLES AND RESPONSIBILITIES OF SCHOOL ADVISORY COUNCIL MEMBERS**

Council members:

- Are actively involved in developing their school's vision or mission.
- Use Florida's eight education goals as guiding principles for everything the council does.
- Thoroughly examine all aspects of their school when developing the school improvement plan.
- Determine and prioritize needs of the school.
- Develop strategies for improving the areas most important to their school.
- Decide how to measure the results of what they plan to do.
- Assist in the preparation and evaluation of the school improvement plan.
- Assist in preparing the school's annual budget.
- Assist in recruiting and retaining other school advisory council members.
- Decide on the expenditure of SAC funds to meet school improvement plan goals.

## **SCHOOL ADVISORY COUNCIL**

### **DOES:**

- Consist of teachers, students, parents, education support personnel, elected by their peers; and other citizens representative of the ethnic, racial and economic community served by the school.
- Consist of members selected from the list of nominees submitted by the school to the school board.
- Assist in preparation and evaluation of the school improvement plan. The plan is designed to achieve the state education goals and student performance standards. The plan must also address issues relative to budget, training, instructional materials, technology, staffing, student support services and other matters of resource allocation as determined by school board policy.
- Perform functions as prescribed by regulations of the school board.
- Assist in preparing the school's annual budget and plan.
- Decide how lottery enhancement funds for school improvement will be spent.
- Adhere to the "Sunshine Law."

### **DOES NOT:**

- Have any of the powers and duties reserved by law for the school board.
- Have any state mandates other than those prescribed by legislation.

# **THE SUNSHINE LAW AND SCHOOL ADVISORY COUNCILS**

- School Advisory Council (SAC) meetings are public meetings and subject to the Government in the Sunshine Law, Section 286.011(1), F.S.
- All meetings at which discussions and deliberations, as well as formal actions, take place must be open to the public, Section 286.011(1), F.S.
- Formal actions are considered binding only when made at meetings held in accordance with the Sunshine Law, Section 286.011(1), F.S.
- Reasonable notice of all meetings must be provided, Section 286.011(1), F.S.
- Minutes of the meetings must be recorded and open to public inspection, Section 286.011(2), F.S.
- All meetings must be held in a facility or location accessible to the public, Section 286.011(6), F.S.
- SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor, Section 286.011(3)(b), F.S.
- SACs should follow local district guidelines.