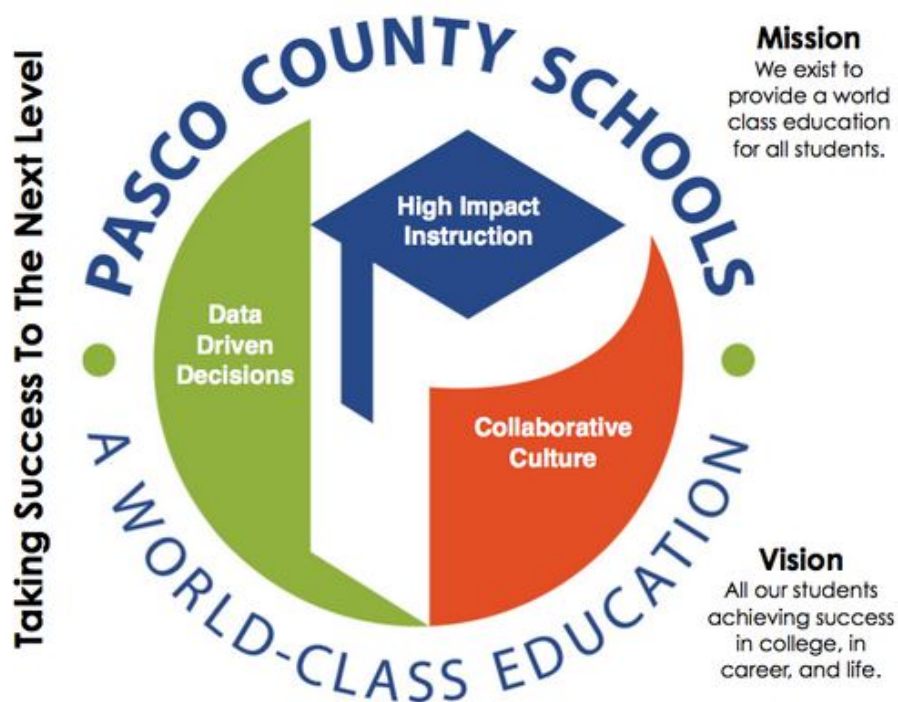


School Advisory Council (SAC) Handbook 2017-2018



The District School Board of Pasco County
Office for Accountability, Research, and Measurement

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1001.452 District and school advisory councils.—

(1) ESTABLISHMENT.—

(a) 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 school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decision making at the school relating to implementation of ss. [1001.42\(18\)](#) and [1008.345](#). A majority of the members of each school advisory council must be persons who are not employed by the school district. 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. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

- 1. Teachers shall be elected by teachers.
- 2. Education support employees shall be elected by education support employees.
- 3. Students shall be elected by students.
- 4. Parents shall be elected by parents.

The district school board shall establish procedures to be used by schools in selecting business and community members that include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. The district school board shall review the membership composition of each advisory council. If the district school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the district school board shall appoint additional members to achieve proper representation. The commissioner shall determine if schools have maximized their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000 or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district.

lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000 or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district. For the purposes of school advisory councils and district advisory councils, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists. For purposes of this paragraph, “education support employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. [1012.01](#) and whose duties require 20 or more hours in each normal working week.

(b) The district school board may establish a district advisory council representative of the district and composed of teachers, students, parents, and other citizens or a district advisory council that may be comprised of representatives of each school advisory council. Recognized school-wide support groups that meet all criteria established by law or rule may function as school advisory councils.

(c) For those schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, district school boards may establish a district advisory council with appropriate representatives for the purpose of developing and monitoring a district school improvement plan that encompasses all such schools in the district, pursuant to s. [1001.42\(18\)\(a\)](#).

(d) Each school advisory council shall adopt bylaws establishing procedures for:

1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
2. Requiring at least 3 days’ advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
4. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
5. Recording minutes of meetings.

The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

(2) DUTIES.—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 shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. [1001.42\(18\)](#). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school’s annual budget and plan as required by s. [1008.385\(1\)](#). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.

History.—s. 1, ch. 2002-49; s. 59, ch. 2002-387; s. 73, ch. 2004-357; s. 10, ch. 2008-108; s. 5, ch. 2008-235.

SAC Membership

The School Advisory Council (SAC) Membership list will be housed on the FileMaker Pro database with remote access. The database will be frozen on **Friday, October 6, 2017** in order to pull the information for the State-required membership list for Pasco County. Please have your membership entered and in compliance prior to this date. The database will be reopened after we obtain a snapshot of the membership for the district to meet the compliance requirements for our State and district. You will then have access to this information for the duration of the year with the *exception* of the remainder of the month of *October*.

SAC membership must be comprised of:

- One administrator (principal).
 - *Other administrators (including assistant principals) and district liaisons do NOT serve as voting members of the SAC. You will be able to list your non-voting members (including SAC liaison and assistant principals) in your database denoting peer group as liaison or non-voting member.*

members of the SAC. You will be able to list your non-voting members (including SAC liaison and assistant principals) in your database **denoting peer group as liaison or non-voting member.**

- A majority of members who are not employed by the school district (at **least 51%** of your members must not be employed by Pasco County Schools).

- **IMPORTANT:** An employee of Pasco County Schools who works at **ANY** location within the district counts as an employee, but they may also serve as a parent, if elected by parents.

- At least one person from each of the following peer groups:

- Teachers (defined as instructional employees)
- Education support employees (defined as neither instructional nor administrative and work more than 20 hours per week)
- Parents
- Business and community citizens
- Students (career centers and high schools must include students)

- A mix of ethnic, racial, and economic levels that represents the demographic composition of the community served by the school. You **MUST** have at least one **minority** represented on your SAC.

- More than one economic level. Principals are asked to estimate the economic level of each SAC member (to the best of the principal’s knowledge) based on the following criteria:

- Low-- A SAC member having a child on Free/Reduced Lunch (Application is on file with the District Director of School Food and Nutrition Services for the auditor’s review.) OR A SAC member who the principal knows to be the only person working in the family who is in a very low paying position.
- Middle -- One adult in the family working (person may be “professional” or “nonprofessional”).
- High -- Two adults in the family working (persons may be “professional” or “nonprofessional”).

School Advisory Council (SAC) Composition: A majority of the members of each SAC must be persons who are not employees of the school district. Each advisory council shall be composed of the principal and at least one member from each of the following peer groups: teachers, education support employees, parents, business/community members, and students (required for high school and optional for middle school). The SAC membership shall be representative of the ethnic, racial, and economic community served by the school. F.S. 1001.452 (1)(a)

Principal	Teacher	Education Support	Parents	Business/ Community Members	Students
SCHOOL EMPLOYEES			EMPLOYEES OR NON-EMPLOYEES		
SCHOOL EMPLOYEES-INTERNAL STAFF			Parents	Business/ Community	Students
Principal is a required membership and the only school administrator on the School Advisory Council	Teachers shall be elected by teachers	Education Support employees shall be elected by education support employees	Parents shall be elected by parents	Appointed by the Principal	Students shall be elected by students
Who fulfills this role?					
School Principal	• Classroom Teacher • Coach	• Members who perform professional job	Anyone who has a student	Business and community	Required at the High

Who Fulfills this Role?						
School Principal	<ul style="list-style-type: none"> Classroom Teacher Coach Counselor Media Specialist Certified student services personnel 	<ul style="list-style-type: none"> Members who perform professional job functions which are <i>non-administrative</i> and/or <i>non-instructional</i> in nature Secretary Bookkeeper Resource officer Nurse Custodial staff Food/Nutrition Staff 	Anyone who has a student currently enrolled at the school	Business and community members shall be selected by the Principal who shall use school publications and other means to provide wide notice of vacancies and who shall receive input on possible members from local businesses, area chambers of commerce, community and civic organizations, and the public at large.	Required at the High School level, optional at the Middle School level	

SAC FAQ

School Advisory Councils: Frequently Asked Questions

SAC Overview

What is a School Advisory Council (SAC)?

The School Advisory Council is a school-based group intended to represent the school, the community and those persons closest to the students. The group shares responsibility for guiding the school toward continuous improvement. The district school board is responsible, by Florida law, for establishing an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each School Advisory Council shall include in its name the words "school advisory council."

What is the role of the School Advisory Council?

The School Advisory Council is responsible for final decision making at the school relating to the implementation of the provisions of the annual School Improvement Plan. Each School Advisory Council assists in the annual preparation and evaluation of the school improvement plan [in Pasco called the Success Plan (SuP)] and in the preparation of the school's annual budget.

Who serves on the School Advisory Council?

A majority of the members of each School Advisory Council must be persons who are not employed by the school district. Each advisory council should 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. Certain members are elected by their peers, while business and community members are appointed, and the principal automatically serves. Only students in secondary schools serve on a SAC.

In alignment with Best Practices in Inclusive Education (BPIE), the Bureau of School Improvement encourages the inclusion of parents of children with disabilities on SACs, as well as teachers or support employees whose primary role involves working with students with disabilities, in an effort to achieve representation of an entire school community.

support employees whose primary role involves working with students with disabilities, in an effort to achieve representation of an entire school community.

Do SAC meetings fall under the Sunshine Law?

Yes. According to Chapter 286, Florida Statutes, all meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times. No resolution, rule, or formal action shall be considered binding except as taken or made at such meetings. The board or commission must provide reasonable notice of all such meetings.

Is a charter school required to have a SAC?

No. Section 1002.33(16)(a), F.S., exempts charter schools from the establishment of school advisory councils.

Are virtual schools, alternative and ESE centers required to have a SAC?

Yes. Non-charter public schools are required to have a SAC.

How much money is allotted to each SAC and how is it managed?

A portion of 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. These moneys may be expended only on programs or projects selected by the school advisory council or by a parent advisory committee created pursuant to this paragraph. A portion of the funds provided in the annual General Appropriations Act for use by School Advisory Councils must be used for implementing the School Improvement Plan. The money is sent by DOE to each district, which forwards allocations to each local school SAC. Expenditures are reported to the State and are subject to annual audit. [For further information, please see Section 1001.42(18)(d), F.S. and Section 24.121(5)(c), F.S.]

In addition to the money described above, SACs also play a role in determining how to distribute FL School Recognition funds, or “A+ funds.” Schools that receive a school grade of A, improve by at least one letter grade and sustain the improvement the following year qualify to receive school recognition funds. The funds may be used for nonrecurring bonuses to 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. This determination must be made jointly by the SAC and the school staff by February 1. [1008.36, F.S. and 24.121(5)(c), F.S.]

Membership Composition, Roles, and Responsibilities

How are business and community members selected?

The principal appoints business and community members by seeking possible members from local businesses, chambers of commerce, community and civic organizations, and the public at large. Appointed members serve a one year term.

How are elections conducted?

Each chairperson is responsible for overseeing the elections. Each SAC must represent teachers, education support employees, parents, and students who are elected by their respective peer groups at the school in a fair and equitable manner as follows:

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

Voting can occur at meetings or by mail, using written ballots or show of hands. Ballots are counted, recorded, and retained. Ballots and voting records should be kept by a SAC officer, and the results are reflected in the official SAC minutes. Elected members serve 2 year terms.

Do elections have to be recorded?

Do elections have to be recorded?

Elections can be by written, signed or computerized ballots as long as the ballots are recorded officially for auditing purposes. Elections must be open and fair.

Are assistant principals allowed to serve on the SAC?

No. For purposes of SAC, teacher includes classroom teachers, certified student services personnel, and media specialists. Education support employee includes school employees not defined as instructional or administrative personnel. Assistant principals do not fall under either of the these two stakeholder groups for SAC membership. Assistant principals are welcome to attend SAC meetings, as is any member of the general public; however, they are not voting members of the council.

If an individual falls into more than one membership category, which group do they represent?

The membership group is determined by the method in which the person came to be a member. For example, if a person is both a teacher and a parent, their membership group on the SAC is determined by the group that elected them, either teachers or parents. Note: the individual does not need to be elected by both groups. The method by which a membership group is determined does not exempt a SAC from adhering to composition requirements outlined in law (i.e., having a majority of members non-employees of the district).

Does the law require the composition of SACs to reflect the racial balance of the student population attending the school?

No. An opinion (AGO 2008-16) from the Florida Attorney General’s Office issued on April 8, 2008, indicates that the composition of the SAC must reflect the ethnic, racial and economic community in the geographic area served by the school (rather than the district at large or the actual student population attending the school).

Who serves as Chair of the School Advisory Council?

Any member can be elected to serve as Chair. The Bureau of School Improvement recommends that neither a principal (in order to invite greater shareholder involvement) nor a student (due to lack of experience and maturity) fill this role. Some schools elect co-chairs so that a parent/community member and a school-based member can lead jointly.

Are persons serving as a School Advisory Council member required to be screened?

Pasco County Schools recommends SAC members apply to be volunteers at the school by completing the volunteer screening. SAC members are required to sign in at the school following established sign in procedures.

Can members who have been absent be replaced?

Yes. When replacing any member who has two or more consecutive unexcused absences from school advisory council meetings, the SAC follows procedures in its bylaws or in district policies. (Section 1001.453(1)(d)4, Florida Statutes)

What are the responsibilities of the SAC chair?

The chair is responsible for notifying members of upcoming meetings and votes. The chair, or designee, will facilitate SAC meetings and inform the SAC of relevant issues related to school improvement activities. The chair also ensures a quorum is present before an action item on the agenda comes to a vote and works with the SAC secretary to ensure minutes are recorded and submitted to the school district.

What are the responsibilities of the principal?

The principal ensures the council is comprised of properly elected representatives of each membership group, provides leadership in the development, revision, and implementation of the school improvement plan/Success Plan, submits the SAC approved SIP/SuP to to school district for Board approval, and keeps members informed od of relevant policies and activities of the school, district, and state. Principals are required to serve on their school’s SAC.

Additional Information

What is a quorum?

A majority of the membership of the council (more than half) constitutes a quorum. (Section 1001.453(1)(d)1, Florida Statutes)

Who develops the bylaws?

Each School Advisory Council adopts its own bylaws. The district may require procedures, policies, sample by-laws or a uniform template for all School Advisory Councils in their district. (Section 1001.453(1)(d), Florida Statutes). See sample Bylaws in the Canvas course https://pasco.instructure.com/courses/4681/pages/sac-sample-bylaws?module_item_id=466663.

How often should the School Advisory Council meet?

It is recommended that SACs meet at least four times per year to review the school improvement plan for the school year, conduct a midyear review of progress, and conduct a final assessment of progress. To meet Five Star School requirements, SACs should be meeting a minimum of eight times per year.

How much notice is given to School Advisory Council members for agenda items?

The law states that each school is required to give at least three business days advance notice in writing to all members of the SAC of any matter that is scheduled to come before the council for a vote. (Section 1001.453(1)(d)2, Florida Statutes) Meeting dates can be posted on school Web sites, marquees or bulletin boards, published in newsletters, announcements or local newspapers, or broadcast on TV.

When are SAC meetings scheduled?

SAC meetings are to be scheduled when parents, students, teachers, businesspersons, and members of the community are able to attend. Location and time of day are important considerations for promoting attendance and participation. (Section 1001.453(1)(d)3, Florida Statutes)

Are meeting minutes required and how long should they be kept?

Yes. Minutes should be written or tape recorded and kept for three years. Copies of minutes must be forwarded to the Office for Accountability, Research, and Measurement (eguerrer@pasco.k12.fl.us) throughout the year. See sample minutes in the Canvas course https://pasco.instructure.com/courses/4681/pages/sac-sample-minutes?module_item_id=466664.

When is the best time to start the school improvement planning process?

Even though the school improvement planning process is ongoing, Pasco County Schools starts the needs assessment and self-assessment processes in the spring. Districts select planning cycles that accommodate local needs.

Are DJJ programs required to have a school improvement plan?

Yes. According to HB 991 passed in the 2009 Legislative Session, each DJJ program must have a SuP.

Are schools required to include their dropout prevention and academic intervention programs in their school improvement plan, the Success Plan?

Yes, according to Section 1003.53(2)(b), Florida Statutes, schools must address those programs in their SIPs.

Are SACs allowed to sponsor fundraisers?

It is generally preferable to have the PTA, PTSO, Education Foundation, or another group conduct school fundraisers in order to keep SAC allocations separate.

It is generally preferable to have the PIA, PISO, Education Foundation, or another group conduct school fundraisers in order to keep SAC allocations separate.

If SAC funds are left over at the end of the school year, can they be carried over to the following year?

The intent of the Legislature is to have funds used during the school year in which they are awarded. A school board might allow funds to be carried forward, but always check with your District Finance Director first, and consult with your local district office about school board policy.

Can funds be used to pay stipends for members?

No. The Florida Attorney General has written an opinion that funds may not be used to pay a stipend to any member since a School Advisory Council is not a “project” or “program.”

How can a school obtain a Five Star rating?

The Five Star School Award was created by the Florida Department of Education, Commissioner’s Community Involvement Council and is presented annually to those schools that have shown evidence of exemplary community involvement. In order to earn Five Star school recognition, a school must show documentation that it has achieved 100% of the established criteria in the categories of: • Business partnerships • Family Involvement • volunteerism • Student Community Service and • School Advisory Councils. Obtain guidelines, application forms and information from your District Volunteer Coordinator. **Contact the district’s Volunteer Coordinator for details.**

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

- **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- a.

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- **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor

- Wait until the last speaker has finished.
- Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
- Wait until the Chairman recognizes you.

2. Make Your Motion

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion

4. Another member will second your motion or the Chairman will call for a second.

5. If there is no second to your motion it is lost.

6. The Chairman States Your Motion

- The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- The membership then either debates your motion, or may move directly to a vote.
- Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The mover is always allowed to speak first.
- All comments and debate must be directed to the chairman.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

- The Chairman asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.

- The Chairman asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.
 - On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- **By Voice** -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
- **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- **By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

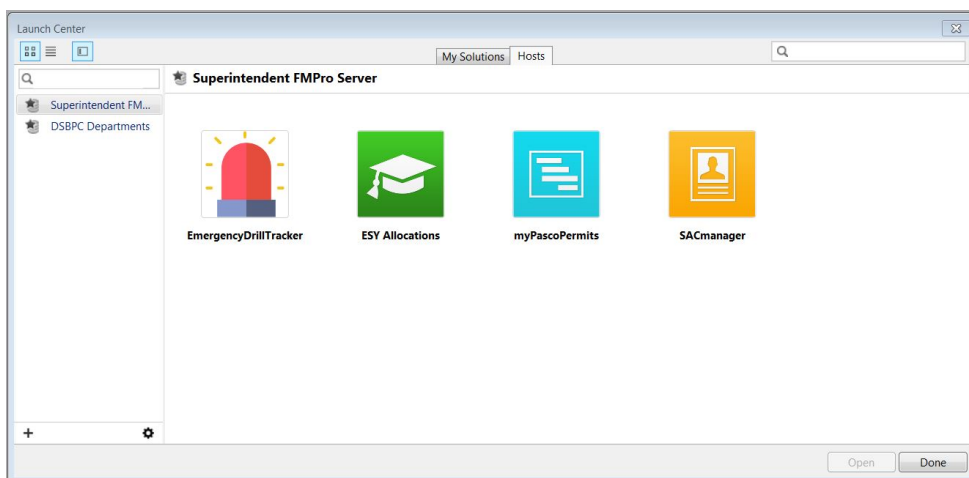
- **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, BE COURTEOUS. **Directions for Accessing the 2017-2018 SAC List Databases**

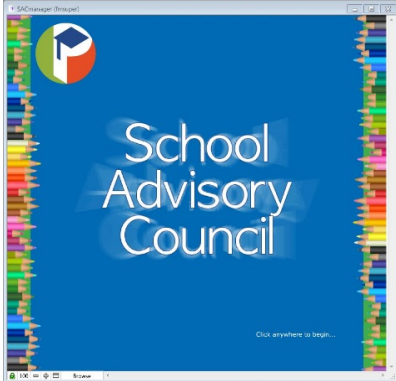
1. Launch FileMaker Pro 14v6 or higher.
2. Click on Superintendent FMPro Server, then click SACmanager.
3. When asked for user name and password, use sac for both.



Open "sac"



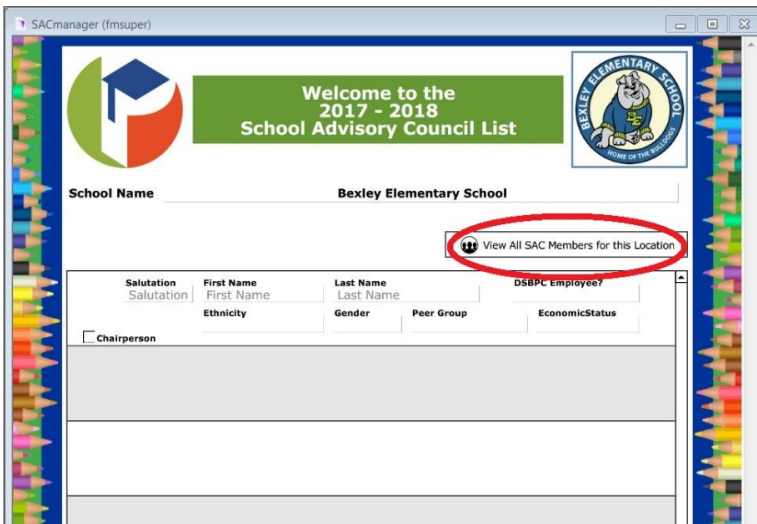
4. Click anywhere on the graphic.

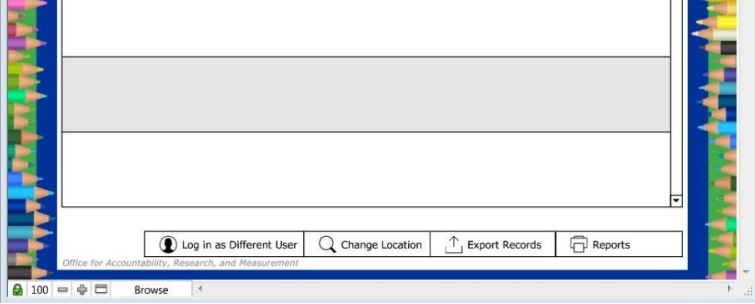


5. Select the school.



6. Click view all SAC members.





7. Click Create a Record to add a new member.

A screenshot of the SACmanager (fmsuper) application. The window title is 'SACmanager (fmsuper)'. The main content area displays the Bexley Elementary School logo and the title 'Bexley Elementary School Location Type: 2017 - 2018 SAC Member List'. The page indicates 'Record 1 of 1'. The form contains several fields: 'Chairperson' (checkbox), 'Salutation' (dropdown), 'First Name' (text), 'Last Name' (text), 'Street Address' (text), 'City' (text), 'State' (text, currently 'Florida'), 'Zip' (text), 'Phone' (text), 'eMail' (text), 'Peer Group' (dropdown), 'Ethnicity' (dropdown), 'Gender' (dropdown), 'EconomicStatus' (dropdown), and 'DSBPC Employee?' (dropdown). At the bottom, there is a navigation bar with buttons: 'Change Location', 'Create Record' (circled in red), 'Delete Record', 'Reports', and 'Return'. A note at the bottom states: 'Note: This is the form on which data should be entered. All data fields must be completed. (Remember, the District Representative is NOT listed because the representative is not an "official" member of the School Advisory Council.)' The browser's address bar shows '100' and 'Browse'.

Sample Minutes for a SAC Meeting

Name of School
SAC Minutes - _____(Date)_____.

Attendance:

List members and attendees in this area. (Note: I also have a list of members in table format with dates of meetings, so I simply check off the names which is so quick to see if there is a quorum present and to monitor absences...remember, we have to make notify SAC to replace a member if a member has more than 2 consecutive unexcused absences. This helps with name spelling too!)

Call to Order:

A meeting of the ___(name of school)___ School Advisory Council was held in the ___(place of meeting)___ on ___date___. Chairman ___name of chairperson___ called the meeting to order at ___time___. ___name___ will record minutes for this meeting.

Minutes:

___(Name)___ motions to approve the minutes of ___(date)___, with the following corrections ___(detail the corrections)___ . Motion outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote (Roberts Rules) Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws

1. 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, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. (AGO 73-264)
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in ss. 286.011, F.S., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section 286.011(2), Florida Statutes, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

New Business: How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment; include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is done, not what is said. Do not reflect the secretary's personal opinion about anything that is said or done. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
2. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion (Robert's Rules of Order) (individual societies independently may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use *motion forms* to ensure accurate wording of all motions. Refer to the form for specific wording when completing the minutes. Do not record motions that are withdrawn, all points of order, and appeals.

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3. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.

4. Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. (I will often reformat the agenda to allow plenty of “white room” for my notes...) Use a combination of outline form and paragraphs. This helps in examination of minutes for approval at the next meeting - i.e. under “new business” item 1 needs the following correction....

Reports:

1. Report Name - (Helpful Hint: throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda)

Open Agenda

Helpful Hint: Public must have an opportunity to participate and this may be used for such or SAC may allow public participation throughout the meeting.

Next Meeting Date & Time:

The next meeting will be held on (day and time) in the (place of next meeting)

Meeting Adjournment:

Motion: name of person making motion motioned to adjourn the meeting at . Motion carried unanimously.

Submitted by,

Name of Recorder ,

Name of Position on Board

Approval Date:

Sample SAC Bylaws

SCHOOL NAME BYLAWS

Reviewed: /Adopted:

Article I. Name

The name of this organization shall be the **School Name** School Advisory Council, hereafter referred to as the SAC.

Article II. Purpose

Section 1: The primary purpose of a SAC is to assist in the preparation of the school improvement plan to improve student performance. The plan shall be based on an analysis of student achievement and other school performance data. The SAC shall be responsible for the final decision making at the school relating to the school improvement process and plan.

Section 2: The SAC shall perform such functions as are prescribed by regulation of the School Board and state law.

Article III. Members

Section 1: Each school shall establish a SAC, composed of teachers, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the school.

- Section 2: The SAC shall consist of the principal, parents, teachers, education support personnel, other business and community citizens, and students, as appropriate. At least fifty-one percent (51%) of the SAC shall be parents and community representatives not employed by the school district.
- Section 3: Elected members shall serve on the SAC for a period of two (2) years. Appointed members shall serve on the SAC for a period of one (1) year.
- Section 4: The SAC shall replace any member who has two unexcused, consecutive absences from SAC meetings that are noticed according to the procedures set out in these bylaws.
- Section 5: All changes to the SAC membership will be sent to the Superintendent/designee to be presented to the School Board for final approval.

Article IV. Duties

- Section 1: The SAC shall assist in the preparation and evaluation of the school improvement plan and the annual school budget.
- Section 2: The SAC shall have total authority to determine how the school improvement funds are disbursed. A portion of funds provided in the annual General Appropriations Act for use by the SAC must be used for implementing the school improvement plan.

Article V. Officers

- Section 1: Officers for the SAC will be the Chairperson (and Co-Chairperson if requested) and a secretary.
- Section 2: The Principal will appoint the SAC Chairperson(s) from the elected members. The SAC will approve the appointment through majority vote providing a quorum is present.
- Section 3: The SAC Chairperson, or Co-Chairperson, will work with the principal and SAC members to prepare an agenda for SAC meetings. The Chairperson, or Co-Chairperson, will conduct the SAC meeting,
- Section4: The secretary will record the minutes of each meeting, which will be distributed with the agenda at the next meeting.

Article VI. Meetings

- Section 1: Meetings will be scheduled at times when parents, students, teachers, business partners, and members of the community can attend.
- Section 2: There will be at least 3 days advance written notice of any matter that is scheduled for a SAC vote.
- Section 3: A quorum must be present before a vote may be taken by the School Advisory Council.
A majority of the membership of the council constitutes a quorum.
- Section 4: Minutes will be recorded at each SAC meeting, approved at the subsequent meeting and copies shall be forwarded to the Superintendent/designee.

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ARTICLE VII. COMMITTEES

If the need arises, the chair may appoint a sub-committee to research an issue and report back to SAC. These committees will have no standing beyond the purpose designated by the SAC chair.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern the SAC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the SAC providing a quorum is present.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the SAC by a majority vote of the SAC members providing a quorum is present.

SAMPLE Bylaws – Additional articles can be added at this point if desired.