

# SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

MORE OF  
EVERYTHING YOU  
WANT FOR  
YOUR CHILD



PALM BEACH COUNTY SCHOOLS  
*Your BEST Choice!*

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## SAC GOVERNANCE

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# SCHOOL BOARD POLICY 2.09

Book	School Board Policies
Section	Ch. 2. General Administration
Title	School Advisory Councils
Number	2.09
Status	Active
Adopted	November 6, 2013

## 1. Purpose

This policy is to ensure compliance with Fla. Stat. § 1001.452.

## 2. Applicability

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

## 3. 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 schools may include student representation on their SACs

ii. Career centers and high schools must include student representatives on their SACs.

iii. Career centers and Adult Education Centers are not required to have parent participation on the SACs.

iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support employee" as used herein refers to any person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal working week.

v. For purposes of School Advisory Council membership, the term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. § 1001.452(1)(a).

b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be persons who are not employed by the school district.

c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

## 4. Selection of Council Members

a. All council members shall be elected by their respective peer group, except for business and community representatives and the school Principal/Director. The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.

b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall be elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws of the SAC. Procedures in the bylaws should include the means of ensuring wide notice of vacancies and elections through such means as the school marquee, school newsletter, Parent Teacher Association/Parent Teacher Organization (PTA/PTO) meetings, and announcements at open house, etc.

i. Teacher(s) shall be elected by teachers;

ii. Education support employee(s) shall be elected by education support employees;

iii. Student(s), when appropriate, shall be elected by students; and

# GOVERNANCE SECTION

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## 2. Applicability

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

## 5. SAC Governance

**a. Each SAC shall be governed by the Sunshine Law (Fla. Stat. 286.011), the Public Records Law (Fla. Stat. Chapter 119), the SAC Statute (Fla. Stat. 1001.452), and other relevant Florida Statutes and State Board of Education Rules relating to SACs.**

c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

## 4. Selection of Council Members

a. All council members shall be elected by their respective peer group, except for business and community representatives and the school Principal/Director. The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.

b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall be elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws of the SAC. Procedures in the bylaws should include the means of ensuring wide notice of vacancies and elections through such means as the school marquee, school newsletter, Parent Teacher Association/Parent Teacher Organization (PTA/PTO) meetings, and announcements at open house, etc.

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# BYLAWS

Book	School Board Policies
Section	Ch. 2. General Administration
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## 1. Purpose

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## 2. Applicability

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

## 5. SAC Governance

**b. Each SAC will adopt bylaws, including membership selection procedures that meet the requirements of Florida Statutes, State Board of Education Rule, and this Board Policy. As required by Fla. Stat. § 1001.452(1)(d), the bylaws must establish procedures for the following:**

c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

### 4. Selection of Council Members

a. All council members shall be elected by their respective peer group, except for business and community representatives and the school Principal/Director. The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.

b. As required by Fla. Stat. § 1001.452(1)(a), the following council members shall be elected by their respective peer group in a fair and equitable manner through an election as set forth in the bylaws of the SAC. Procedures in the bylaws should include the means of ensuring wide notice of vacancies and elections through such means as the school marquee, school newsletter, Parent Teacher Association/Parent Teacher Organization (PTA/PTO) meetings, and announcements at open house, etc.

i. Teacher(s) shall be elected by teachers;

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# ESTABLISHING PROCEDURES FOR:

- **Selection of membership** (meeting all Florida State Statute requirements)
- **Management of meeting operations**
- **Requiring a quorum** to be present before a vote may be taken
- Requiring at least three (3) business days **advance notice** in writing to all SAC members when a vote is necessary
- **Scheduling meetings** when members can attend
- **Replacing any member** with two consecutive unexcused absences
- **Recording minutes** of meetings
- Determining **processes to develop and approve requests** for school recognition funds and school improvement funds

# ANNUAL REVIEW

Book	School Board Policies
Section	Ch. 2. General Administration
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## 2. Applicability

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § 1001.452(1)(a).

## 5. SAC Governance

### c. The SAC shall annually review its bylaws to ensure alignment with current Statutes and Board Policy.

refers to any person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal working week.

v. For purposes of School Advisory Council membership, the term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. § 1001.452(1)(a).

b. As required by Fla. Stat. § 1001.452(1)(a), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be persons who are not employed by the school district.

c. Membership shall be representative of the ethnic, racial, and economic community served by the school, as required by Fla. Stat. § 1001.452(1)(a).

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## 5. SAC Governance

### d. The SAC shall submit the SAC bylaws when submitting the School Improvement Plan for Board approval.

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v. For purposes of School Advisory Council membership, the term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. § 1001.452(1)(a).

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## 1. Purpose

This policy is to ensure compliance with Fla. Stat. § 1001.54(2),

## 2. Applicability

Each school in this school district shall have a School Advisory Council.

## 3. Composition of Councils

- a. Membership of the SAC shall meet the following criteria:
  - i. Middle schools may include students, parents, and teachers (where appropriate), parents, and teachers.

- ii. Career centers and high schools may include students, parents, and teachers.

- iii. Career centers and Adult Education centers may include students, parents, and teachers.

- iv. In accordance with Fla. Stat. § 1001.452(1)(a), the term "education support employee" as used herein refers to any person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla. Stat. § 1012.01 and whose duties require twenty (20) or more hours in each normal working week.

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- ii. Education support employee(s) shall be elected by education support employees;

- iii. Student(s), when appropriate, shall be elected by students; and

- Composition of Council
- Selection of Council Members
- Powers and Duties
- School Improvement Plan

# STATE LEGISLATION FLORIDA STATUTE

- 24.121 Allocation of Funds
- 112.3143 Voting Conflicts
- 286.011 Public Meetings, Inspection & Records; Criminal & Civil Penalties (Sunshine Law)
- 1001.42 District School Board
- 1001.452 District and School Advisory Councils
- 1001.54 Duties of School Principals
- 1002.33 Charter Schools
- 1003.42 Required Instruction
- 1008.33 Public School Improvement
- 1008.345 System of School Improvement and Education
- 1008.36 Florida School Recognition (A+ Funds)

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

[www.leg.state.fl.us](http://www.leg.state.fl.us)

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# FLORIDA ADMINISTRATIVE CODES

- 6A-1.09981 Improvement and Accountability
- 6A-1.099811 Differentiated Accountability
- 6a-1.099827 Charter School Corrective Action and School Improvement Plans

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

[www.leg.state.fl.us](http://www.leg.state.fl.us)

## ADDITIONAL LEGAL RECOURCES

- *2015 Open Government Overview PowerPoint*
- 2015 Sunshine Law Manual - My Florida Legal
- Open Government - FAQ's
- Memo: Participation of Physically Absent Members at SAC Meetings
- SAC Voting Conflicts (A+ Funds)
- SAC Sunshine Law and Voting Conflicts Memorandum

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

[www.leg.state.fl.us](http://www.leg.state.fl.us)

# SUNSHINE LAW – OPEN GOVERNMENT



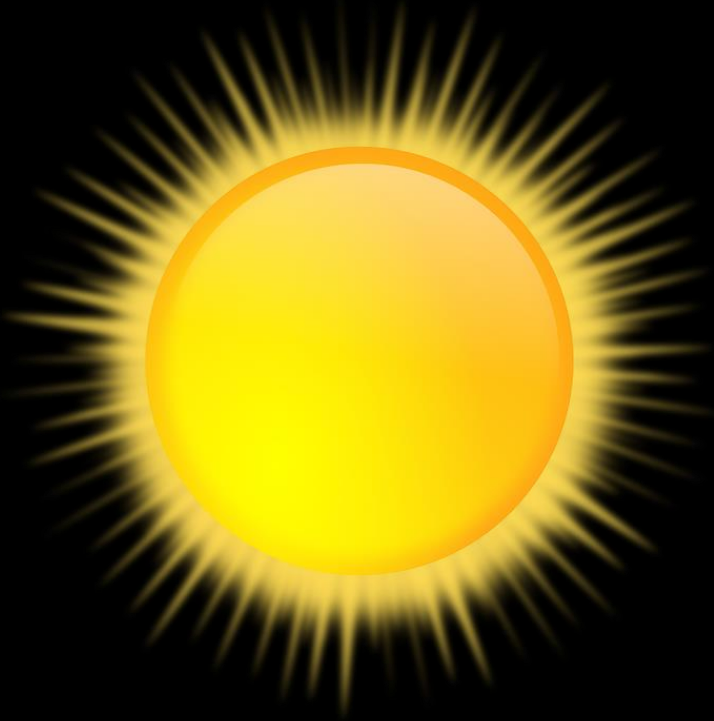
1. Public Records,  
Chapter 119
2. Public Business:  
Miscellaneous  
Provisions  
Chapter 286

For more information:

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

Or Florida Statute Chapters 119 and 286

# SCOPE OF THE SUNSHINE LAW



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

For more information:

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

Or Florida Statute Chapters 119 and 286

# 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.

For more information:

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

Or Florida Statute Chapters 119 and 286

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# SUNSHINE LAW MEMBERS MEETING TOGETHER

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.

For more information:

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

Or Florida Statute Chapters 119 and 286



# 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.

For more information:

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

Or Florida Statute Chapters 119 and 286

# 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.

For more information:

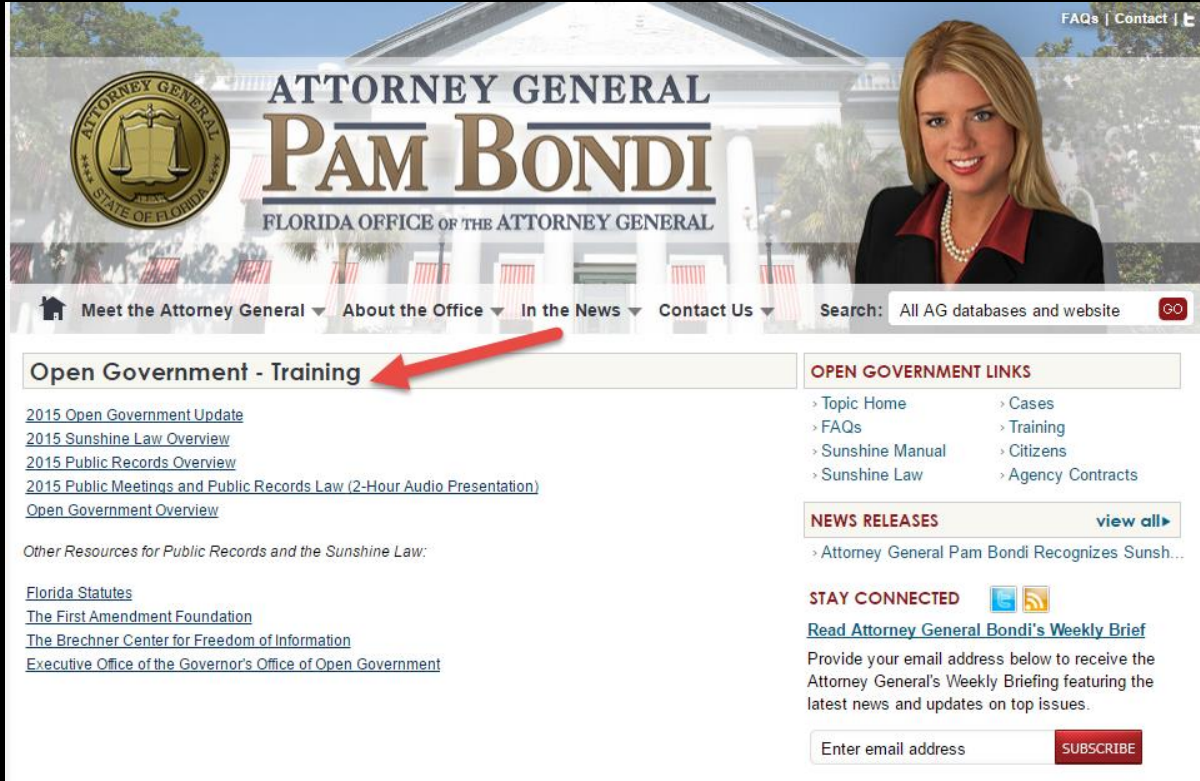
<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

Or Florida Statute Chapters 119 and 286

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# OPEN GOVERNMENT OR SUNSHINE LAW TRAINING



ATTORNEY GENERAL  
**PAM BONDI**  
FLORIDA OFFICE OF THE ATTORNEY GENERAL

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**Open Government - Training**

- [2015 Open Government Update](#)
- [2015 Sunshine Law Overview](#)
- [2015 Public Records Overview](#)
- [2015 Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#)
- [Open Government Overview](#)

Other Resources for Public Records and the Sunshine Law:

- [Florida Statutes](#)
- [The First Amendment Foundation](#)
- [The Brechner Center for Freedom of Information](#)
- [Executive Office of the Governor's Office of Open Government](#)

**OPEN GOVERNMENT LINKS**

- > Topic Home
- > Cases
- > FAQs
- > Training
- > Sunshine Manual
- > Citizens
- > Sunshine Law
- > Agency Contracts

**NEWS RELEASES** [view all](#)

- > Attorney General Pam Bondi Recognizes Sunsh...

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## Florida Attorney General Training Website For Florida Sunshine Law

For more information:

<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

# WEBSITES RESOURCES:

- AdvancED: <http://www.advanc-ed.org>
- FDOE – BSI:  
<http://www.fldoe.org/schools/k-12-public-schools/school-improvement/>
- SDPBC - School Improvement:  
<https://www.palmbeachschools.org/schoolimprovement/>
- SDPBC - School Advisory Council:  
<https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>
- SDPBC – District Accreditation:  
<https://www.palmbeachschools.org/distaccreditation/>

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# PEOPLE TO ASSIST YOU:

Call:

The School District of Palm Beach County

3300 Forest Hill Blvd., West Palm Beach, FL 33406

561- 434-8000

Ask for:

Office of School Improvement