



## SCHOOL TRAINING 2019-2020

District Contact Information

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It is the School's responsibility to ensure that all SAC Members are OASIS approved volunteers in accordance with Section 943.04351, F.S.

## Florida Statute 1001.452 SAC Membership

- Principal membership is mandatory
- All voting members must be chosen or elected by peers.
  - Teachers elect teachers
  - Support staff elect support staff
  - Parents elect parents
  - **Principals can appoint community members**
- The composition must represent the racial, ethnic and economic status of the **school community**
- Assistant Principals can attend SAC meetings but **cannot** be a SAC Member or a Board Member e.g. SAC Chair, Secretary or Treasure

## Florida Statute 1001.452 SAC Membership

- Majority of the members are non-district employees (51%) (Use Compliance Calculator Tool to check)
- **Students of appropriate age are required to be members of SAC at the middle and high school level.**
- A completed SAC roster must be provided to the Office of School Improvement according to the district timeline.
- If the SAC membership changes, an updated roster must be provided to the Office of School Improvement.

# Responsibility of SAC

SAC

Each school advisory council shall adopt bylaws establishing procedures for:

- 1. Requiring a minimum of 8 meetings per year, in accordance with district policy.
- 2. 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.
- 3. 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.
- 4. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
- 5. 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.
- 6. Recording minutes of meetings and all meeting minutes, meeting agendas, and meeting attendance should be emailed to the Office of School Improvement (Rachelle Fougere) by the following month following the meeting.

Florida Statutes section 1001.452(1)(d)(4)

## Florida Statute 1001.452 Primary Functions of SAC

- To assist in the preparation and evaluation of the School Strategic Improvement Plan (SSIP) by giving insight and feedback
- To assist in the preparation of the school budget.
- To assist in the completion of the Mid-Year Review of the SSIP by giving insight and feedback
- To encourage innovation at the school
- To perform other functions as requested by the School Board and principal.

# Superintendent's Parent Leadership Cadre

- All schools feed into the Superintendent's Parent Leadership Cadre.
- SAC chairs make up the Superintendent's Parent Leadership Cadre or Designate.
- Superintendent's Parent Leadership Cadre meets 3 times per year. December 9, 2019, February 3, 2019 and April 6, 2020.
- In 2019-2020 the goal is to have representatives
- (recommended parent or community member) from each school to be present at each of the Superintendent's Parent Leadership Cadre Meetings. (A wealth of information is shared in a two way conversation.)

# School Advisory Council Mini Conference

Date: October 14, 2019

Time: 5:00pm - 8:00pm

Registration Begins: 4:30pm

Dinner will be provided

Osceola School of the Arts - Expo  
Hall



School Advisory  
Council

Achievement of the  
Mission and Vision  
of the School

Superintendent's Parent  
Leadership Cadre  
(Support from District Staff)

Helps to remove community-  
wide barriers to school  
improvement with feeder  
pattern support systems.

An ultimate outcome is unified stakeholder  
support in reaching the District's Strategic Plan by  
impacting every school, every classroom, and every  
student, every day through continuous  
improvement

## School Improvement Funds

- Funds can be used for School Improvement Plan development or implementation only.
- SACs must reference specific objectives and/or strategies in the School Improvement Plan.
- The School Advisory Council decides on how the School Improvement Funds will be spent.
- SAC funds must be spent on the needs of the individual school and cannot be transferred between schools.
- The principal may not override the recommendations of the SAC.
- School Improvement Funds may **not** be used for capital improvements, such as, construction, renovation remodeling, or site improvement.
- SACs are encouraged to use the funds to meet current needs rather than having the monies committed to recurring needs, but SAC can approve recurring needs if voted on.
- Fund expenditures should be reflected in the SAC minutes with signed documentation sent to the budget department.

# School Recognition Funds

- All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award.
- Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council.
- If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. Sec. 1008.36(4) F.S.
- Fund expenditures should be reflected in the SAC minutes with signed documentation sent to Human Resources

## Tentative Dates July – September, 2019

- Hold School Advisory Council (SAC) Elections
- Record election results in SAC minutes
- Ensure all FY19/20 SAC voting members have been added on the SAC Membership Compliance form and recorded in minutes and submitted to Office of School Improvement (REA)
- Review Sunshine Law, Roberts Rules and SAC By-Laws with SAC members and recorded in minutes
- SAC Checklist Completed and submitted to Office of School Improvement (REA)

October, 2019

- School Improvement Plan SAC approval and recorded in minutes
- School Principals Peer Review of School Improvement Plans
- School Improvement Plan review and feedback provided by Office of School Improvement

November, 2019

- School Board Approval as required by SB Policy 2.09 (8e)

February, 2020

- Mid-Year Reflection submitted to FIDOE CIM Platform
- School Improvement Plan Assurances (District)

# Monthly Meetings to Include Agenda Item

- Update on 2019-20 Pilot SIP Areas of Focus and Action Steps (positives and concerns) and changes made
- Feedback to be recorded in Minutes