

SAC Training

Pacific South, Okinawa
2018-2019

Items to Discuss

- SAC
 - Instruction 1342.15
 - Membership
 - Areas of Concern
 - Moving items up to a higher level
- ODAC
 - Role
- Roberts Rules of Order
- DoDEA Blueprint
 - What is it?
 - How does it impact on SAC/ODAC
- Mission and Vision
 - Review and revise

Acronyms

- ODAC – Pacific South District Advisory Committee
- DSO – District Superintendent’s Office
- SAC – School Advisory Committee
- IAC – Installation Advisory Committee
- FEA – Federal Educators Association
- ICE – Interactive Customer Evaluation

SAC & DoD Instruction 1342.15

- Purpose of SAC
 - Advise the school principal on educational matters
- Instruction serves to:
 - Establish objectives
 - Set forth policies
 - Outline responsibilities
 - Institute procedures

DoD Policy

- Encourages committee formation to...
 - Foster participation in school affairs
 - Provide a coordinated process to address and resolve issues at lowest level
 - Promote communication and problem solving among school administrators, military leaders and parents

“To advise” means...

- Suggest and recommend to the principal and/or installation commander for the improvement of educational programs and general quality of education and school programs

“Educational matters” consist of:

- School policies affecting students and parents
- Administrative procedures affecting students
- Instructional programs and educational resources within the school
- Allocation of resources within the school to achieve educational goals
- Pupil services (health, special ed., testing, evaluation)
- Student standards of conduct and discipline
- Policies and standards of the dependents' education system related to the above
- Issues controlled by the military community that impact on educational programs

“Controlled by the military community”

- Physical school environment
- School meal programs
- Medical services
- Administrative and logistic support services
- Policies and standards of the installation command
- Base passes

(If these issues impact on other schools or can't be solved at the school/base level they should be elevated to ODAC.)

Issues NOT Addressed by advisory committees

- Personnel practices or policies
- Compensation
- Grievances of school employees
- Internal management of DoDEA or DoEA programs

Advisory committees do not...

- Raise money
- Grant student scholarships
- Financially support school events
- Engage in any monetary projects traditionally associated with PTSA, boosters or other support groups

Composition of the SAC

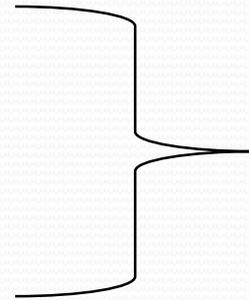
- Elected members
 - Parents
 - Educators
 - Senior high school student (elected by the student body, is a voting member)
- Other participants
 - Principal
 - School's Liaison Officer
 - Club representatives
 - Military
 - Association representatives
 - School Improvement Team chair

SAC Members

- Elected members serve two-year terms
- Half membership elected each year - Newly elected members must take office NLT October 15
- Two term maximum

SAC Elected Leaders

- Chairperson
- (runs meeting)
- Vice chairperson
 - (facilitator)
- Secretary
 - (recorder, timekeeper)
- 2 Representatives to ODAC



One parent
One teacher

Responsibilities of Advisory Committee Participants

- Chairperson - advise principal, hold regular meetings, form planning committee for SAC elections, produce end-of-year SAC report
- School's officer - serves as liaison between principal and community commander, attends SAC and IAC meetings, refers sponsors with concerns to appropriate school officials, advises community commander of misconduct by school-age family members
- Principal
 - Provide logistical support, attend all SAC and IAC meetings, assist SAC chair with end-of-year report, communicate with district superintendent on unresolved matters

Committee Members' Roles

- To attend all meetings
- To actively participate in discussions
- To frequently seek input from constituents
- To keep constituents informed
- To remember they represent school and community groups

Advisory Committee Procedures

- Establish by-laws and adopt set of parliamentary rules
- Determine goals and objectives for year using CSP, district mission and vision (SIP, physical environment, involvement)
- Formulate regular standing or ad hoc committees/subcommittees to address specific goals and objectives as needed
- Establish links to ensure all stakeholders are informed

Guidelines for Successful Meetings

- Establish procedures
- Plan in advance; allow for agenda items to be thoroughly discussed
- Have a plan for how/when to address non-agenda items which surface during the meeting
- Select rules of order to follow during the meeting
- Set time schedules (ex: maximum 1.5 hours) and date for meetings (ex: first Wednesday each month) and publish in advance

Moving items forward...

- Examples of items that have been sent to ODAC
 - Emergency evacuation procedures
 - Reviewing school start and end times
 - Questions about the school calendar
 - Requests for additional ASACS counselors at the middle school level
- Process
 - Draft letter addressed to ODAC
 - Review with school administration
 - Approved by SAC
 - Present at ODAC

Roberts Rules of Order

- Used to set procedures for running meetings
- Universally accepted and used
- Be careful with motions and voting
- Parliamentarian might be useful

End-of-Year Summary

- Reports due to DSO the end of May in Word format and should:
 - List meeting dates and attendees
 - Outline Goals and objectives
 - Identify areas of special interest
 - Assess achievements and concerns
 - Make recommendations

End-of-Year Summary Reports

- Copies go to:
 - SAC Report
 - Principal
 - District superintendent
 - Chief of Staff

will compile reports and send to:

 - Installation commander
 - Area director
 - ODAC Report (Compiled by ODAC)
 - Installation commander
 - Principals
 - District superintendent
 - Area director

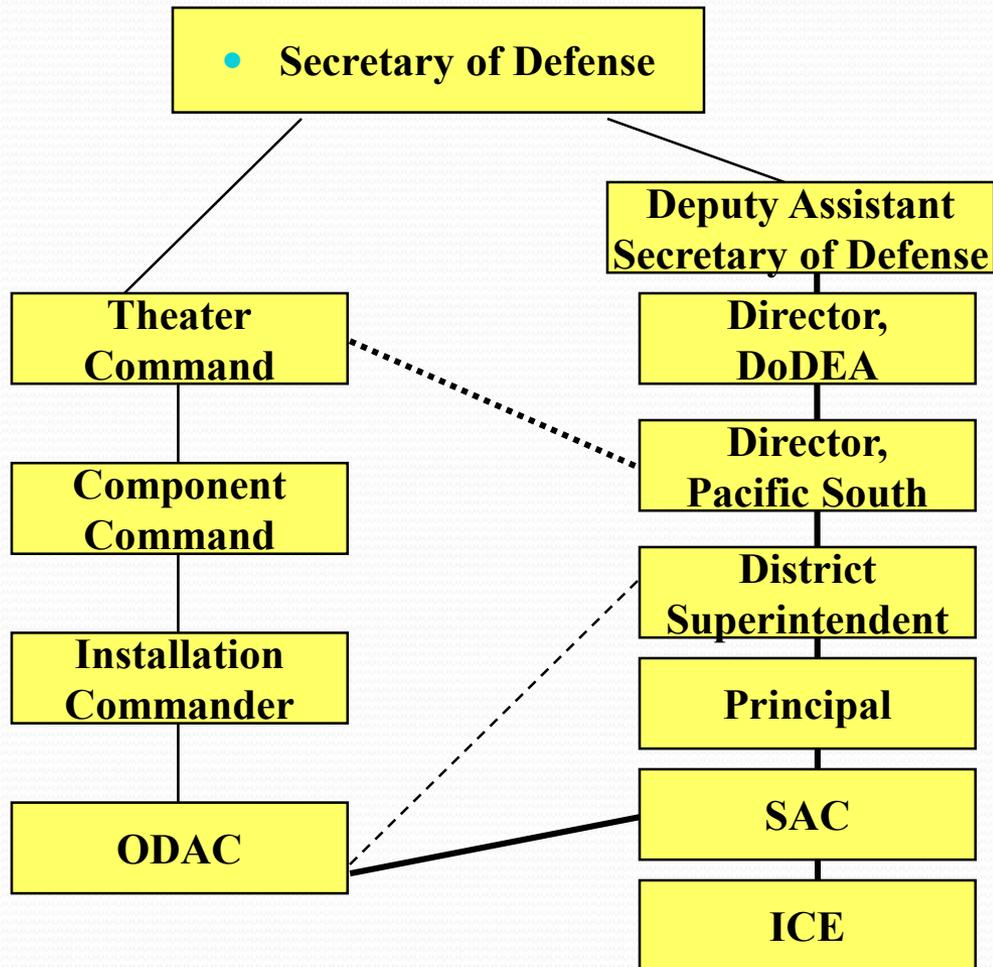
Quarterly SAC check point

- Is your SAC doing all it can-- and should-- to help improve education in your school?
- Does your SAC devote most of its time and energy to education and educational outcomes?
- Does your SAC believe that advocacy for all students is your primary responsibility?

ODAC Role

- Advises the Army, Navy, Air Force and Marine Corps commanders on issues within the control and jurisdiction of the commander and applicable component command

Chain of Concern



A One Page SAC Guide

- SACs advise the school principal on educational matters.
- SAC comprised of an equal number of parents and professional educators.
- A professional educator can not run as a parent at any school.
- Only one member of a family can serve on a SAC, simultaneous membership by one family on two or more SACs is not permitted.
- Two year terms unless amended in a school's bylaws.
- SAC meetings are open to the public.
- Agendas must be published in advance. Items not on the agenda may be discussed but action may be deferred until the next meeting.
 - Limits on discussion can be set by the SAC/ODAC (Follow Roberts Rules of Order)
- ODAC advises the installation commanders on matters, including support, within the jurisdiction of the commander and applicable component commander.
- Two members of each SAC serve as members of ODAC, must be elected, can be different for each ODAC meeting.
- SAC/ODAC may not discuss matters pertaining to personnel policies or practices, compensation of school staff, grievances by school employees, or internal management of DoDDS or their programs.
- Items not resolved at SAC go through the SAC chain of reporting, only issues under military control go to ODAC.
- Remember you serve in an “advisory” capacity. Running the school is the principal's job.