A photograph of a teacher reading a book to a group of diverse children in a library. The teacher is in the foreground, seen from the back, holding an open book. The children are sitting on a blue rug with large letters, looking at the book with interest. The background shows bookshelves filled with books.

dodea

PACIFIC

**School Advisory
Committee Training**

SY20-21

When good meetings go bad...





Learning Objectives



Understand the role of the SAC



Successfully execute SAC duties to enhance educational outcomes



Describe SAC requirements

Session Materials



SAC Resources Webpage



Handouts

The screenshot shows the DoDEA Pacific School Advisory Committees webpage. The header includes the DoDEA logo and navigation menus for Quick Links, Audiences, Regions, About, and Newsroom. The breadcrumb trail indicates the current location: DoDEA > DoDEA Pacific > About DoDEA Pacific > Pacific School Advisory Committees. The main navigation bar includes links for Pacific Region, About Us, Our Schools, Region News, Parents & Students, Supporting Offices, and Employees. The page title is "PACIFIC SCHOOL ADVISORY COMMITTEES". A large photograph shows a teacher reading a book to a group of children in a library. To the right, there are sections for "References" (DoD Instruction 1342.15 and DoDEA AI 1358.01) and "SAC Resources" (SAC Training Final, SAC Election Procedures Fact Sheet, SAC Meeting Agenda Template, SAC Meeting Minutes Template, SAC End of Year Report Template, and Robert's Rules of Order Summary). Below the photo, the "Purpose" section explains that the SAC is comprised of parents, teachers, and other stakeholders who have a vested interest in quality education at the school. The "Contact your SAC" section states that SAC meetings are open to the public and encourages parents to contact their local school for more information.

<https://www.dodea.edu/pacific/about/sac.cfm>



Purpose of the SAC



Advise Leadership



Foster Communications



Facilitate Problem Solving



SAC Policy Guidance



Department of Defense
INSTRUCTION

NUMBER 1342.15
December 7, 2012
Incorporating Change 1, Effective April 20, 2020

USD(P&R)

SUBJECT: Educational Advisory Committees and Councils

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.01 (Reference (a)), this Instruction reissues DoD Instruction 1342.15 (Reference (b)) to establish policies, assign responsibilities, and prescribe procedures regarding School Advisory Committees (SACs), Installation Advisory Committees (IACs), Component Command Advisory Councils (CCACs), Theater Education Councils (TECs), and the Dependents Education Council (DEC) for the overseas school system operated by the Department of Defense Education Activity (DoDEA) in accordance with Chapter 25A of title 20, United States Code (U.S.C.) (Reference (c)) and DoD Directive 1342.20 (Reference (d)).

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy

a. That, in partnership with members of the DoDEA schools and military communities, DoDEA provide its students with exemplary educational programs in military communities worldwide that inspire and prepare all students, including those with special needs, for success in a global environment.

b. That members of the DoDEA schools and military communities participate in the formation and operation of local overseas advisory committees to promote the vitality of these committees and to preserve their integrity and independence of action.

Dept of Defense Instruction 1342.15
Dec 7, 2012



DoDEA ADMINISTRATIVE INSTRUCTION 1358.01
SCHOOL BOARDS, ADVISORY COMMITTEES, AND
DEPENDENTS EDUCATION COUNCIL

Originating Division: Education - Policy and Operations

Effective: March 31, 2020

Releasability: Cleared for public release. Available at the DoDEA Policy Webpage.

Incorporates and cancels: DoDEA Administrative Instruction 1305.1, "Superintendent's Advisory Councils," May 18, 1999

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policies, assigns responsibilities, and implements procedures for:

- School boards operating in DoDEA Americas, including the United States (U.S.), its territories, possessions, and commonwealths (e.g., Guam (DoDEA Pacific), and Puerto Rico in accordance with Section 2164 of Title 10, United States Code.
- School advisory committees (SACs) operating in DoDEA Europe, DoDEA Pacific, and Cuba in accordance with Section 928 of Title 20, United States Code.
- District or Installation Advisory Committees and Regional Advisory Committees as prescribed by law and this issuance.
- Dependents Education Council (DEC) in accordance with DoD Directive 1342.20.

DoDEA Admin Instruction 1358.01
March 31, 2020



What topics do SACs address?

- ✓ School policies & administrative procedures
- ✓ Instructional programs
- ✓ Allocation of resources
- ✓ Student standards of conduct
- ✓ Base-related topics that impact students
- ✗ Personnel practices or policies
- ✗ Compensation
- ✗ Employee grievances
- ✗ Internal management of DoDEA
- ✗ Fund Raising



Activity 1

- Review the six topics presented and determine whether it would be appropriate for the SAC to address them or refer them.

Request from PTA to support upcoming fundraising event	Issue related to parent drop off lane safety
Teacher performance	Concerns related to curriculum
Concern over lack of resources	School Meal Program



Recent Pac Region SAC Successes



- Improved parking lot safety
- Added speed bumps
- Reduced speed limit
- Addressed traffic pattern
- Requested support from base commanders



- Established procedures to reduce lunch lines
- Addressed concerns regarding quality of meals, changes in place for next SY
- Addressed request for healthier alternatives

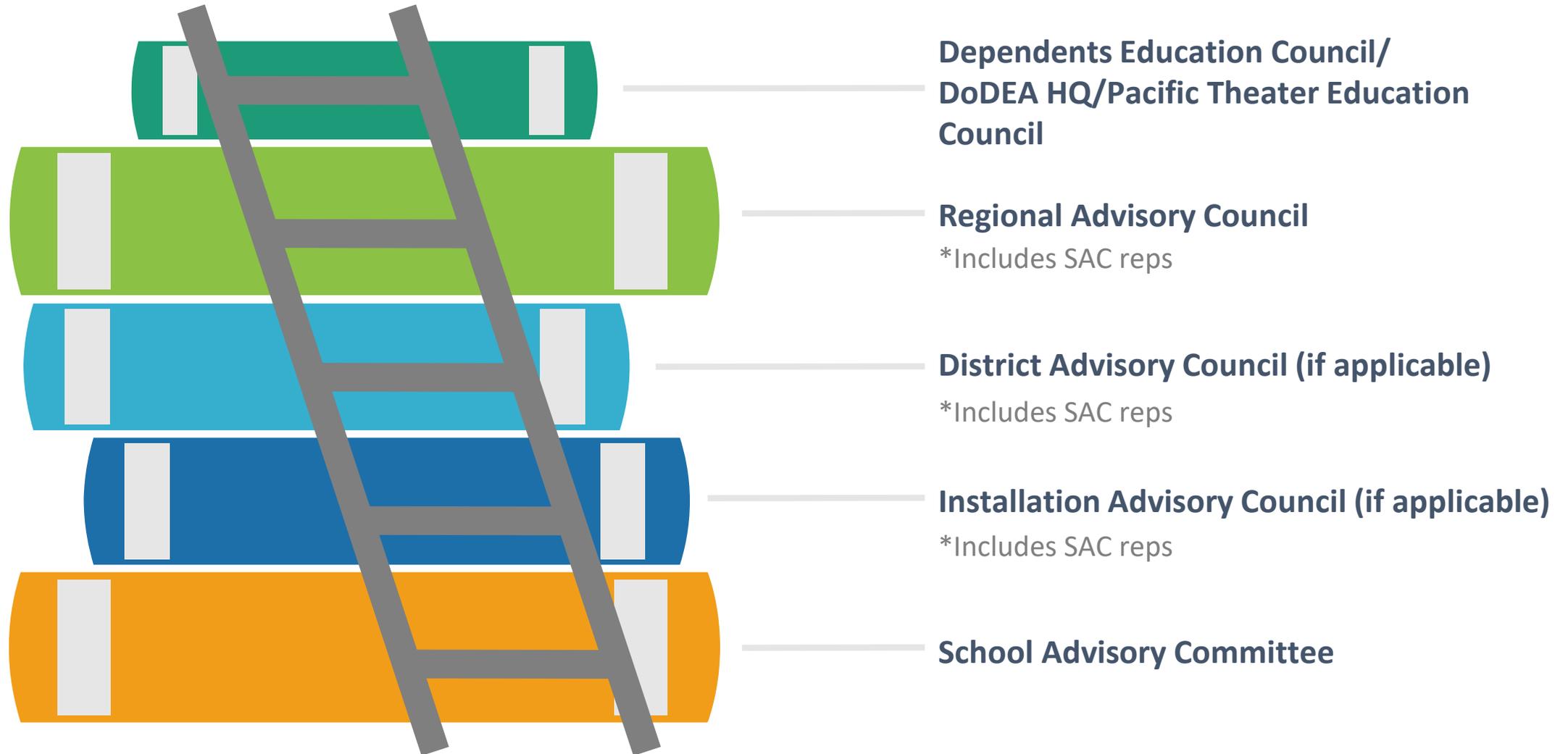


- Improved communications
- Established social media accounts
- Created school newsletter email
- Developed community outreach program



- Recommend new clubs
- Initiated reading program
- Recommend an after school bus for school clubs/activities
- Increased resources for music program

DoDEA Council/Committee Relationships



SAC Composition



Voting Members

- Elected Parent/guardian/sponsor(s)
- Elected DoDEA employee(s)
- Elected DoDEA student (HS SACs only)



Non-Voting Members

- The principal or designee
- The military installation commander or designee (SLO).
- A FEA representative
- Others





SAC Size Guidelines

2-4

Student Enrollment 1-150

4

Student Enrollment 151-300

6

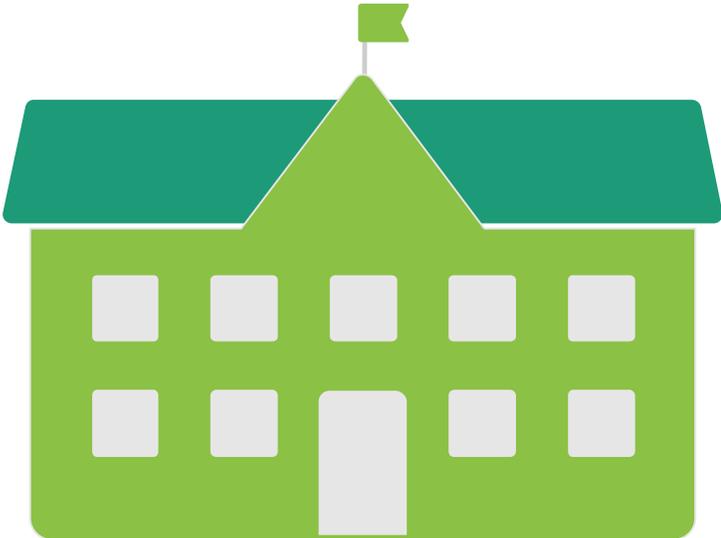
Student Enrollment 301-500

8

Student Enrollment 501-800

10

Student Enrollment 801+



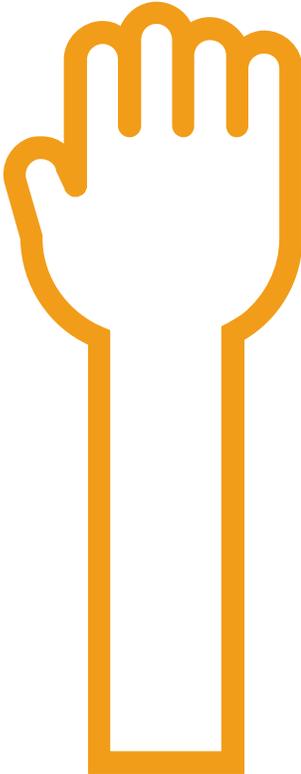


Member Roles & Responsibilities

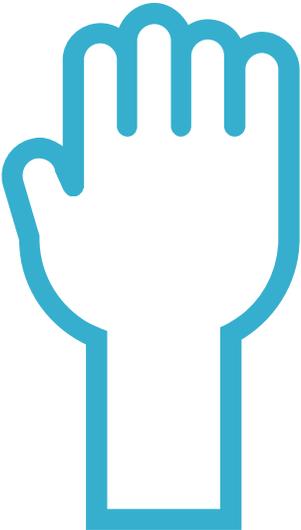
Attend all meetings



Actively participate
in discussions



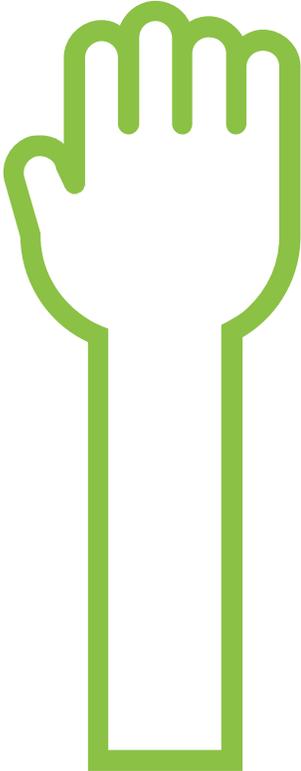
Frequently seek
input from
constituents, and
keep them informed



Remember you
represent the
school and your
community groups



Attend DAC
meetings





Activity 2



- As a SAC member, what are ways to engage your constituents to solicit their input and get the word out about SAC events?
- As a member of a community, what are some ways that work best to get you activated?
- How do you facilitate constructive engagement?

SAC Officers



Chairperson



Vice Chairperson



Secretary



Eligibility & Elections

SAC Elections Overview



Term Length



Eligible Voters



Timeline





SAC Election Process

Pre-Election

- Develop Plan
- Form Election Committee
- Communicate Process & Solicit nominees



Election

- Announce election & candidates
- In-person, secret ballot
- Deployed military can vote via email

Special Election

- Vacancies result in not having a quorum or equal representation
- Serve until the next regularly scheduled election

Post-Election

- Tabulate & certify votes
- Publish results within in 48 hours



SAC Operations



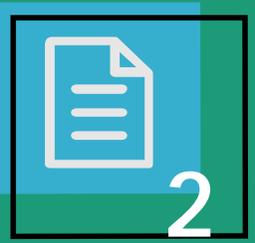
PROCEDURES

Adopt a set of parliamentary rules (i.e. Robert's Rules of Order)



COMMUNITY ENGAGEMENT

Chair must publicize information about SAC through multiple channels



BYLAWS

Establish bylaws for governing the SAC internal operations.



DETERMINING GOALS & OBJECTIVES

In coordination with principal and others, set goals for the SY.



SUBCOMMITTEES

SAC members may form regular or ad hoc subcommittees for specific objectives



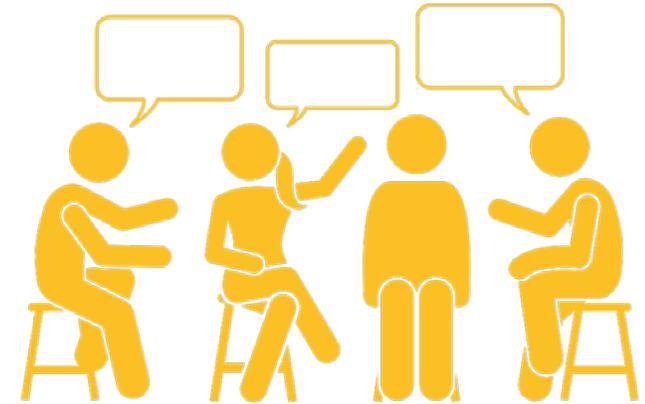
END OF YEAR REPORT

Submitted each year to District Superintendent by July 15.



Activity 3

- Brainstorm objectives and goals for the year.
 - What topics were discussed but not resolved last year?
 - What topics would make the most impact on educational programs?
 - What topics can be successfully addressed at the school level?
 - Other thoughts?



Guidelines for Successful Meetings

-  Plan in Advance
-  Follow procedures & rules
-  Set schedule & publicize



Meeting Operations



4 meetings
per SY at a minimum



Publicly
announce the
meeting



Meetings are
open to the
public.



Meetings must
be during non-
school hours



Minutes posted
online within 2
weeks



Meeting Agenda



Propose Agenda



Publicize Agenda

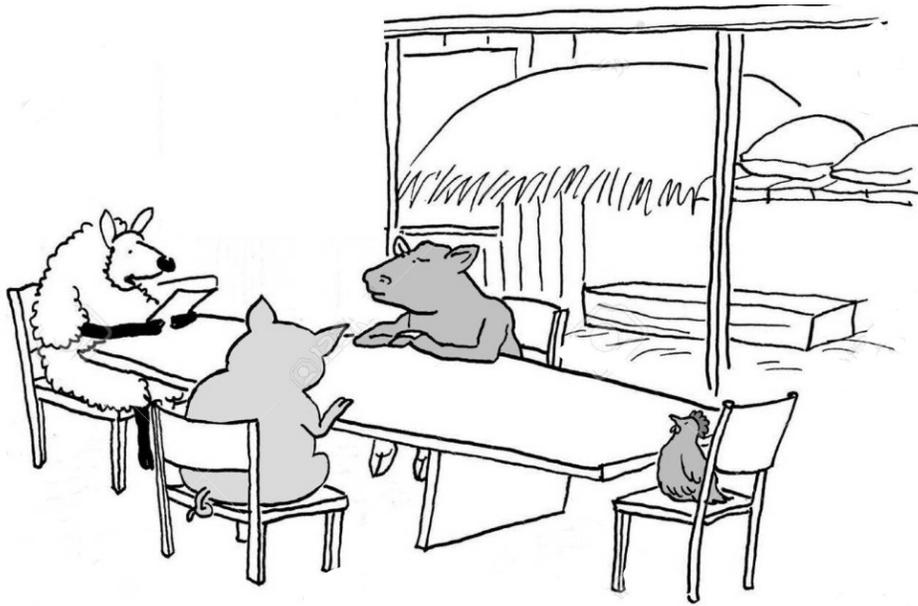


Non-Agenda Items



“Here are the minutes of our last meeting. Some events have been fictionalized for dramatic purposes.”

Robert's Rules of Order



“The cow mooed, the pig oinked, the chicken clucked, I baaed and then we adjourned.”



Parliamentary Procedures



Motions & Voting



Consider a Parliamentarian

Robert's Rules of Order Rap



Elevating Items for Consideration

Review with
school admin

Approved by SAC

Send to DAC/
District Sup



Recently Referred: Emergency Evacuation Procedures | Reviewing school schedule | Request for ASACS Counselors in MS



SAC Reflective Questions

Does your SAC believe that advocacy for *all* students is your primary responsibility?



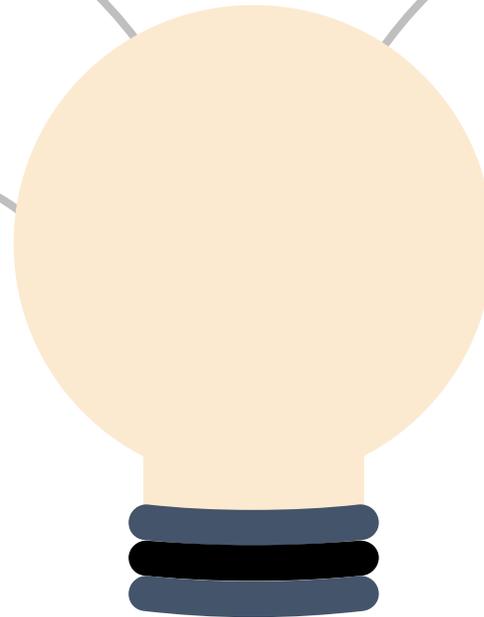
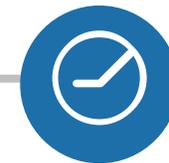
How are you doing all you can to improve education at your school?



How are you engaging your constituencies to gather their input?

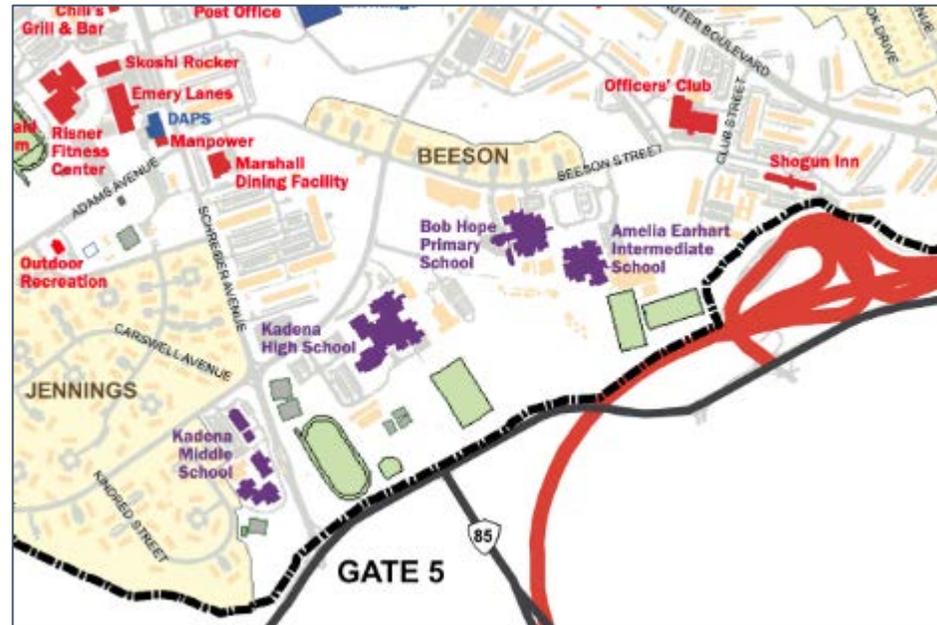


How much time & energy does the committee devote to educational outcomes?



Activity 4

- Let's practice adjudicating an issue in a meeting format using Robert's Rules of Order.





End of Year Report

Due NLT July 15 each year. Submit to Principal & District Superintendent.



Meeting Dates



Goals & Objectives



Highlights & Accomplishments



Issues forwarded & issues for next year





Wrap up/Evaluation

- School Name
- Key take aways?
- What are your next steps?
- What support do you need?
- Questions?



Google Form:

<https://forms.gle/oVo3XpYEw3qNSL6a7>



Thank You

School Principal Contact Info

THANK
YOU