

School Advisory Council (SAC) Roles and Responsibilities

SAC Position	Selection Process	Roles and Responsibilities	Contacts and Resources
Principal	<ul style="list-style-type: none"> The principal is an appointed member of the SAC that does not have to be voted in. 	<ul style="list-style-type: none"> The Principal is responsible for: <ul style="list-style-type: none"> providing leadership in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). participating in the preparation of the school’s annual budget and SIP (F.S.C. 1001.452). ensuring the council is comprised of properly elected representatives. collaborating with the SAC Chair/Co-chairs on determining meeting topics. submitting the SIP to the district for school board approval. keeping members informed of relevant policies and activities of the school, district and state. facilitating the nomination and selection process for the Community/Business representative(s) on the SAC and presenting to the SAC Committee for approval. representing the school as a voting member of the SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1)</p>
Broward Teachers Union (BTU) Steward (or designee)	<ul style="list-style-type: none"> BTU Steward or designee is an appointed member of the SAC that does not have to be voted in. The BTU President shall appoint one (1) teacher bargaining unit member from each school to serve on that school's SAC team. <i>BTU Article 15</i> 	<ul style="list-style-type: none"> The BTU Steward or designee is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the teachers and the school. relaying valuable information from BTU. representing the teachers as a voting member of the SAC. 	<p>Broward Teachers Union (BTU): http://www.btuonline.com/</p> <p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1)</p>
Innovation Zone (I-Zone) Representative (must be a parent)	<ul style="list-style-type: none"> First, this person must be elected as a parent by their parent peer group to become a member of SAC. Next, a nomination and vote for this position by the SAC Committee takes place during a regularly scheduled SAC meeting. 	<ul style="list-style-type: none"> The I-Zone Representative is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). attending and relaying valuable information from the Innovation Zone meetings. acting as a liaison between the I-Zone and the school. representing the parents as a voting member of the SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1) SBBC Policy 1402, Section 4a</p>

**All membership requirements must be in accordance with F.S.C. 1001.452. The membership of each SAC will be approved annually by the School Board (F.S.C. 1001.42). Changes in the SAC Composition during the school year must be approved by the School Transformation Office and noted in the SAC meeting minutes (SAC Bylaws Article III). The SAC Composition must be updated and uploaded in BCPS Central to reflect the changes.

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<p>School Advisory Forum (SAF) Chair (or designee) must be a parent of a student at the school (parent cannot be an employee of the school)</p>	<ul style="list-style-type: none"> The SAF Chairperson and other officers (Vice Chairperson and Recording Secretary) shall be elected by the School Advisory Forum membership at a May meeting. <i>SAF Bylaws, Article IV.</i> 	<ul style="list-style-type: none"> The SAF Chair (or designee) is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). fostering and promoting communication between its stakeholders, the school, and the Region Advisory Council (RAC). bringing forth recommendations, concerns, and interests to and from their RAC. representing the school community on behalf of SAF. conducting monthly SAF meetings per the SAF Bylaws. attending and representing the SAF as a voting member at the required SAF, SAC, and RAC meetings. acting as a liaison between the SAF and the school. collaborating with the SAC Chair to ensure completed SAF meeting documents (agenda, minutes, attendance, etc.) are received in a timely manner and uploaded in BCPS Central. Representing SAF at School Improvement quarterly meetings. 	<p>District Advisory Council: http://browarddistrictadvisory.ch2v.com/ Email: districtadvisorycouncil@gmail.com</p> <p>North Region Advisory Council: http://northareaadvisorycouncil.ch2v.com/ Email: northareaadvisory@gmail.com</p> <p>Central Region Advisory Council: http://centralareaadvisorycouncil.ch2v.com/ Email: caac.chair@gmail.com</p> <p>South Region Advisory Council: http://southareaadvisory1.ch2v.com/ Email: browardsoutharea@gmail.com</p> <p>Link: SAF Manual</p> <p>SBBC Policy 1403, Section 10d (1) SBBC Policy 6030 (formerly 1.3)</p>
<p>English Speakers of Other Languages (ESOL) Representative (Parent of a student at the school) *Position required if the school has <i>10 or more ESOL students.</i></p>	<ul style="list-style-type: none"> Elected by peer group (parents) 	<ul style="list-style-type: none"> The ESOL Representative is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the ESOL parents and students with the school. relaying valuable information from the ESOL Leadership Council meetings. representing the school’s ESOL community as a voting member of the SAC. 	

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School Advisory Council (SAC) Roles and Responsibilities

<p>Exceptional Student Education (ESE) Representative (Parent of a student at the school)</p> <p>Position required if the school has <i>10 or more ESE students</i>.</p>	<ul style="list-style-type: none"> • Elected by peer group (parents) 	<ul style="list-style-type: none"> • The <i>ESE Representative</i> is responsible for: <ul style="list-style-type: none"> ○ participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). ○ acting as a liaison between the ESE parents and students with the school. ○ relaying valuable information from the ESE Leadership Council meetings. ○ representing the school’s ESE community as a voting member of the SAC. 	<p>Exceptional Student Education (ESE) Parent Contact: https://www.browardschools.com/bcps-departments/exceptional-student-education</p> <p>SBBC Policy 1403, Section 10d (1)</p>
<p>Gifted Representative (Parent of a student at the school)</p> <p>Position required if the school has <i>10 or more Gifted students</i>.</p>	<ul style="list-style-type: none"> • Elected by peer group (parents) 	<ul style="list-style-type: none"> • The <i>Gifted Representative</i> is responsible for: <ul style="list-style-type: none"> ○ participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). ○ acting as a liaison between the Gifted parents and students with the school. ○ relaying valuable information from the Gifted Advisory Council meetings. ○ representing the school’s Gifted community as a voting member of the SAC. 	<p>Gifted Advisory Council: http://giftedadvisorycouncil.ch2v.com/</p> <p>SBBC Policy 1403, Section 10d (1)</p>
<p>Pre-K Representative (Parent of a student at the school or a certified Pre-K teacher)</p> <p>Required for schools with Pre-K programs.</p>	<ul style="list-style-type: none"> • Elected by peer group (parents or teachers) 	<ul style="list-style-type: none"> • The <i>Pre-K Representative</i> is responsible for: <ul style="list-style-type: none"> ○ participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). ○ acting as a liaison between the Pre-K parents and students with the school. ○ representing the school’s Pre-K community as a voting member of the SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>Early Learning: https://www.browardschools.com/academics/early-learning</p> <p>Head Start/Early Intervention Services: https://www.browardschools.com/bcps-departments/early-childhood-education</p> <p>SBBC Policy 1403, Section 10d (1)</p>

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Required SAC Positions	Selection Process	Roles and Responsibilities	Contacts and Resources
Non-Instructional Support Employee	<ul style="list-style-type: none"> Elected by peer group (non-instructional) 	<ul style="list-style-type: none"> The <i>Non-Instructional Representative</i> is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the Non-Instructional staff and the school. representing the school's Non-Instructional staff as a voting member of the SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1)</p>
Community/Business Representatives	<ul style="list-style-type: none"> Selected through a nomination and selection process facilitated by the principal and approved by the SAC Committee 	<ul style="list-style-type: none"> The <i>Community/Business Representative</i> is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the Community/Business sector and the school. representing the Community/Business sector as a voting member of the SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1)</p>
Parents	<ul style="list-style-type: none"> Elected by peer group (parents) Not required at adult/technical centers 	<ul style="list-style-type: none"> The <i>Parents Representative</i> is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between Parents and the school. representing the school's Parent community as a voting member of the SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1)</p>
Teachers	<ul style="list-style-type: none"> Elected by peer group (teachers) 	<ul style="list-style-type: none"> The <i>Teacher Representative</i> is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the Teachers and the school. representing the school's Teachers as a voting member of SAC. 	<p>School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us</p> <p>SBBC Policy 1403, Section 10d (1)</p>

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Students (if applicable)	<ul style="list-style-type: none"> Required only at high schools and centers/technical schools 	<ul style="list-style-type: none"> The <i>Student Representative</i> is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the Student body and the school. representing the school’s Student community as a voting member of SAC. 	School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us SBBC Policy 1403, Section 10d (1)
Community School Representative (if applicable) <ul style="list-style-type: none"> Position required for schools that have “Community Schools.” 	<ul style="list-style-type: none"> The Community School Representative is an appointed member of the SAC that does not have to be voted in. 	<ul style="list-style-type: none"> The <i>Community School Representative</i> is responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). acting as a liaison between the Community School and the school. representing the Community School as a voting member of the SAC. 	School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us SBBC Policy 1403, Section 10d (1)
Officer on SAC: SAC Secretary	<ul style="list-style-type: none"> Required position on SAC First, this person must be elected by their peer group to become a member of SAC. Next, a nomination and vote for this position by the SAC members takes place during a regularly scheduled SAC meeting. 	<ul style="list-style-type: none"> The <i>SAC Secretary</i> shall be responsible for: <ul style="list-style-type: none"> participating in developing, implementing and monitoring the progress of the School Improvement Plan (SIP). maintaining all correspondence and notices of meetings. recording and keeping the agenda, attendance and minutes of all meetings. working in collaboration with the SAC Chair or Co-chairs to ensure minutes are recorded and filed promptly. representing SAC as a voting member of the SAC. 	School Improvement: https://www.browardschools.com/bcps-departments/school-improvement/about-us SAC Bylaws: Article V, Section C Article VI, Section 2 and Section 3

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<p>Officer on SAC: SAC Chair or Co-Chairs</p>	<ul style="list-style-type: none"> • Required position on SAC • First, this person must be elected by their peer group to become a member of SAC. • Next, a nomination and vote for this position by the SAC Committee takes place during a regularly scheduled SAC meeting. 	<ul style="list-style-type: none"> • The SAC Chairperson or Co-Chairpersons is responsible for: <ul style="list-style-type: none"> ○ facilitating the development, implementation and monitoring the progress of the SIP. ○ collaborating with the principal and SAC to determine meeting topics. ○ preparing an agenda in advance for all meetings. ○ advertising all scheduled SAC and SAF meetings, meeting times, and places, at least (3) three full business/work days in advance to all stakeholders (include a copy of the meeting agenda). <ul style="list-style-type: none"> ▪ notifying SAC members, in a written notice, of any matter that is scheduled to come before the council for a vote, at least (3) three full business/work days in advance. ○ facilitating the SAC meetings and informing the SAC of relevant issues related to school improvement activities. ○ ensuring that a quorum (50% plus 1 of total membership) is present before an action item on the agenda comes to a vote. ○ representing SAC at School Improvement meetings (Quarterly, Mini Labs, etc.). ○ signing the school’s annual budget. ○ working in collaboration with the SAC secretary to ensure minutes are recorded and filed promptly. ○ working in collaboration with the SAF Chair or designee to ensure SAF minutes are recorded and filed promptly. ○ uploading SAC and SAF meeting agendas, minutes and sign-in sheets as PDFs in BCPS Central. ○ representing SAC as a voting member of the SAC. ○ attending the school’s SAF meetings as a voting member. ○ representing SAC at Region Advisory meetings. 	<p>School Improvement: https://www.browardschools.com/Page/47653</p> <p>SAC Bylaws: Article V, Sections A and B Article VI</p> <p>SBBC Policy 1403, Section 10d (1)</p>

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