

2023-24

School Advisory Council (SAC) Guide



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Orange County Public Schools

Accountability

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Vision

To ensure every student has a promising and successful future

Mission

With the support of families and the community, we create enriching and diverse pathways that lead our students to success

Objectives

High Expectations for Student Learning
Support of Student Resiliency
Dedicated and High-Quality Team
Positive Climate and Safe Environment
Efficient Operations
Engaged and Invested Community

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2023-24 What's New

SAC Roster Application

The SAC Roster Application streamlines processes related to creating, submitting, and reviewing SAC rosters. School principals are responsible for following state legislation on member voting prior to completing their SAC roster. New application features for the 2023-24 school year include the ability for users to view and export historical rosters and district level administrators to export multiple rosters at once. Users can read more about SAC Roster Application features in the [2023-24 SAC Roster Application Guide](#).

SAC Files Site

The district is required to maintain copies of all SAC bylaws and minutes ([Fla. Stat. 1001.452\(1\)\(d\)](#), 2023). The district has established a SAC Files Application for school administrators to upload approved SAC minutes and bylaws. The new SAC Files Application site has an improved interface for uploading and viewing SAC minutes and bylaws. Users can read more about SAC Files Application features in the [2023-24 SAC Files Application Guide](#).

SAC Minutes Template

Imbedded helpful hints that follow recommended best practices from FDOE SAC resources regarding “prompt” minutes, essential elements, corrections, motions, written ballots, and public comment.

Introduction

The purpose of the 2023-24 School Advisory Council (SAC) Guide is to serve as a resource for the school principal and SAC Chair. This document is a compilation of local and state resources.

The SAC's primary role is to assist in the preparation and evaluation of the school improvement plan for the current year ([Fla. Stat. 1001.452\(2\), 2023](#)). The SAC also gives assistance to the principal in the planning of the upcoming year's budget ([Fla. Stat. 1001.452\(2\)](#)).

SAC Bylaws

Bylaws are the ground rules that SAC members agree to follow. They give structure to the meeting process, which should be focused on the school improvement plan, student achievement, and budget items. [Section 1001.452\(1\)\(d\)](#) of Florida Statutes (2023) states 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 membership of the council constitutes a quorum.
2. Requiring at least 7 days' advance notice in writing to all members of the school 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 (see Appendix B for Template - School Advisory Council Minutes).

The school district is required to maintain copies of all SAC bylaws ([Fla. Stat. 1001.452\(1\)\(d\), 2023](#)). The district has established a SAC Files site that allows school administrators to upload approved SAC minutes and bylaws. School administrators are also able to view previously submitted documents. Instructions for uploading bylaws and minutes are available at the [SAC Files Application](#) site.

Election and Appointment of SAC Members

The school is responsible for setting up election and appointment procedures, which should be accurately reflected in the school's SAC bylaws. The school should give reasonable written notice (at least seven days) for the election of SAC members. Information about the SAC and any identified vacancies should be shared with all parents, school employees, and community members. Any candidates interested in serving on SAC should notify the principal or SAC Chair and may be asked to prepare a brief information statement.

The school board must review the final composition and racial balance of all SACs in the district in order to comply with state law (Fla. Stat. 1001.452(1)(a), 2023). Balance in the SAC's composition is critical and cannot be overemphasized. Section 1001.452(1)(a) of the Florida Statutes (2023) outlines the following key elements:

- The SAC membership must be representative of the ethnic, racial, and economic community served by the school.
- The majority (at least 51 percent) of SAC members must be non-school district employees.
- Each advisory council is required to be composed of the principal and an appropriately balanced number of teachers, education support employees, students (only required for career centers and high schools), parents, and other business and community citizens.

According to section 1001.452(1)(a) of the Florida Statutes (2023, council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups 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 (career centers and high school SACs shall have student members; middle school SACs may have student members).
4. Parents shall be elected by parents.

Business and community leaders shall be appointed by the principal.

Additional Information on SAC Membership

- Assistant principals **cannot** be voting members of SACs, since they are in administrative roles.
- Only the school principal is authorized to be a voting member as an administrator.
- According to section 24.121(5)(d) of the Florida Statutes (2023), no funds shall be released for any purpose from the Educational Enhancement Trust Fund to any school district in which one or more schools do not have an approved school improvement plan or do not comply with school advisory council membership composition requirements.
- 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 or ethnically balanced, the district school board shall appoint additional members to bring the membership into compliance (Fla. Stat. 1001.452(1)(a), 2023).
- Once elections have taken place, schools should make updates to the SAC membership roster as appropriate. SAC Rosters are collected by the district in the fall using a SAC Roster Application. Changes to SAC membership after the rosters have been approved by the School Board shall be reflected in the SAC minutes.

SAC Meetings

Keeping accurate minutes of SAC meetings is important, not simply because they are required according to section 1001.452(1)(d) of the Florida Statutes (2023), but also because previous meeting minutes give continuity to upcoming business, as well as record the history of the work of the SAC. See Appendix B for School Advisory Council Minutes template.

There is not a set number of required meetings per school year. These shall be held based on the needs of the school. Meetings should include a discussion of the progress made towards school goals outlined in the school improvement plan and the connection to the district's Strategic Plan, including the vision, mission, and goals. For additional information, please contact the Foundation for Orange County Public Schools and Community Outreach contact listed on page i of this guide.

Reasonable Notice of Meetings

Section 286.011(1) of the Florida Statutes (2023) indicates that there must be a reasonable notice of meetings. The statute has not exactly defined *reasonable notice*. The district recommends that a seven-day notice be given before meetings. Ways in which you can give notice include (a) sending home a schedule of meetings for the year, (b) posting the next meeting on the school's marquee, (c) using a bulletin board (located either in the administration office or the media center) and/or a stand dedicated to SAC business in a visible place in the school, or (d) advertising the meeting on the school's website or in a school newsletter.

In addition to the requirements of reasonable notice outlined in section 286.011(1) of Florida Statutes (2023), Section 1001.452(1)(d)2 of Florida Statutes (2023) requires at least seven 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. This requirement can be met by publishing the agenda at least seven days prior to the meeting. Publishing the agenda may include (a) posting the agenda on the SAC bulletin board, (b) publishing the agenda on the school's website, or (c) distributing the agenda to SAC members seven days prior to the meeting.

Emergency and Cancellation of Meetings

Emergency meetings shall be called only if jointly agreed upon by the SAC chair and the principal. Emergency meetings shall abide by all the guidelines of a regular meeting.

These meetings shall be afforded the most appropriate and effective notice under the circumstances and shall have at least 24 hours reasonable notice to the public.

Subcommittee Meetings

Subcommittees should be formed and chaired by SAC members. Often subcommittees are formed to address concerns that arise in SAC meetings. General public with particular interest or expertise may serve on subcommittees even if they are not SAC members. Subcommittee meetings must also meet the requirements of section 286.011 of the Florida Statutes (2023). All subcommittee meetings must be open to the public and notice should be given in the same manner as indicated above for SAC meetings.

Discussion of SAC Business among SAC Members

The Government in the Sunshine Law provides a right of access to governmental proceedings of public boards, and applies to any gathering, formal or informal, of two or more members of the SAC to discuss some matter which will foreseeably come before the SAC, at some future point, for action or consideration. The purpose of the Sunshine Law is to ensure that decisions by public bodies are made in an open forum accessible to members of the public. Issues which may foreseeably come before the SAC for discussion, deliberation, consideration, or recommendation should not be discussed by members of the SAC outside of a properly noticed public meeting (Fla. Stat. 286.011, 2023). The purpose of this provision is to keep officials from meeting privately behind closed doors, agreeing to a decision, and then formally making the decision in a meeting. Members of the SAC, including parents and school employees, should not discuss SAC business with other SAC members outside of a meeting.

This can become a difficult distinction to make when faculty members who are SAC members have discussions in meetings. Principals then have to decide if a topic in a faculty meeting or team meeting is something that may be discussed at an upcoming SAC meeting. In theory, anything regarding school improvement could possibly come before the SAC. The following practices are encouraged to assist with compliance with the Sunshine law:

- State in a SAC meeting and record in the meeting minutes that members should not discuss SAC issues with other SAC members outside of the meeting.
- At a faculty meeting, distinguish between school business and foreseeable SAC issues.
- When issues that may come before the SAC are discussed, excuse faculty who are members of the SAC from the meeting.
- If SAC issues will be discussed at a faculty or team meeting, post a notice of the faculty meeting regarding SAC matters. The notice should apply only to the SAC topics on the agenda. The rest of the meeting that does not apply to SAC does not need to be posted. Post a notice of this meeting according to the reasonable notice guidelines.

Meetings Open to the Public

Section 286.011(1) of the Florida Statutes (2023) requires that all meetings of any board or commission of any state agency shall be open to the public at all times and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. This includes SAC meetings.

Accessible Meeting Locations

In the spirit of public access and involvement, meetings must be held where there is access for all potential participants and guests. School facilities or other locations where meetings are held must be accessible for people with a mobility or physical disability.

Documents Open for Public Inspection

Any reports, minutes, plans, or any other records created by or presented to the SAC must be available for public inspection ([Fla. Stat. 119.01\(1\), 2023](#)). It is a good idea to maintain these records electronically, as well as in a designated place such as the media center or the administration office. Examples of materials that must be made available for public inspection include the bylaws, school improvement plan (SIP), the school advisory council (SAC) membership roster, reports to the SAC, and meeting minutes. The school district is required to maintain copies of all SAC bylaws ([Fla. Stat. 1001.452\(1\)\(d\), 2023](#)). The district has established a SAC collaboration site that allows school administrators to upload approved SAC minutes and bylaws (see Appendix B for Template – School Advisory Council Minutes and Appendix C for Template – School Advisory Council Bylaws). School administrators are also able to view all previously submitted documents. The address is <http://sacfiles.ocps.net>.

Records should be maintained at the school for at least the school year for which they apply. Thereafter (i.e., after one year), they should be shipped to the OCPS Records Management Department for archiving (see the District Records Archival Handbook for information regarding the labeling and barcode process). For more information, contact the OCPS Records Management department at (407) 317-3961.

Guidelines for SAC Meeting Procedures

School Advisory Councils fall under the requirements of section [286.011](#) of the Florida Statutes (2023). SAC bylaws may include provisions to ensure the orderly conduct of a meeting and require orderly behavior on the part of those attending. The public has the right to attend and use non-disruptive recording devices at SAC meetings, including video recordings.

Robert's Rules of Order also grants the authority and responsibility of running an orderly meeting to the chairperson (<http://www.rulesonline.com/>). The Florida Department of Education (FDOE) and the district recommend that SACs use *Robert's Rules of Order* as a resource in establishing procedures for conducting meetings. A SAC may adopt additional rules of procedure for conducting an orderly meeting.

Voting Procedures at SAC Meetings

- The agenda should include items scheduled to come before the SAC for a vote. The agenda should be posted no less than seven days prior to the scheduled SAC meeting.
- Votes may only be taken if a quorum is present. A quorum requires at least 51 percent of the total SAC membership.
- There shall be no voting by proxy.
- There shall be no secret ballots.
- All voting shall take place at an open meeting (not by phone, email, or any other non-public way) in compliance with section [286.011](#) of the Florida Statutes (2023)

SAC Minutes

Minutes are the written record of a meeting and the actions taken by the SAC. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were present at the meeting.

The SAC is required to keep minutes of all meetings ([Fla. Stat. 1001.452\(1\)\(d\), 2023](#)). Minutes should be a concise reporting of what took place in each meeting. It is not necessary to record every detail of the meeting or the discussion about an item under consideration. It is only necessary to record actions taken and specifics about the date, time, and location of the meeting. Be sure to include in the minutes the name of your school, that it is a SAC meeting, and state that it is a document of the minutes.

The school district is required to maintain copies of all SAC bylaws ([Fla. Stat. 1001.452\(1\)\(d\), 2023](#)). The district has established a SAC Files site that allows school administrators to upload approved SAC minutes and bylaws. School administrators are also able to view previously submitted documents. Instructions for uploading bylaws and minutes to the site are available at the [SAC Files Application Site](#).

A person should be designated as responsible for recording minutes (e.g., the secretary of the SAC). Duties of officers, including the secretary, should also be stated in the bylaws.

For consistency, please use the SAC template (see Appendix B for Template - School Advisory Council Minutes). In the event of a records request, consistency in the format and naming of SAC Minutes helps facilitate the public's access to these documents.

Below are the sections included on the template:

- School name, date, time, and location
- Attendance (This information should be collected from your sign-in sheet)
- Call to order
- Approval of previous minutes
- Principal's report
- School Improvement Plan Goals
- Budget Item-Fund 145 (School Improvement Fund)
- Budget Item-Fund 211 (School Recognition Fund)
- Old business
- New business
- Open agenda (Public comments)
- Meeting adjournment
- Next meeting date, time, and location
- Submitted by (name and position)

District and School Cadre Leadership Functions

District Office Functions and Responsibilities

1. Provide overall direction to schools regarding the SAC process.
2. Maintain all SAC resources located on the OCPS webpages and SharePoint Collaboration sites.
3. Collect and maintain copies of all SAC bylaws.
4. Collect and maintain SAC minutes.
5. Coordinate the approval of SAC membership rosters and school improvement plans (SIP) by the School Board.
6. Maintain a district copy of SAC membership rosters, summaries of representation, and school improvement plans.
7. Maintain direct contact with the Florida Department of Education (FDOE) to facilitate communication between the FDOE and the district.
8. Transmit information received from the FDOE to school and district leaders.
9. Give general guidance to school and district leaders all aspects of the school improvement plan process.

School Cadre Leadership Functions and Responsibilities

1. Maintain access to SAC membership rosters and summaries of representation.
2. Review and approve SAC membership rosters for representation of all school populations.
3. Review and provide feedback to school principals and leadership teams regarding the school improvement plan.
4. Provide support to principals and SAC chairs regarding any items of concern pertaining to SAC.

Websites

The Orange County Public Schools webpage and SharePoint Collaboration sites are critical for keeping informed about the progress of Orange County Public Schools.

- <http://www.ocps.net>
- <http://intranet.ocps.net>

School Advisory Council IMS SharePoint Collaboration site has communications, resources, and roster deadlines.

- <https://ocpsfl.sharepoint.com/sites/IMS-AI/SitePages/SAC.aspx>

FDOE websites offer information and data pertinent to school improvement.

- <http://www.fldoe.org>
- <http://edudata.fldoe.org/>

Florida Continuous Improvement Management System (CIMS) website provides the public, as well as district and school leaders, access to Strategic Improvement resources related to School Advisory Council.

- <https://www.floridacims.org/downloads/625>

Consult Robert's Rules of Order for information on parliamentary procedure publications that will help in conducting successful SAC meetings.

- <http://www.robertsrules.com>

OCPS Records Archiving SharePoint Collaboration site provides support regarding records management.

- https://intranet.ocps.net/departments/records_management/records_archiving/

Florida Statutes and Government in the Sunshine Laws

School Advisory Councils are governed by Florida Statutes, online sunshine provides searchable database of the 2023 Florida Statutes.

- <http://www.leg.state.fl.us/Statutes>

Florida Attorney General provides a PDF version of the 2023 Government-in-the-Sunshine Manual reflecting changes to the statutes and caselaw which occurred prior to October of 2023.

- <https://www.myfloridalegal.com/open-government/sunshine-manual>

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Appendix A: Florida Statutes Section 1001.452

District and School Advisory Councils Recognition Section 1001.452 of the Florida Statutes (2023)

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 decisionmaking 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. 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 schoolwide 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 7 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.

Appendix B: Template - School Advisory Council Minutes

All sections of this template are required to be completed for each meeting.

If there is nothing to be shared for a given section, please add the comment “No content to be shared” or N/A

«School Name»

School Advisory Council (SAC) Meeting Minutes

«Date and Time» «Location»

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. Throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda.

- 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:*
 - a. type of meeting,*
 - b. name of the organization,*
 - c. date, time, and venue,*
 - d. names of those in attendance, and*
 - e. main topics and the time of adjournment.*
- 2. Minutes should 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 personal opinions about anything that is said or done.*
- 3. 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.*
- 4. 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 pursuant to Robert’s Rules. (Individual societies may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (i.e., 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.*
- 5. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.*

Attendance:

«List members and attendees»

Call to Order:

A meeting of the «School Name» School Advisory Council was held in the «location» on «date». Chair «SAC Chair Name» called the meeting to order at «time». «Recorder Name» will record minutes for this meeting.

Approval of Previous 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.

- *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)*
- *"Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in Section 286.011, Florida Statutes., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."*
- *"Section. 286.011(2), F.S, 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."*

Principal's Report (Announcements):

If there is nothing to be shared for a given section, please add the comment "No content to be shared" or N/A

Budget Updates – Fund 145 (School Improvement Fund), Fund 211 (School Recognition Fund)

If there is nothing to be shared for a given section, please add the comment "No content to be shared" or N/A

School Improvement Plan (Goal Updates):

If there is nothing to be shared for a given section, please add the comment "No content to be shared" or N/A

Old Business:

If there is nothing to be shared for a given section, please add the comment "No content to be shared" or N/A

New Business:

If there is nothing to be shared for a given section, please add the comment "No content to be shared" or N/A

Open Agenda (Public comments):

Helpful Hint: Public must have an opportunity to participate and the SAC may allow public participation throughout the meeting. If there is nothing to be shared for a given section, please add the comment "No content to be shared" or N/A

Next Meeting Date, Time, and Location:

The next meeting will be held on <<day and time>> in the <<place of next meeting>>.

Meeting Adjournment:

Motion: <<Name of person who motioned to adjourn>> motioned to adjourn the meeting at <<time>>. Motion carried unanimously.

Submitted by,

<<Name of Recorder>>

<<Name of Position on SAC Board>>

Approval date: <<Date of Approval>>

The school district is required to maintain copies of all SAC bylaws (Fla. Stat. 1001.452(1)(d), 2023). The district has established a SAC Files Application for school administrators to upload approved SAC minutes and bylaws, as well as accessing prior year approved SAC minutes and bylaws.

According to Florida State Statute 1001.452 (2), SAC members shall:

- 1. 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*
- 2. Assist in the preparation and evaluation of the school improvement plan*
- 3. Assist in the preparation of school's annual budget and plan*
- 4. 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. (If funds are available from the Florida Department of Education)*

Appendix C: Template - School Advisory Council Bylaws

These bylaws were ratified by the «School Name» School Advisory Council on «Date».

Article I: «School Name»

The name of the organization shall be the «School Name» Advisory Council, hereinafter referred to as the "SAC."

Article II: Purpose

Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to [s. 1001.42\(18\), F.S.](#) With technical assistance from the Florida Department of Education (FDOE), each school advisory council shall assist in the preparation of the school's annual budget and plan as required by [s. 1008.385\(1\), F.S.](#) The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data. It shall perform such functions as are prescribed by the regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the district school board.

Article III: Duties

Duties of SAC members shall include:

1. Use state and district goals as a guide for assessing the school's needs;
2. Determine and prioritize the goals of the school based on appropriate needs assessments and other data;
3. Assist in the preparation, implementation, and evaluation of the school improvement plan;
4. Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan, if funds are available from the Florida Department of Education (FDOE);
5. Operate in compliance with Florida Statutes;
6. Assist the principal in the preparation of the school's annual budget with technical assistance from the Florida Department of Education; and
7. Shall not have any powers and duties reserved by law to the district school board.

Article IV: Representation and Elections

Representation:

1. The SAC representation will be comprised of the school principal and an appropriately balanced number of teachers, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.
 - a. The principal ensures the council is comprised of properly elected representatives, provides leadership in the development, revision, and implementation of the SIP, submits the SAC-approved SIP to the district for school board approval, and keeps members informed of relevant policies and activities of the school, district, and state. Principals are required to serve on their school's SAC. For more information, see [s. 1001.452\(1\)\(a\), F.S.](#)

2. There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of this school advisory council must be persons who are not employed by the school district. 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:
 - a. Teachers elected by the teachers.
 - b. Education support employees elected by education support employees.
 - c. Parents/guardians elected by the parents/guardians.
 - d. Students elected by students.
 - e. Business and community leaders shall be appointed by the principal.

Elections:

Elections of members shall take place after the school year begins in August and prior to the September SAC meeting. SAC members representing teachers, education support employees, and parents shall be elected by their representative peer groups. Proper notice of the election of council members shall be given according to the Sunshine Law.

Election of Members:

1. Information about SAC and identified vacancies are sent to all parents, school-based employees, and community members.
2. Candidates notify the principal or previous year's SAC Chair of their interest in serving on SAC and complete a brief information statement.
3. Statements are compiled and sent to all respective groups with ballots. Ballots for parent members shall be distributed one ballot per family.
4. Ballots are returned to the school office.
5. The SAC Chair, principal, and other SAC members shall open and count ballots at an advertised place and time.

Article V: Voting Procedures

1. 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.
2. A quorum shall be 51% of the total SAC membership. Votes may only be taken if a quorum is present. A majority of the membership of the council constitutes a quorum.
3. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) of quorum.
4. There shall be no voting by proxy.
5. There shall be no secret ballots.
6. All voting shall take place at an open meeting (not by phone, email, or any other nonpublic way) in compliance with the Sunshine Law.

Article VI: Tenure

1. Elected SAC members may assume their duties upon election.
2. Appointed SAC members shall serve for a period of one year or until the next election, whichever comes first.
3. There shall be no limit on the number of terms a member may serve. SAC members may serve until they choose to resign, their children no longer attend «School Name», or they are removed due to absences.
4. SAC membership is limited to one member per family.
5. Absences may be excused by a majority vote of the quorum.

6. Members who have two unexcused consecutive absences, or any three unexcused absences from regularly scheduled meetings, will be removed from the council with a majority vote from the quorum and replaced according to the election procedures stated in these bylaws.
7. Parent members must have a child enrolled at «School Name». If the child leaves «School Name» during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
8. Vacancies of members shall be filled from those who unsuccessfully ran for office, meet the composition requirements of the vacancy, and had the highest number of votes. If there are no candidates who meet these criteria, the SAC Chair shall arrange for the replacement of the member by election as specified in Article IV.

Article VII: Meetings

1. All SAC meetings shall be held in accordance with [s. 286.011, F.S.](#) - "Public meetings and records; public inspection."
2. Meetings shall be held beginning in «Date». Dates and meeting times shall be determined at the «Date» meeting. All meetings will be scheduled when parents, students, teachers, businesspersons, and members of the community can attend.
3. Emergency meetings shall only be called if jointly agreed upon by the SAC Chair and the principal; and shall abide by all the guidelines of a regular meeting.
4. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government in the Sunshine Law and Florida Public Schools Law.
5. Meetings shall be open to the public, accessible to the handicapped, and scheduled so that all members can attend.
 - a. A specific time will be set aside on the agenda for input by non-SAC members.
 - b. Time limits will be set on any presentation to the SAC.
6. SAC meetings cannot be held virtually. According to the Attorney General's Office, the authorization in [s. 120.54\(5\)\(b\)2., F.S.](#), meetings conducted entirely through the use of communications media technology are only permitted for state agencies. A quorum of any other public board must be physically present at a meeting – (e.g., school advisory councils, school boards, etc.). However, if a quorum of a local board is physically present, "the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness ... whether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board" ([AGO 03-41](#)).
7. Meetings shall be noticed as follows:
 - a. All SAC meetings shall be held in accordance with [s. 286.011, F.S.](#) - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven days' notice is generally recommended).
 - b. Requiring at least seven 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.
 - c. The notice shall contain the time and place of the meeting and an agenda. The agenda will include items scheduled to come before the SAC for a vote. The agenda will be sent no less than seven days before the scheduled SAC meeting.
 - d. The notice and agenda shall be prominently displayed in the area set aside for that purpose.
 - e. Emergency and cancellation of meetings shall be afforded the most appropriate and effective notice under the circumstances and shall have at least 24 hours of reasonable notice to the public.

Article VIII: Duties of Officers

1. The SAC shall have three officers: the Chair, the Vice-Chair, and the Secretary. They shall be elected by simple majority vote at the «Date» meeting.
2. The duties of the Chair shall include:
 - a. Preside at meetings;
 - b. Develop last-minute or emergency agenda items with the principal;
 - c. Appoint subcommittee chairs;
 - d. Notify all members of upcoming meeting dates;
 - e. Inform SAC of relevant resources and training; and
 - f. Assist the principal with the presentation of the school improvement plan to the community.
3. The duties of the Vice-Chair shall include:
 - a. Assumes the duties of the Chair if the Chair is absent or vacates the position.
4. The duties of Secretary shall include:
 - a. Record minutes of meetings;
 - b. Keep attendance records;
 - c. Track expenditures from school improvement funds and maintain SAC financial records;
 - d. SAC correspondence;
 - e. Send minutes to members with the next month's agenda; and
 - f. Provide public notice of all SAC meetings.
5. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by an elected SAC member through a vote during a scheduled meeting. An officer may be removed from office by 2/3 majority vote of the full SAC.

Article IX: Florida School Recognition Program

1. Funds must be used for purposes listed below as determined jointly by the school's staff and school advisory council.
 - a. Definitions for staff are provided in [s. 1012.01, F.S.](#) and include instructional personnel, administrative personnel and educational support employees.
 - b. 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.
 - c. Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining ([s. 1008.36, F.S.](#)).
2. School recognition awards must be used for the following ([s. 1008.36\(4\), F.S.](#)):
 - a. Nonrecurring bonuses to the faculty and staff;
 - b. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c. Temporary personnel for the school to assist in maintaining and improving student performance.
3. Florida School Recognition Program money may not be paid to school resource officers (SROs). Under the SRO contracts with local law enforcement, SROs remain employees of the local enforcement agency, not OCPS. SROs are under the direct supervision and control of the Law Enforcement Agency. They remain employees of the Law Enforcement Agency and are responsible and accountable to the Law Enforcement Agency's chain of command.

<< Schools should outline a process for the School Recognition Program in this section. Item #4 below is recommended for Article IX. Please delete or edit if your SAC does not adopt this language. >>

4. Each school will designate a [SAC Subcommittee](#) and/or the principal to facilitate the School Recognition Program voting process.

5. Each school SAC Subcommittee and/or principal will advertise for at least seven days the request for preliminary proposals from all active staff for the allocation of the School Recognition Program funds. Definitions for staff are provided in [s. 1012.01, F.S.](#), and include instructional personnel, administrative personnel and educational support employees.
 - a. The SAC Subcommittee and/or principal may ask questions to the staff member submitting a proposal to seek clarity regarding the option to determine if the proposal meets statutory requirements.
 - b. All preliminary proposals that meet statutory requirements will be added to a ballot to be voted on by all staff to determine the top three proposals to move forward to the (SAC) for review.
 - c. The ballots with the preliminary proposals will be collected by the SAC Subcommittee and/or principal.
 - d. The SAC Subcommittee and/or principal will advertise the preliminary ballot to the entire staff at least three days prior to scheduled voting.
 - e. Voting will take place by confidential ballot.
 - f. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all active staff members.
 - g. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
 - h. Tallying of the preliminary vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a Classroom Teachers Association (CTA) representative and an Orange Education Support Professional Association (OESPA) representative. The date and time for tallying the preliminary vote must be advertised for at least three days and open for all stakeholder groups to attend.
 - i. The top three preliminary proposals with the most votes will be shared as a voting agenda item by the SAC Subcommittee and/or principal at the next scheduled SAC meeting for approval of the final ballot.
 - j. If there is a situation where proposals are tied for the most votes (e.g., there are two options that are tied for the third-most votes), both options can be included in the proposals presented to SAC on the final ballot.
6. During a scheduled SAC meeting, the three preliminary proposals will need to be approved as a voting agenda item for a final ballot. Passage of the preliminary proposals for a final ballot will require a SAC simple majority (51%) of quorum.
 - a. All attending stakeholders will have the opportunity to review the three preliminary proposals for the allocation of the School Recognition Program funds.
 - b. If any of the preliminary proposals are not approved fully by SAC, they will be removed from the final ballot. The language of the preliminary proposals cannot be changed by SAC.
 - c. All stakeholders in attendance at the public SAC meeting regarding the School Recognition Program proposals can provide input regarding the three preliminary proposals, regardless of SAC membership.
 - d. All stakeholders in attendance can ask reflective questions to seek clarity of the proposed options and corresponding impact (e.g., asking for the final dollar amount after the calculation of the proposed percentage per individual based on the proposed option).
7. After the SAC meeting, the SAC Subcommittee and/or principal will develop a final ballot with the proposals approved by the SAC, along with the mandatory inclusion of the option "none of the above."
 - a. The written ballot must include the option of "none of the above." Any options written on the ballot at the time of voting will be counted as a vote for "none of the above."
 - b. The SAC Subcommittee and/or principal will advertise the final ballot to the entire staff

- at least three days prior to scheduled voting.
- c. Voting will take place by confidential ballot.
- d. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all staff members.
- e. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
- f. Tallying of the final vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a CTA representative and an OESPA representative. The date and time for tallying the final vote must be advertised for at least three days and open for all stakeholder groups to attend.
 - i. If there is a tie for the most votes between two or more options, a new final ballot will be developed by the SAC Subcommittee and/or principal and a new vote will need to occur with only the options that received the most votes in the tie.
 - ii. If “none of the above” receives the most votes, the SAC Subcommittee and/or principal will restart the process of requesting proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).
- 8. The proposal with the most votes will be brought to the SAC as an agenda item by the SAC Subcommittee and/or principal as the option to be voted on and implemented. Passage of this option will require a SAC simple majority (51%) of quorum of the voting members.
 - a. If the option does not pass with a simple majority (51%) of quorum of the voting members, the principal will restart the process with requesting new proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).

Article X: Parliamentary Procedures

The SAC Chair will refer to “Robert’s Rules of Order Revised” when conducting the SAC meetings.

Article XI: Amendments

1. The bylaws shall be reviewed every school year.
2. Amendment recommendations shall be advertised for seven (3) calendar days prior to the meeting at which it is to be voted upon.
3. The bylaws may be amended at any regular meeting of the SAC committee.
4. Approval of bylaw amendments shall require two-thirds (2/3) majority vote of the members present and voting.

Appendix D: Required SAC Activities Timeframe

Activity	Timeframe
1. Organize and conduct elections of new SAC members and officers	May – September
2. Principal appoints business and community leaders to the SAC	May – September
3. Review new SAC membership for balance and representation a. See the Election and Appointment of SAC Members portion of this guide for additional information.	August – October
4. Annual review and ratification of SAC Bylaws	September – December
5. Vote on the disbursement of school recognition funds	August – January
6. Share annual stakeholder survey results	May – September
7. Use state assessment results, student achievement data, Early Warning Systems (EWS) data, stakeholder or annual survey data, and other school-based data in developing SIP	June – October
8. Complete final SIP according to the timeline designated by principal leaders (School Improvement and Comprehensive Support and Improvement schools may have additional requirements).	August – October
9. Complete SAC Roster Application to balance membership and representation of roster in accordance with statutory requirements. See Election and Appointment of SAC Members section of SAC Guide.	September – October
10. Complete SIP Mid-Year Reflection (MYR) a. Review mid-year data (e.g., student achievement data, progress monitoring data, discipline data, attendance data)	November – January
11. Hold a planning and reflection session to review year-end results for the current year and identify potential SIP focus areas for upcoming school year	May – July

Appendix E: Required SAC Engagement Opportunities

The following are required SAC engagement opportunities that align with the SAC duties (Fla. Stat. 1001.452(2), 2023):

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.

School Improvement Plan Engagement

Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. 1001.42(18).

School improvement plans.—The district school board shall annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the district which has a school grade of “D” or “F”; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22 by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S.C. s. 6311(b)(2)(C)(v)(II); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34 and as calculated under s. 1008.34(3)(b), who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence program established in s. 1008.365; or has significantly lower graduation rates for a subgroup when compared to the state’s graduation rate. The improvement plan of a school that meets the requirements of this paragraph shall include strategies for improving these results. The state board shall adopt rules establishing thresholds and for determining compliance with this paragraph.

School Improvement Plan related SAC engagement opportunities

- School Performance Overview
- School Progress Monitoring Overview
- Stakeholder Feedback Overview
- Schoolwide Initiatives

School Budget

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.

The district planning and budgeting system must include consideration of student achievement data obtained pursuant to ss. 1008.22 and 1008.34. The system shall be structured to meet the specific management needs of the district and to align the budget adopted by the district school board with the plan the board has also adopted. Each district school board shall utilize its system of planning and budgeting to emphasize a system of school-based management in which individual school centers become the principal planning units and to integrate planning and budgeting at the school level.

Appendix E: Florida Statutes - Section 1008.31(2)(c)

State Education Goals

Section 1008.31(2)(c) of the Florida Statutes (2023)

1008.31 Florida's K-20 education performance accountability system; legislative intent; mission, goals, and system wide measures; data quality improvements. —

(2) MISSION, GOALS, AND SYSTEMWIDE MEASURES

(c) The Department of Education shall maintain an accountability system that measures student progress toward the following goals:

1. Highest student achievement, as indicated by evidence of student learning gains at all levels.
2. Seamless articulation and maximum access, as measured by evidence of progression, readiness, and access by targeted groups of students identified by the Commissioner of Education.
3. Skilled workforce and economic development, as measured by evidence of employment and earnings.
4. Quality efficient services, as measured by evidence of return on investment.
5. Other goals as identified by law or rule.

Florida Education Priorities

School improvement plans shall be designed to achieve the State education priorities pursuant to section 1000.03(5) of the Florida Statutes (2023) and student performance in section 1001.42(18)(a) of the Florida Statutes (2023).

Section 1000.03(5) of the Florida Statutes (2023)

1000.03 Function, mission, and goals of the Florida K-20 education system. —

(5) The priorities of Florida's K-20 education system include:

(a) Learning and completion at all levels, including increased high school graduation rate and readiness for postsecondary education without remediation. —All students demonstrate increased learning and completion at all levels, graduate from high school, and are prepared to enter postsecondary education without remediation.

(b) Student performance. —Students demonstrate that they meet the expected academic standards consistently at all levels of their education.

(c) Civic literacy. —Students are prepared to become civically engaged and knowledgeable adults who make positive contributions to their communities.

(d) Alignment of standards and resources. —Academic standards for every level of the Early Learning-20 education system are aligned, and education financial resources are aligned with student performance expectations at each level of the Early Learning-20 education system.

(e) Educational leadership. —The quality of educational leadership at all levels of Early Learning-20 education is improved.

(f) Workforce education. —Workforce education is appropriately aligned with the skills required by the new global economy.

(g) Parental, student, family, educational institution, and community involvement. —Parents, students, families, educational institutions, and communities are collaborative partners in education, and each plays an important role in the success of individual students. Therefore, the State of Florida cannot be the guarantor of each individual student's success. The goals of Florida's Early Learning-20 education

system are not guarantees that each individual student will succeed or that each individual school will perform at the level indicated in the goals.

(h) Comprehensive Early Learning-20 career and education planning. —It is essential that Florida’s Early Learning-20 education system better prepare all students at every level for the transition from school to postsecondary education or work by providing information regarding:

1. Career opportunities, educational requirements associated with each career, educational institutions that prepare students to enter each career, and student financial aid available to pursue postsecondary instruction required to enter each career.
2. How to make informed decisions about the program of study that best addresses the students’ interests and abilities while preparing them to enter postsecondary education or the workforce.
3. Recommended coursework and programs that prepare students for success in their areas of interest and ability.

Section 1001.42(18)(a)(b) of the Florida Statutes (2023)

1001.42 Powers and duties of district school board. —

(18) IMPLEMENT SCHOOL IMPROVEMENT AND ACCOUNTABILITY. —Maintain a state system of school improvement and education accountability as provided by statute and State Board of Education rule. This system of school improvement and education accountability shall be consistent with, and implemented through, the district’s continuing system of planning and budgeting required by this section and ss. 1008.385, 1010.01, and 1011.01. This system of school improvement and education accountability shall comply with the provisions of ss. 1008.33, 1008.34, 1008.345, and 1008.385 and include the following:

(a) School improvement plans.— The district school board shall annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the district which has a school grade of “D” or “F”; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22 by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S.C. s. 6311(b)(2)(C)(v)(II); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34 and as calculated under s. 1008.34(3)(b), who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence program established in s. 1008.365; or has significantly lower graduation rates for a subgroup when compared to the state’s graduation rate. The improvement plan of a school that meets the requirements of this paragraph shall include strategies for improving these results. The state board shall adopt rules establishing thresholds and for determining compliance with this paragraph.

(b) *Early warning system.* —

1. A school that serves any students in kindergarten through grade 8 shall implement an early warning system to identify students in such grades who need additional support to improve academic performance and stay engaged in school. The early warning system must include the following early warning indicators:
 - a. Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension.
 - b. One or more suspensions, whether in school or out of school.
 - c. Course failure in English Language Arts or mathematics during any grading period.
 - d. A Level 1 score on the statewide, standardized assessments in English Language Arts or mathematics or, for students in kindergarten through grade 3, a substantial reading deficiency under s. 1008.25(5)(a).

Appendix F: School Recognition Awards

SAC Budget Items

Each School Advisory Council has a role in assisting the school with two sets of budget decisions. Though each SAC may not qualify for each of these items each year, they should be aware of critical timelines in these processes.

Florida School Recognition Program (1008.36)

The Florida School Recognition Program is created to provide financial awards to public schools that:

- (a) Sustain high performance by receiving a school grade of “A,” making excellent progress; or
- (b) Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.

All public schools, including charter schools, that receive a school grade pursuant to s. 1008.34 are eligible to participate in the program.

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. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

School recognition awards must be used for the following:

- (a) Nonrecurring bonuses to the faculty and staff;
 - (b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - (c) Temporary personnel for the school to assist in maintaining and improving student performance.
- Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.

School Improvement Funds

When the Florida Department of Education receives more funds from the Legislature than those needed to award School Recognition Funds, they provide the School Advisory Council with additional funding for use as needed to support the goals of the School Improvement Plan.

SAC Budget Responsibilities

Each year, the SAC is responsible for:

- (1) Monitoring the balances of the two funds associated with their role:
 - a. Fund 145 (School Improvement Fund)
 - b. Fund 211 (School Recognition Fund)
- (2) Ensuring that decisions about the funds are made at the appropriate time of the year. The most important decision is the choice of distribution for School Recognition Funds before February 1st
- (3) Ensuring that choices about the use of funds are aligned with priorities found in the School Improvement Plan

If the SAC has questions about whether or not a particular purchase is permitted, they can request that the school contact their Budget Specialist. Please note that these questions should ask whether or not this is a permitted purpose aligned with the fund. The purchase must also be aligned with the goals of the School Improvement Plan.

The SAC Guide may be printed from the OCPS website.

<http://www.ocps.net>

<https://sacfiles.ocps.net>

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance, and/or the grievance procedure(s), etc.:

Equal Employment Opportunity (EEO) Officer & Title IX:

Keshara Cowans - Staff Attorney III

Office of Legal Services

Ronald Blocker Educational Leadership Center

445 West Amelia Street

Orlando, FL 32801

(407) 317-3411

titleix@ocps.net

ADA Coordinator:

Jay Cardinali - ADA Compliance Officer

Office of legal Services

Ronald Blocker Educational Leadership Center

445 West Amelia Street

Orlando, FL 32801

(407) 250-6248

ada@ocps.net

Section 504:

Tajuana lee-Wenze - Senior Director

ESE Procedures/Compliance

Ronald Blocker Educational Leadership Center

445 West Amelia Street

Orlando, FL 32801

(407) 317-3279

504help@ocps.net

“The Orange County School Board is an equal opportunity agency.”