

School Advisory Council Pointers, Reminders, and Monthly Tasks

Guidelines for School Advisory Councils (SAC)

School Board Policy 2.09 states:

(1) Each School Advisory Council (SAC) has the authority to exercise the functions and duties provided to SAC by the Florida Statutes and State Board of Education rules, but has no powers or duties now reserved by law to the Board.

(2) Each SAC shall assist in the preparation and evaluation of the school improvement plan required by Fla. Stat. § 1001.42(16). Technical assistance from the DOE may be requested as needed.

Every meeting includes an agenda beforehand and minutes afterwards that are available for public inspection. The following pointers and monthly targets should be used to guide the process along. These items are mostly illustrative and not inclusive of all SAC agenda items. Many tasks can be accomplished prior to or post official discussion and approval of SAC committees:

August

- a) Establish meeting times and locations that are convenient for all attendees
- b) Review the election process for membership on SAC
- c) Examine which official seats are filled and which seats need to be filled by election or appointment
- d) Brainstorm strategies to reach further out into the community, in order to gain greater SAC involvement from parents, community, and business partners
- e) Host elections for vacant seats on the SAC
- f) Disseminate for comprehension the implications of Florida's Sunshine Law
- g) Discuss with all stakeholders the approved and updated school improvement plan
- h) Explain the use of the VIPS tracking system.

Office of School Improvement

September

- a) Finalize elections for the SAC (have each member fill out a hard copy of Form 1710)
- b) Enter each voting member into e-Form 1710 (Records Management web-based entry)
- c) Established council members elect vacant officer positions (e.g., secretary)
- d) Initiate team-building exercises to assist the collaborative decision-making protocol (emphasize consensus building as main technique)
- e) Review and discuss framework and structure for running SAC meetings (e.g., Robert's Rules, if applied)
- f) Examine SAC Bylaws for alignments to current practices
- g) Analyze baseline diagnostic data used for reporting to the State (baseline data report is due to the State from all schools identified under the Differentiated Accountability program)
- h) Save improvement plan to the State's online system
- i) Complete and sign the school improvement plan checklist (Form 2248 in Records Management)
- j) Discuss with all stakeholders revisions and updates to the school improvement plan

October

- a) Stabilize SAC membership
- b) Continue team-building exercises to assist the collaborative decision-making protocol (emphasize consensus building as the main strategy)
- c) Administer and discuss the AdvancED Standards Assessment Rubric to measure perceptions of SAC members towards district accreditation standards
- d) Approve appropriate SAC fund expenditure requests
- e) Discuss with all stakeholders revisions and updates to the school improvement plan and progress of students, based on data

November

- a) Approve appropriate SAC fund expenditure requests
- b) Discuss with all stakeholders revisions and updates to the school improvement plan and progress of students, based on data

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December

- a) Review the district's academic business plan and provide suggestions for improvement
- b) Analyze midyear diagnostic data used for reporting to the State (midyear-data report is due to the State from all schools identified under the Differentiated Accountability program)
- c) Report to all SAC attendees on school trends and patterns observed
- d) Approve appropriate SAC fund expenditure requests
- e) Discuss with all stakeholders revisions and updates to the school improvement plan

January

- a) Analyze and share midyear data patterns and trends used for narrative reporting to the State (midyear data and narrative reports are due to the State from all schools identified under the Differentiated Accountability program)
- b) Approve appropriate SAC fund expenditure requests
- c) Discuss with all stakeholders progress, revisions, and updates to the school improvement plan

February

- a) Approve appropriate SAC fund expenditure requests
- b) Report to all attendees on academic trends and patterns observed prior to high-stakes testing
- c) Discuss with all stakeholders progress, revisions, and updates to the school improvement plan

March

- a) Report to all attendees on academic trends and patterns observed prior to high-stakes testing
- b) Discuss with all stakeholders the revisions and updates to the school improvement plan
- c) Begin to shift the plan from the current year's expectations to the next year's expected improvements (use a Word® document to build the subsequent year's improvement plan; targets should not be changed in the online system)

Office of School Improvement

April

- a) Report to all attendees on academic trends and patterns observed prior and post high-stakes testing
- b) Administer and discuss the AdvancED Standards Assessment Rubric to measure perceptions of SAC members towards district accreditation standards
- c) Discuss with all stakeholders progress, revisions, and updates to the school improvement plan
- d) Seek suggestions and approval for next year's improvement plan (align expected improvements with State expectations for all subgroups, per adequate yearly progress)

Year	AYP Reading Target	AYP Math Target
2010-11	79%	80%
2011-12	86%	86%
2012-13	93%	93%
2013-14	100%	100%

- e) Seek official approval of next year's improvement plan before seats on the council are vacated
- f) Announce vacated seats up for election

May

- a) Report to all attendees on academic and non-academic trends and patterns observed at the school
- b) Discuss with all stakeholders progress, revisions, and updates to the school improvement plan
- c) Seek official approval of next year's improvement plan before seats on the council are vacated