SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County
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SAC Election Procedures

The School District of Palm Beach County
VOTING BODY/COMPOSITION

Members Shall Include:
An appropriately balanced number of each member group.

- SCHOOL PRINCIPAL (Only the school principal is authorized to be a member as an administrator.)
- TEACHER(S) (Elected by peers)
- PARENT(S) (Elected by peers)
- EDUCATION SUPPORT EMPLOYEE(S) (Elected by peers)
- STUDENT(S)* (Elected by peers)
- BUSINESS/COMMUNITY REPRESENTATIVE(S) (Appointed by principal)

Compliance regulations impacts the number of voting members.

* MIDDLE SCHOOLS MAY INCLUDE STUDENTS. HIGH SCHOOLS MUST INCLUDE STUDENTS.

Florida Statute 1001.452
WHEN TO HOLD 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 Marquee
    - Newsletter
    - Electronic Communication Venues (e.g., Edline and Twitter)
    - Other Groups (e.g., PTA)
    - Open House/Curriculum Night

- Process for holding elections for vacant voting member positions in a fair and equitable manner

S.B. Policy 2.09 (4)(b)
ELECTION PROCESS

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, elections, and approval of nominees** as appropriate.

Florida Statute 1001.452
PROCEDURES IN BYLAWS

Procedure for:

1. Nominating people to and voting on vacant SAC council positions
2. Appointment of voting members to represent the proper balance in race and ethnicity of the community served
3. Opening and counting ballots
4. Resolving conflicts in results
5. Appointments and responsibilities of Officers
VOTING MEMBERSHIP AND COMMUNITY SERVED

Each school community composition is **unique to the community served**.

The community served comes from the **census data** for each school's boundaries.

**Community population** may not be the same as the **school population**.

School Board Policy 2.09
Florida Statute 1001.452
COUNCIL APPOINTMENTS AND ELECTIONS

Each school will ensure that the elected council members reflect:

1. Racial balance (based on community served)
2. Ethnicity balance (based on community served)
3. Majority membership non-district employee (50% + 1)
4. Each peer group required by FL State Statue

School Board Policy 2.09
Florida Statute 1001.452
UPHOLDING COMMUNITY REPRESENTATION

2.09 requires: The bylaws of the SAC must set forth a process for appointment of additional SAC members if the election process does not produce representative membership as provided within Fla. Stat. § 1001.452(1)(a). If the process set forth in the SAC bylaws still does not produce representative membership, the Board will appoint additional SAC members.

If, after elections of SAC members, it is determined that either a majority of members are school employees or that the membership is not racially/ethnically balanced, appointments may be made to bring the membership into compliance with the Florida statutes.

S.B. Policy 2.09
Florida Statute 1001.452
APPOINTED MEMBERS

Community or Business Partners

• May be recommend by any SAC member

• Will be appointed by the Principal

• Community or Business Partner appointments can assist in appropriately balancing SAC composition

School Board Policy 2.09
Florida Statute 1001.452
VOTING MEMBERSHIP TERMS

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

Once elections have taken place, make updates to your SAC membership roster as vacancies occur.

S.B. Policy 2.09 (4)(a)
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/

FDOE=Florida Department of Education
BSI=Bureau of School Improvement
SDPBC=School District of Palm Beach County
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