

School Advisory Council Self Evaluation Form

School Name: _____

Florida County Name: _____

School Type: Elementary Middle High School Vo-Tech Virtual, Alternative or ESE Centers

KEY: Council = School Advisory Council SAC = School Advisory Council SIP = School Improvement Plan

PART I: Membership (ss.1001.452)

Does the Council... (check the box with a X for answer "yes", "no" or "don't know")		yes	no	don't know
1.	have a majority (51%) of the members of the council persons not employed by the school district?			
2.	have teachers who were selected by teachers?			
3.	have education support employees who were elected by education support employees?			
4.	have parents who were elected by parents?			
5.	have students who were elected by students? (elementary students are not members)			
6.	have business/community representatives?			
7.	have at least one member with no children in school (business, community member)?			
8.	have representation of the ethnic, racial, and economic community served by the school?			
9.	have an assistant principal as a Council member?			
10.	have appointments to SAC membership in accordance with procedures developed by the School Board as provided for in Section 229.58?			

PART II: Duties, Responsibilities, Requirements [ss.1001.452 & ss.286.011]

Does the Council . . . (check the box with a X for answer "yes", "no" or "don't know")		yes	no	don't know
1.	have SAC bylaws?			
2.	include the words "school advisory council" in its name?			
3.	fill SAC positions & vacancies using the process of election and selection outlined in School Board Policy or SAC bylaws?			
4.	conduct meetings in accordance with Sunshine State Law?			
5.	schedule meetings when parents, students, teachers, business persons, and members of the community can attend?			
6.	require 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.			
7.	require 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)			
8.	record all Council meetings (minutes)?			
9.	replace any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws?			
10.	use a portion of the appropriated finds for implementing the school improvement plan?			
11.	assist in the preparation and evaluation of the school improvement plan?			
12.	assist in the preparation of the school's annual budget required pursuant to state statutes?			

PART III: Effectiveness & Involvement of SAC

KEY: 1 = no involvement 3 = some involvement 5 = total involvement		1-5
1.	How effective was SAC in advertising meetings to the public?	
2.	How effective was the council in involving members and the public at council meetings?	
3.	How effective was SAC providing input to the principal and otherwise open lines of communication between the home and the school?	
4.	How effective was SAC in selecting and working toward objectives for this year?	
5.	Does the Council meeting time allow for parent involvement?	
KEY: 1 = ineffective 3 = somewhat effective 5 = very effective		1-5
6.	How involved was SAC in determining the SAC meeting schedule?	
7.	How involved was SAC in determining how school improvement funds was spent during the school-year	
8.	How involved was the SAC in the preparation & evaluation of the school improvement plan (SIP)?	
9.	How involved was SAC in assisting the principal in the school's annual budget?	

(check the box with a X for answer "yes", "no" or "don't know")			yes	no	don't know
1.	Does the Council review SAC bylaws?				
2.	Do the SAC bylaws detail the election process?				
3.	Do the SAC bylaws detail the responsibilities assigned to it by law for? (school budget, School Improvement funds, School Improvement Plan)				
4.	Do the SAC bylaws reference how many meetings are held in a school year?				
5.	Are SAC meetings noticed to the public 10 days prior to meeting (font office, time, place, date, agenda)?				
6.	Is a copy of all SAC minutes & bylaws available to the public in the front office? (See DOE SAC FAQ, "ensure that a copy of the minutes and agenda are kept in an official, designated location in the front office of the school")				

Comments, Suggestions:
