



The School District of Palm Beach County 

School Advisory Council Training



What is a School Advisory Council?

Team of individuals from various segments of community that:

- Adopts School Advisory Council bylaws and maintains a record of minutes
- Assists in preparation and review of the School Improvement Plan and school's annual budget
- Approves School Improvement Funds to support School Improvement Plan goals



School Advisory Council Meetings



Sample SAC Bylaws

Bylaws of School Advisory Council

[Name of School]

Prepared by: Principal and School Advisory Council (or subcommittee thereof) – [Date]

Article I

Name of Organization

The name of this organization shall be *The School Advisory Council of* [Name of School].¹¹¹

Article II

Purpose and Function

Section 1: The School Advisory Council (SAC) is a resource for parents and principal. Its function is to develop and oversee the School Improvement Plan (SIP) that will serve as a framework for

Section 2: The primary function of the SAC is to provide all opportunity to be active participants in the assessment of

Articles in your Bylaws

Include In SAC Bylaws

Purpose and Function
of the SAC

Election procedures

Meetings

Representation and
Membership Selection

How to fill vacancies

Deadlock

Elections

Tenure and Terms

Rules of Order

Voting Body/Composition

Officers

Amendments

Voting Body/Composition

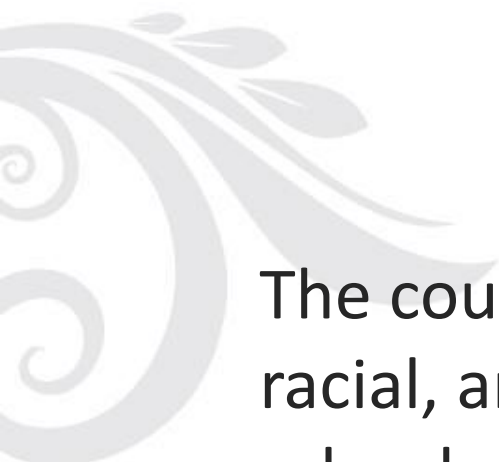
Council shall include:

- teachers
- parents
- students*
- education support employees
- business/community representatives
- school principal



*Middle Schools may include students. High Schools must include students.

Representative of Community Served



The council will be representative of the ethnic, racial, and economic community served by the school.

A majority (fifty percent (50%) plus one (1)) of members must not be employed by the District.

Teacher and Education Support Employee

Teacher

Representative:

- Teachers
- Student Services Personnel
- Media Specialists
- Employed at the school

Education Support Employee:

- Non-instructional
- Non-Administrative
- Work 20 or more hours in a normal working week at the school

Responsibilities of the SAC Chair may include:

- Facilitating SAC meetings
- Notifying all members of upcoming meetings
- Informing SAC of relevant issues as they relate to school improvement activities
- Assisting administration with the public presentation of the School Improvement Plan
- Retaining minutes of all SAC meetings



Responsibilities of the Principal include:

- Ensuring that the council is comprised of properly elected representatives
- Leading the development, revision, and successful implementation of the School Improvement Plan
- Submitting the SAC approved SIP to the Florida Department of Education by annually posted due date
- Keeping the SAC informed of relevant policies and activities of the school, district, and state
- Serving as a voting SAC member

Responsibilities of Elected SAC Members include:

- Assisting in the preparation and evaluation of the School Improvement Plan (SIP)
- Deciding on the expenditure of the School Improvement Funds to meet school improvement goals
- Adhering to Sunshine Law
- Voting to approve the SIP



Standing Committees

- Committees may oversee ongoing issues and/or programs during the course of the school year
 - Committees are formed on an as needed basis
- SAC members and non-members may be committee members
 - Committee elections are not required

- Committees are limited to areas that affect the SIP goals, such as:
 - Curriculum
 - Budget
 - Staffing
 - Parental Involvement
 - Discipline and Safety
 - Student Awards

Membership Terms

The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.



Elections



- Usually at the beginning or end of the school year, as provided in bylaws
- Procedures in the bylaws should include the means of ensuring wide notice of vacancies and elections:
 - School Website
 - ParentLink
 - School Marquee
 - Newsletter
 - Fliers
 - PTA
 - Open House/Curriculum Night

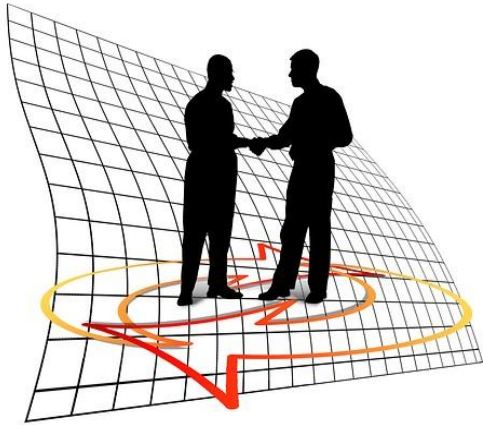
Elected Members



- Parents elected by parents
- Teachers elected by teachers
- Students elected by students
- Education support employees by education support employees

Elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws

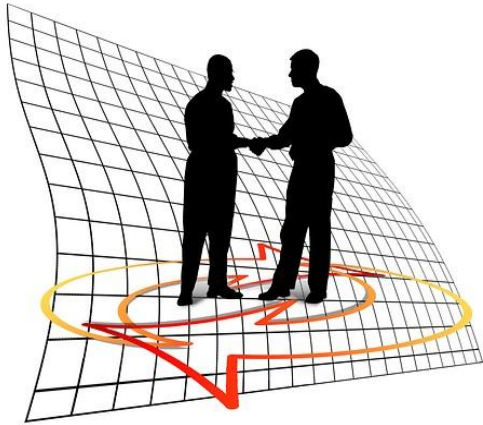
Appointed Members



Community or Business Partners

- May be recommend by any SAC member
- Will be appointed by the Principal following the advice and consent of the SAC
- Community or Business Partner appointments can assist in appropriately balancing SAC composition

SAC Officers



The bylaws shall include a means for determining SAC officers

This includes:

- Process for selection of officers
- Responsibilities
- Staggered terms

Elections

School Question:

“Can we use secret ballots for elections?”

FDOE Response:

“No, secret ballots are never allowed because all activities that take place at a SAC meeting are subject to Open Government Law and Sunshine Law.”

Elections

School Question:

“Are students considered District or non-District members?”

FDOE Response:

“Students are considered non-District members.”

Elections

School Question:

“Are Adult Education centers required to have parent representation on their SAC?”

FDOE Response:

“No, Adult Education centers are not required to have parent representation.”

Elections

School Question:

“My school has a person who began on SAC as a community member, however he now has a child here at the school. Can he remain as a community member or should he be moved over to fill a parent slot for next year? If he does need to take a parent slot does he have to be voted on?”

FDOE Response:

“In this gentleman’s situation, the group that he will represent depends on how he becomes a member of the council for the next school year. If he chooses to run for a parent spot on the council and is elected, he will serve as a parent member. However, if he chooses to not participate in the elections, he will have to be selected by the SAC next year to serve as a community member.”



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

School Advisory Council (SAC) Member

You cannot submit the form without addressing each field.

School

School Year

Member Name

I am a SAC Chairperson / Co-Chairperson Yes No

E-mail (optional)

Category

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 Yes or No to submit the form)

Hispanic Non-Hispanic

RACE (You must select Yes for at least one of the following)

SAC Members complete eForm 1710 *School Advisory Council (SAC) Member* at the first meeting of their election.

Principal reports to verify SAC compliance are generated from completed eForm 1710.

SAC Registration Form

School Advisory Council

[School Advisory Council Roster Report - RXOOA0519](#)

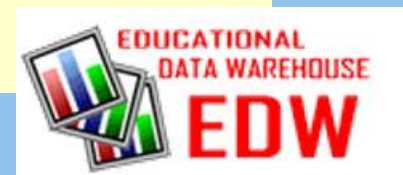
Member listing shows School, member name, category, ethnicity, race and chair. (Phase II)

[Compliance of School Advisory Membership - RXOOA0521](#)

Summary report contains member and student counts per category with percentages. (Phase II)

[SAC Members](#)

Options for editing the School Advisory Council.



New EDW Access Only: New EDW Reports Available to help with SAC Compliance and Membership Roster Management.

Pathway: New EDW>>Families>>[School Advisory Council](#)

SAC Compliance Reports



Printer Friendly

School Advisory Council Roster Report - RXOOA0519

Year:
School:

Update

Change School

Additional

11 Members

Name	Email Address	Category	Ethnicity	Race	Chair	Public Records Act
		Parent Not District	Non Hispanic	W		Yes
		Bus Com Not District	Hispanic	W		Yes
		Parent Not District	Non Hispanic	A		Yes
		Bus Com Not District	Non Hispanic	W		Yes
		Education Support Employee	Hispanic	W		Yes
		Parent Not District	Non Hispanic	B	CHAIR	Yes
		Parent Not District	Non Hispanic	W		Yes
		Parent Not District	Non Hispanic	W		Yes
		Principal Director	Non Hispanic	W		Yes
		Teacher	Non Hispanic	W		Yes
		Teacher	Hispanic	W		Yes

SAC Roster Report (Verification Report)



Printer Friendly

Compliance of School Advisory Membership - RXOOA0521

Year:
School:

requires NEW EDW access

Update

Change School

Compliance of SAC Membership Florida Statute 1001.452 Representatives	Provide Answers Shown in RED if changes are needed
Number of representatives at your school	
Principal/Director	1
Teacher(s)	2
Middle or High School Student(s)	
Education Support Employee(s)	1
Parent(s)	5
Community/Business Partner(s)	2
Are the majority of members Non-District Employees?	<u>Yes</u>

Compliance of SAC Membership Florida Statute 1001.452 Community Served	Provide Answers	
Ethnicity	Member	Population
Percentage of Hispanic SAC Members/ Hispanic Population	27.3%	35.1%
Hispanic SAC Members/ Hispanic Population	3	2398
Race	Member	Population
Percentage of White population	81.8%	86.1%
Number of White	9	5885
Percentage of Black population	9.1%	3.6%
Number of Black	1	247
Percentage of Pacific Islanders/ Hawaiian population	0.0%	0.0%
Number of Pacific Islanders/ Hawaiian	0	1
Percentage of American Indian/ Alaskan Native population	0.0%	1.0%
Number of American Indian/ Alaskan Native	0	69
Percentage of Asian population	9.1%	1.3%
Number of Asian	1	88
Percentage of Other population	0.0%	4.8%
Number of Other	0	329

SAC members must represent the ethnic, racial, and economic community served by the school. (FL Statute 1001.452)

Schools with no assigned areas will get District population

Compliance of SAC Membership



Printer Friendly

Compliance of School Advisory Membership - RX00A0521

Year:
School:

New EDW Access needed

Update

Change School

Compliance of SAC Membership Florida Statute 1001.452 Representatives	Provide Answers Shown in RED if changes are needed
Number of representatives at your school	
Principal/Director	1
Teacher(s)	6
Middle or High School Student(s)	
Education Support Employee(s)	1
Parent(s)	11
Community/Business Partner(s)	1
Are the majority of members Non-District Employees?	<u>Yes</u>

“Yes” does not mean compliance. This is a two part report.

Compliance of SAC Membership – Part 1

Compliance of SAC Membership

Florida Statute 1001.452

Community Served

Provide Answers

Ethnicity		Member	Population
Percentage of Hispanic SAC Members/ Hispanic Population Percentage		27.3%	35.1%
Hispanic SAC Members/ Hispanic Population		3	2398
Race		Member	Population
Percentage of White population		81.8%	86.1%
Number of White		9	5885
Percentage of Black population		9.1%	3.6%
Number of Black		1	247
Percentage of Pacific Islanders/ Hawaiian population		0.0%	0.0%
Number of Pacific Islanders/ Hawaiian		0	1
Percentage of American Indian/ Alaskan Native population		0.0%	1.0%
Number of American Indian/ Alaskan Native		0	69
Percentage of Asian population		9.1%	1.3%
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Number of Other		0	329

SAC members must represent the ethnic, racial, and economic community served by the school. (FL Statute 1001.452)

Schools with no assigned areas will get District population

Compliance of SAC Membership – Part 2

SAC Members for

Principals update throughout the year as needed

Delete Selected

Done

		Member Name	(Co)Chair	Email	Category	Ethnicity	Race	Date Submitted
<input type="checkbox"/>	Edit		No		Principal Director	Non Hispanic	White	
<input type="checkbox"/>	Edit		No		Teacher	Non Hispanic	White	
<input type="checkbox"/>	Edit		Yes		Parent Not District	Non Hispanic	Black	
<input type="checkbox"/>	Edit		No		Bus Com Not District	Non Hispanic	White	
<input type="checkbox"/>	Edit		No		Teacher	Hispanic	White	
<input type="checkbox"/>	Edit		No		Parent Not District	Non Hispanic	White	
<input type="checkbox"/>	Edit		No		Parent Not District	Non Hispanic	White	
<input type="checkbox"/>	Edit		No		Parent Not District	Non Hispanic	White	
<input type="checkbox"/>	Edit		No		Parent Not District	Non Hispanic	Asian	
<input type="checkbox"/>	Edit		No		Education Support Employee	Hispanic	White	
<input type="checkbox"/>	Edit		No		Bus Com Not District	Hispanic	White	

Delete Selected

Done

SAC Members List (Editing Report)



Attendance at SAC Meetings

SAC will replace any member who has two consecutive unexcused absences (as determined by the SAC Chair) from SAC meetings scheduled according to the procedures in the bylaws

Meetings

Specify in your bylaws the time and place that each meeting will be held. Ample public notice must be given. Use the school's website, ParentLink, fliers, school's marquee, etc.

All meetings will be held at a time that is convenient to parents, students, teachers, and business/community representatives.

Quorum

A majority (50% + 1) of the voting members of the council shall constitute a quorum. A quorum must be present before a vote may be taken.



Meetings

At **least 3 days** advance notice in writing to voting member on any matter requiring a vote AND additional meeting notice for the general public

District Legal Service's Department recommends a 7 day notice



Videoconferencing Attendance for Meetings

School Question:

“I am having trouble getting a quorum. Can we use a videoconference or telephone to obtain a vote?”

FDOE Response:

“Voting members need to be physically present at SAC meetings, unless there is an extraordinary circumstance that disables them from attending, such as hospitalization.”

*“The attorney general issued an Advisory Legal Opinion (AGO 2003-41) that states: where a rule or statute contemplates that a meeting will be held in a public place with the members physically present, the participation of an absent member in the meeting by telephone conference should be permitted only in extraordinary circumstances and when a quorum of the board members is **already physically present** at the meeting.”*



Meeting Minutes

Meeting minutes, including tape recordings made of the meetings, texts, emails are public records.

Minutes and/or tape recordings must be saved and made available to any member of the public who requests them.

Meeting Minutes

The meeting minutes shall:

include the names of those in attendance (virtual and live) and any actions taken by the council

be approved at the next regular meeting of the council

be kept permanently on file in designated location

Meeting Minutes

SAC Chairs and Principals work together to establish a method to save all SAC minutes **permanently** at the school site.





Meeting Input From Non-Council Members

Consider including a description in the SAC Bylaws regarding how non-council members provide input at SAC meetings (e.g., a specified time at the end of each meeting).

Rules to Run Meetings

It is recommended to have rules of order in the SAC bylaws to be determined based on individual SAC needs.

One example of Parliamentary Procedures that could be specified might be Robert's Rules of Order.





Funding Related to School Advisory Council



Funding related to School Advisory Councils

Florida Statute 1008.36

Florida School Recognition Program

Florida Statute 24.121

Allocation of revenues and expenditures of funds for public education



General School Allocation Funds

FL Statute 24.121

A portion of such net revenues, as determined annually by the Legislature, shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to s. [1001.42](#)(18).

A portion of these moneys, as determined annually in the General Appropriations Act, must be allocated to each school in an equal amount for each student enrolled.

Spending General Allocation Funds

FL Statute 24.121 and SB Policy 2.09

- Must be tied to programs or activities in the SIP.
- Must be used to enhance school performance.
- Principals or school district staff may NOT override the recommendations of the SAC.
- May NOT be used for capital improvements.
- May NOT be used for any project(s) or program(s) with more than a one-year period.
- May be expended only on programs or projects selected by the SAC.

“Does this expenditure enhance school performance through development and implementation of the School Improvement Plan (SIP)?”

General School Allocation Funds

Question:

“What type of funds are placed in the School Improvement Plan Budget?”

FDOE Response:

“All funds necessary to implement the strategies and action steps included in the plan. This may include general school allocation funds and funding sources outside the school budget such as Title I, grants, and fundraisers. With that being said, it is not meant to be a comprehensive school budget accounting for all money allocated to the school for the year.”

Florida School Recognition Funds (A+ Money)

Performance incentive program for outstanding faculty and staff in highly productive schools

- Sustain high performance by receiving a school grade of “A,” making excellent progress; or
- Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.
- All public schools, including charter schools, that receive a school grade pursuant to s. [1008.34](#) are eligible to participate in the program.

Florida School Recognition Funds (A+ Money)



The decision on how to spend School Recognition money must be made jointly by the SAC and the staff currently employed by the school.

If a decision has not been reached by February 1, the award will be equally distributed in bonuses to classroom teachers who are currently teaching in the school.

Florida School Recognition Funds (A+ Money)

School recognition awards must be used for the following:

- Nonrecurring bonuses to the faculty and staff;
- Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
- Temporary personnel for the school to assist in maintaining and improving student performance

Florida School Recognition Funds (A+ Money)

School Question:

“What is the process for the school and SAC to reach an agreement on how the A+ money should be spent?”

FDOE Response:

“The legislature did not designate a process for a school to follow in order to have the staff and the SAC reach agreement about School Recognition money. A good practice is to design a process and an agreement on how conflicts will be resolved before the school receives this award. Schools may outline this in their bylaws.”

Florida School Recognition Funds (A+ Money)

School Question:

“What does nonrecurring bonuses and expenditures mean?”

FDOE Response:

“Nonrecurring” means that it is a one-time expense, not a continual cost.

Florida School Recognition Funds (A+ Money)

School Question:

“Can a vote lock in the distribution of funds for subsequent years?”

FDOE Response:

“No, the agreement for how to use school recognition money is a yearly decision. Schools can agree to the same provisions from the prior year, but the current school staff and School Advisory Council have to approve.”

Florida School Recognition Funds (A+ Money)

School Question:

“My school originally voted to put aside money for teachers to use on supplies, but they did not use it all last year. Can we carry these funds forward to this year?”

FDOE Response:

“Yes, but they have to be used for the original purpose: supplies for teachers. Because this is technically a categorical fund it does not have to be spent in the same year. However, it must be spent as it was agreed upon between the school staff and school advisory council.”

SDPBC’s Budget Department suggests setting up separate accounts for each type of A+ distribution specially marked with corresponding year and type of allocation.



SAC Legislation



School Board Policy 2.09

www.palmbeachschools.org/policies

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50

Chapter 2. General Administration

[← Prev.](#) Section 2.09 [Next →](#)

Pay particular attention
to Section 8b annually.

Policy 2.09 School Advisory Councils

1. School Advisory Council.-- Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § [1001.452\(1\)\(a\)](#).
2. Composition of Councils
 - a. Membership of the SAC shall meet the requirements within Fla. Stat. § [1001.452\(1\)\(a\)](#). These requirements include that the SAC be composed of the school principal/director (who, pursuant to Fla. Stat. § [1001.54\(2\)](#), must provide instructional leadership in the development, revision, and implementation of the school improvement plan) and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and business and community representatives.
 - i. Middle and junior high schools must include student representation on their SACs.
 - ii. Vocational-Technical centers and high schools must include student representatives on their SACs.
 - iii. Vocational-Technical centers and adult education centers are not required to have parent representatives on their SACs.
 - iv. In accordance with Fla. Stat. § [1001.452\(1\)\(a\)](#), the term "education support employee" a any person who is employed by a school who is not defined as instructional or administrative to Fla. Stat. § [1012.01](#) and whose duties require twenty (20) or more hours in each normal

State Legislation Florida Statute 1001.452

- District and School Advisory Councils

The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

– Powers and duties of district school board

- SAC Specific

- Implement School Improvement and Accountability

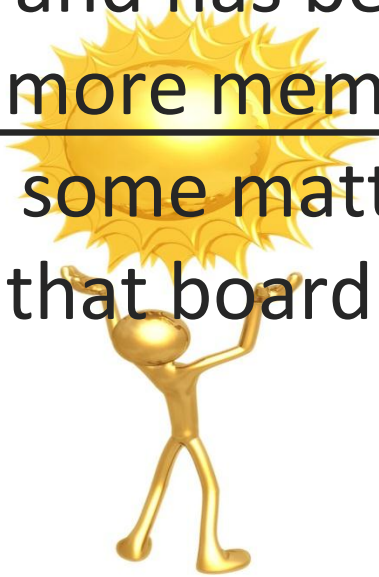
- » Approve School Improvement Plans
 - » Provide Public Disclosure
 - » Provide School Improvement Funds

- Allocation of revenues and expenditures of funds for public education

A portion of net revenues shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan.

Sunshine Law – Two or More Members

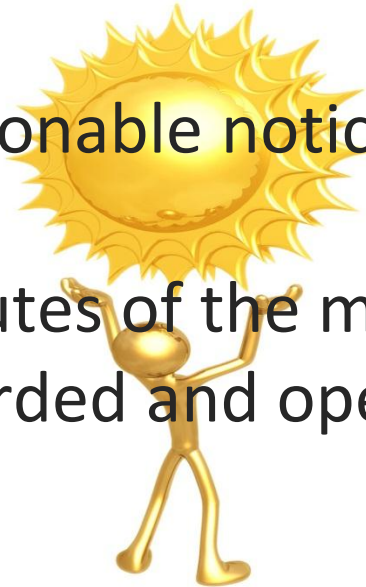
Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.



Sunshine Law – Meetings and Minutes

There are three basic requirements:

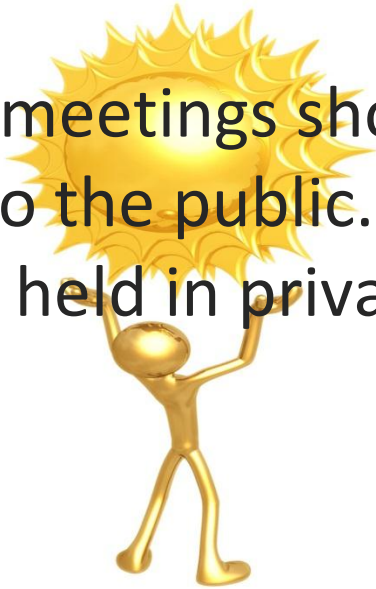
1. Meetings of public boards or commissions must be open to the public
2. Reasonable notice of such meetings must be given
3. Minutes of the meetings must be taken, promptly recorded and open to public inspection



Sunshine Law – Open to Public

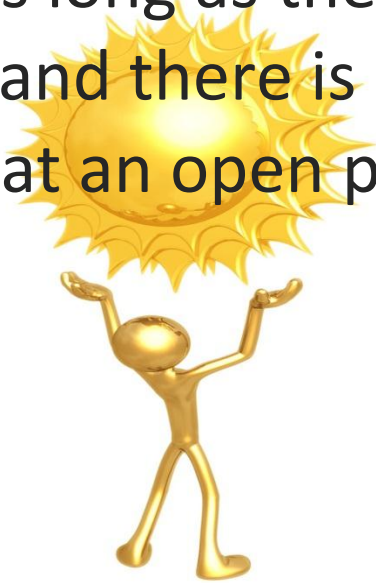
The phrase “open to the public” means open to all who choose to attend. Boards are not authorized to exclude some members of the public (i.e. employees or vendors) from public meetings.

Board meetings should be held in buildings that are open to the public. This means that meetings should not be held in private homes.



Sunshine Law - Communication

Board members may not use e-mail or the telephone to conduct a private discussion about board business. Board members may send a “one-way” communication to each other as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting.



Sunshine Law - Voting

Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.



Sunshine Law - Violations

Any member of a board who *knowingly* violates the Sunshine Law is guilty of a misdemeanor of the second degree.

An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to \$500.





School Improvement Planning Process



Florida Department of EDUCATION

Purpose

The purpose of this application is to guide the school and district improvement problem-solving and planning process throughout the year and help identify and organize strategies and resources that will lead to increased student achievement at the school.

Schools targeted for Differentiated Accountability (DA) are required by State Board of Education Rule 6A-1.099811, F.A.C., to use the Florida Department of Education School Improvement Plan (SIP) template, and their school districts are required to use the department's District Improvement and Assistance Plan (DIAP) template. Both plans are completed through the SIP Online system.

The completed SIP may also serve as the **Title I Plan**, as it is embedded with all required components of a schoolwide and targeted assistance program, as set forth in the No Child Left Behind (NCLB) Act of 2001, Public Law No. 107-110, Section 1114(b)(1) and 1115(c), codified at 20 U.S.C. § 8314(b).

Public Access to Plans



[Click this link](#) to access the **approved** plans for specific districts and schools, as well as any prior year plans that have been made available.

Timeline

- Drafts of DA school and district plans are due to the Regional Executive Director (RED) for review and feedback.

- The DIAP must be fully entered into the SIP Online.

The SIP must be fully entered in the SIP Online. On this date, the targets the school has selected for 2014 will be locked, but the rest of the plan will remain editable throughout the year.

The submission deadline is for archival and research purposes. The SIP and DIAP are intended to be *living documents* that allow schools and districts to continually problem-solve how best to reach their goals and adjust strategies as necessary to improve student achievement.

To encourage ongoing discussions and revisions, the templates include a **Mid-Year Reflection** about the goals set at the beginning of the year to help teams determine whether to revisit the problem solving process. DA targeted schools and districts are required to complete the mid-year reflection within 30 days of the release of mid-year assessment data.

www.flsiponline.com

All Regions

Region 1

Region 2

Region 3

Region 4

Region 5

01 - Alachua

15 - Duval

31 - Indian River

46 - Okaloosa

60 - Sumter

02 - Baker

17 - Escambia

32 - Jackson

47 - Okeechobee

61 - Suwannee

03 - Bay

18 - Flagler

33 - Jefferson

48 - Orange

62 - Taylor

04 - Bradford

19 - Franklin

34 - Lafayette

49 - Osceola

63 - Union

05 - Brevard

20 - Gadsden

35 - Lake

50 - Palm Beach

64 - Volusia

06 - Broward

21 - Gilchrist

36 - Lee

51 - Pasco

65 - Wakulla

50 - Palm Beach

Online Plans

Other Documents

Reading Plan Links

District Information

Published

Download

All Schools

Elementary

Middle

High

Combo

Published 0664 - Academy For Positive Learning

Published 1421 - Hagen Road Elementary School

Published 7001 - Palm Beach Virtual Instruction Program

Published 2141 - Acreage Pines Elementary School

Published 2001 - Hammock Pointe Elementary School

Published 0651 - Palm Springs Elementary School

Published 1451 - Addison Mizner Elementary School

Published 2571 - Heritage Elementary School

Published 0611 - Palm Springs Middle School

Published 0821 - Adult Ed. Center Of Palm Beach

Published 0011 - Hidden Oaks Elementary School

W/A 0612 - Palm Springs Middle School Adult

Published 0095 - Alexander W Dreyfus Jr School

Published 0671 - Highland Elementary School

Published 0561 - Palmetto Elementary School

Published 0101 - Alamanda Elementary School

Published 3024 - Highridge Family Center

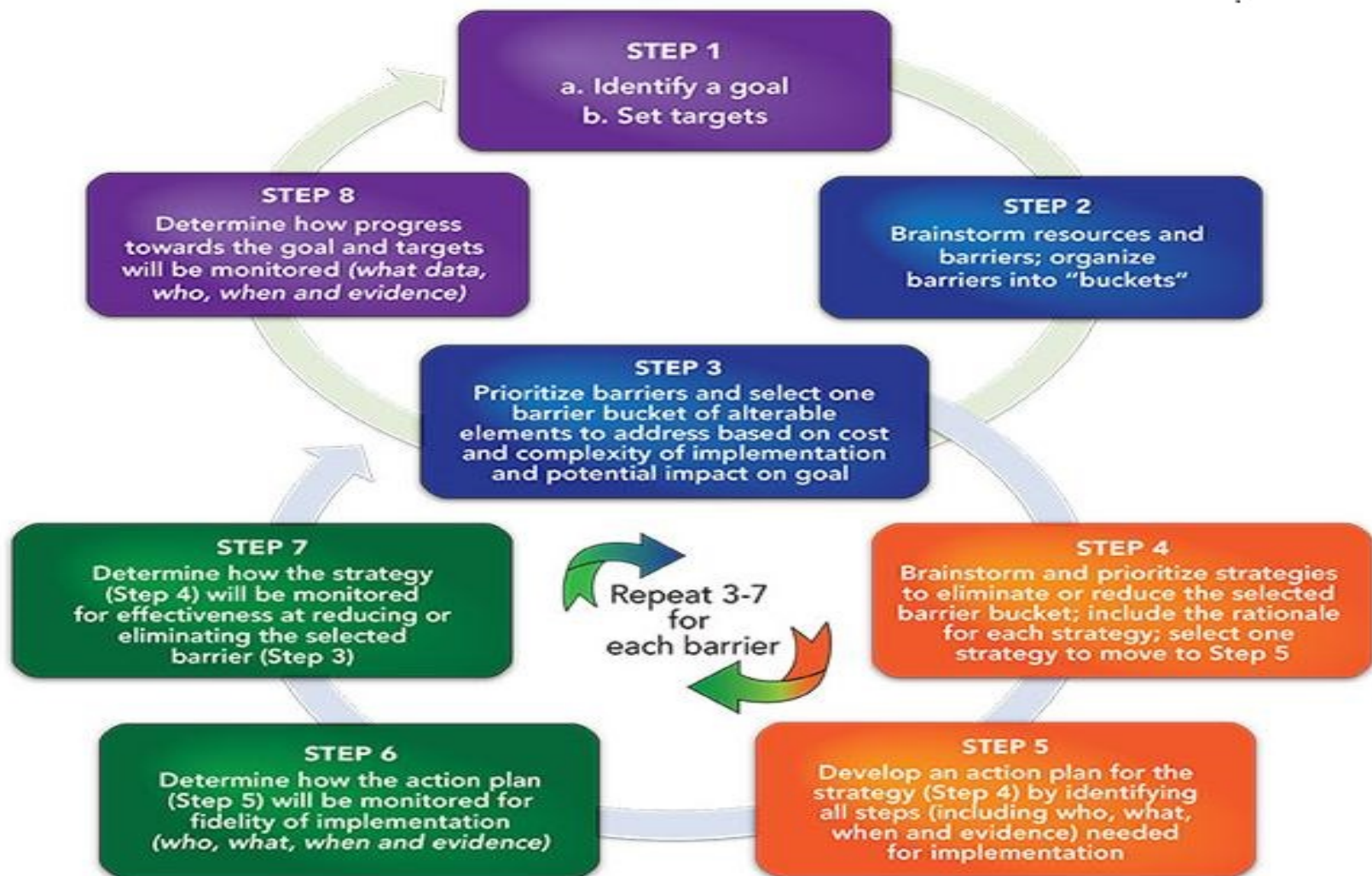
Published 2161 - Panther Run Elementary School

Published 3071 - The Oaks Elementary School

Published 3072 - The Oaks Elementary School

Published 2162 - Panther Run Elementary School

Planning and Problem-Solving Process FOR CONTINUOUS IMPROVEMENT



School Improvement Plan Checklist PBS Form 2248



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

School Improvement Plan (SIP)

Checklist School Year _____

School

Directions. School Advisory Council (SAC) chairs, principals, and area superintendents review the school improvement plan (SIP) using this checklist. Check YES if the SIP has adequately addressed the questions in each category. If NO, provide an explanation in the field provided after each category. SAC Chairs and principals print the completed form, sign, date, and pony to area superintendents. Keep a copy for your records.

Area superintendents review, sign, and date completed SIP checklists. Then complete the web-based form PBS Form 2250 *School Improvement Plan Area Checklist*.

PART I: SCHOOL INFORMATION

YES NO NA

YES NO NA

YES NO NA

Additional SIP Reviews/Approvals

- Area Office
- Federal Programs
- Charter Office
- Leadership
- Office of School Improvement
- School Board



School Improvement Plan

Principal or designee selects ***Submit*** whenever changes are made to the SIP.

This will allow for public viewing of those updates.

A blue button with a gradient and a shadow effect, featuring the word "Submit" in a large, black, sans-serif font. The button is set against a dark blue background with a lighter blue rounded rectangle behind the text.



District Accreditation





Involves a continuous process of self-evaluation and improvement.



School Advisory Council Resources



School Improvement Website



SDPBC Employee Hub
Educate. Affirm. Inspire.

School Improvement

[Overview](#)

[School Advisory Council](#)

School Improvement

FAQ

Do SIPs need to be aligned to District initiatives?

Do the SIPs have to delineate state mandated instruction?

How do I print the SIP if it isn't published to the public site?

Are charter schools subject to Differentiated Accountability under section 1008.33, Florida Statutes?

Forms

School Advisory Council (SAC) Membership Report [Form 1710](#)

School Improvement Plan (SIP) Checklist [Form 2340](#)

Resources

Guiding Documents:

[User Management How to Guide](#)

[Curriculum Matrix FS 1003.42](#)

[Elementary SAC Membership Compliance Calculator](#)

[Secondary SAC Membership Compliance Calculator](#)

FY21 School Improvement Google Classroom, join by using code th7x43r

Reports

SIP Online - Master Report- R000A0197

Pathway: Select New EDW file >> Families >> Compliance >> SIP Online-Master Report-R000A0197

or Select the search button and enter 0197

School Advisory Council Roster Report- R000A0519

Pathway: Select New EDW file >> Families >> School Advisory Council >> School Advisory Council Roster Report-R000A0519

or Select the search button and enter 0519

Compliance of School Advisory Membership- R000A0521

Pathway: Select New EDW file >> Families >> School Advisory Council >> Compliance of School Advisory Membership-R000A0521

or Select the search button and enter 0521

SAC Members (Principals only)

Pathway: Select New EDW file >> Families >> School Advisory Council >> SAC Members

School Advisory Council Website

The screenshot shows the top navigation bar with links: HOME, ABOUT US, STUDENTS & PARENTS, SCHOOL BOARD, SUPERINTENDENT, CAREERS, SCHOOLS, and DISTRICT. Below this is the school district logo and name: "The School District of Palm Beach County" with the tagline "Educate. Affirm. Inspire." and a search bar. A secondary navigation bar contains links for Spanish, KeyB, Portuguese, Translata, Sign in, and Webmaster. A central menu features icons and labels for Departments, Calendars, Employment, SIS Parent Gateway, K-12 Student Registration, Meeting Videos, Family Resources, and Choice/Career Programs. A breadcrumb trail at the bottom of the header reads: Home > Students/Parents > School Advisory Council (SAC) > Overview.

School Advisory Council (SAC)

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[Parent Involvement](#)

[Presentations](#)

[Public Meetings Requirements](#)

[Related Statutes](#)

[Resources](#)

[Policy 2.09 School Advisory Councils](#)

[Training](#)

School Advisory Council (SAC)

Each advisory council shall perform functions prescribed by regulations of the district school board. However, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each School Advisory Council (SAC) shall assist in the preparation and evaluation of the School Improvement Plan required pursuant to s. 1001.42(1).

If you have any questions or need additional assistance, please contact Patti Seldarrige at [561-367-7607](tel:561-367-7607)

[Find your School's SAC Dates](#)

FAQ

[Expand All](#)

[Who should be a member of the School Advisory Council?](#) >

[What is the scope of the Sunshine Law?](#) >

[Are students considered District or non-District members?](#) >

[Can we use secret ballots for SAC elections?](#) >

[Do we have to provide public notice for SAC meetings?](#) >

[Where can I find information about SAC member attendance rules?](#) >

[What is a Quorum?](#) >