



# OVERVIEW

## MODULE 1 SAC STRUCTURE, PURPOSE AND ROLE

Objectives:

1. Outline the history of Florida's System for High-Quality Schools
2. Identify the structure and purpose of a SAC
3. Examine the roles and responsibilities of members of a SAC

Objective	Minutes	Content	Presentation Strategies
	15	<ol style="list-style-type: none"> <li>1. <b>Introductions</b></li> <li>2. <b>Ground Rules</b></li> <li>3. <b>Objectives &amp; Overview of Agenda</b></li> </ol>	Present, Introductions at each table, Show of hands - parents, teachers, admin., com./bus. Rep., SAC Chairs
1,2, & 3	5	4. <b>Facts About SACs - True/False</b>	Stand Up - Sit Down Activity
2	10	5. <b>What is the most important function of a school?</b>	Table activity List
1	10	<b>6. Florida's System for High-Quality Schools</b> Brief overview with reference to Appendix where more information may be found <ul style="list-style-type: none"> <li>• System Development &amp; Components</li> <li>• SAC statutory requirements</li> </ul>	Lecturette Tie back to group lists
2	20	<b>7. SAC Roles and Responsibilities</b> <ul style="list-style-type: none"> <li>• Role of School Board</li> <li>• Role of Principal</li> <li>• Role of SAC Chair</li> <li>• Role of SAC Member</li> <li>• SAC Does &amp; Doesn't</li> <li>• Sunshine Law</li> </ul>	Lecturette Small group role play activity
2 & 3	30	<b>8. School Budget</b> Resource speaker or sharing of resources to help SAC members assist in the school's annual budget.	Speaker or sharing of resources
2 & 3	15	9. <b>Piece of the Puzzle Activity</b>	Small group - Share resources each person brings
	5	10. <b>Benefits of SAC Membership</b>	Present

**Trainer Agenda**  
**MODULE 1**  
**SAC STRUCTURE, PURPOSE AND ROLE**

- Objectives:**
1. Outline the history of School Improvement and Accountability
  2. Identify the structure and purpose of a SAC
  3. Examine the roles and responsibilities of members of a SAC

<b>Time</b>	<b>Who</b>	<b>Trainer Activities/Content</b>	<b>Participant Activities</b>	<b>Handouts/ Media</b>
8 min.		<p><b>1. Welcome and Introductions</b>  Welcome the participants to the training.  Ask for show of hands - How many are parents? Teachers? Administrators? business or community representatives? SAC chairs? Thank them for attending, stress importance of the training.  Introduce yourself (trainers).  Complete housekeeping information if not already done.</p>	Listen	
2 min.		<p><b>2. Ground Rules</b>  Review and ask if there are any additions to the ground rules.</p>	Listen & suggest any additions	<i>Chart &amp; Markers</i>
5 min.		<p><b>3. Objectives and Overview of Agenda</b>  State the goal and objectives of the workshop. (Transparency 1)  Ask participants if they have any additional expectations. Add these to the objectives, if it is determined they can be covered.</p> <p>Review the agenda with the participants.</p> <p>Ask participants to take time during the break to review the charts on the wall that show scales or spectra of awareness on several subjects. Ask them to place a colored dot at their approximate point of awareness or knowledge on each chart/scale.</p>	<p>Listen &amp; state any additions</p> <p>Listen</p> <p>Place dots on Charts</p>	<p><i>Transparency 1 Handout 1</i></p> <p><i>Chart of “Agenda”</i></p> <p><i>Charts (See Trainer Resources)</i></p>

<p>5 min.</p>		<p><b>4. Facts About SACs</b>  Tell participants that there was significant research that affected the development of the school improvement philosophy. Tell them that you are going to make a statement. If they think the statement is true, they should stand up and sit down. Do 5 or 6. (Tell them it is not a test, but is intended to be a fun warm-up activity that will get them thinking about the importance of a SAC.) (You may also want to provide them the option of holding up a “yes” or “no” card instead of standing.)</p> <ol style="list-style-type: none"> <li>1. Parent involvement is the single most important factor that affects positive student outcomes.</li> <li>2. Children from at-risk families have the most to gain when schools involve parents.</li> <li>3. Parents do <u>not</u> have to be well educated to help.</li> <li>4. The family makes critical contributions to the student’s achievement, from earliest childhood through high school. Efforts to improve children’s outcomes are much more effective if they encompass their families.</li> <li>5. When parents are involved at school, not just at home, children do better in school and they stay in school longer.</li> <li>6. When parents are involved at school their children go to better schools.</li> <li>7. Children do best when their parents are enabled to play four key roles in their children’s learning: teachers, supporters, advocates, and decision makers.</li> <li>8. Families, schools, and community organizations all contribute to student achievement; the best results come when all three work together.</li> </ol>	<p>Stand up if statement is true, remain seated if statement is false.</p>	
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10 min.		<p><b>5. Most Important Function of a School</b>  Ask participants “What is the most important function of a school?” Ask them to think individually and make a list of responses at their table and tape on the wall.  Ask participants to share one response from each table.  Ask participants to keep their list, and see how it relates to the “Historical Perspective” information that you are about to share.</p>	Think, get a table recorder to list responses, tape on wall Share	<i>Chart Paper Markers &amp; Tape for each table</i>
10 min.		<p><b>6. Florida’s System for High-Quality Schools</b>  Brief overview with reference to Appendix where more information may be found</p> <ul style="list-style-type: none"> <li>• System Development &amp; Components</li> <li>• SAC statutory requirements (Transparencies 2-7, Handouts 2-4)</li> </ul>	Listen	<i>Transparencies 2-7, Handouts 2-4</i>
20 min.		<p><b>7. SAC Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Role of School Board</li> <li>• Role of principal</li> <li>• Role of SAC Chair</li> <li>• Role of SAC Member</li> <li>• SAC Does &amp; Does Not</li> <li>• Sunshine Law</li> </ul> <p>(Handouts 5-10)  Select and read one of the scenarios from the Trainer Resources in the back of the manual. Ask that participants at each table wear a different hat, i.e. school board member, principal, SAC chair, and SAC member. Play out the scenario with each member acting out his or her role. Let one or two tables demonstrate their role play to the entire group.</p>	Listen Review handouts   Small group role play	<i>Handouts 5-10</i>   <i>Scenarios from Trainer Resources</i>

30 min.		<p><b>8. School Budget</b>          Arrange ahead of time to have the district finance officer or school principal to share the basics on the school budget and how decisions are made, including the SAC's involvement in this process. Share any resources available to help SAC members assist in this process. Say, "The more informed SAC members are about the operation of the school, the better able they are to assist in making the best decisions possible for the school."</p>	Listen	<i>Speaker Resources</i>
15 min.		<p><b>9. Piece of the Puzzle Activity (Transition Activity)</b>          Tie this into Goal 8. Ask each participant to take a piece of the cut up paper from the table and write down 2 or 3 things they bring as a SAC member. We are all valuable resources to the team. Give example of your own resources and do your own piece of the puzzle for the group. Then write their name on the paper. Each table should put their puzzle together, with each member sharing their resources. Table brings their puzzle to form a part of the larger puzzle.          Read a couple of the resources given and add any you can think of that have not been listed.</p> <p>Draw participants' attention back to the wall charts where they placed their colored dots earlier. Suggest that their level of awareness has already increased as a result of this session, and emphasize the value people with different knowledge levels bring to the group as a whole.</p>	<p>Select a puzzle piece.          Write resources on piece of the puzzle.          Share with rest of the group.</p> <p>Listen</p>	<i>Puzzle pieces (a set for each table) (See Trainer Resource Kit - boy or school house)</i>
5 min.		<p><b>10. Benefits of SAC Membership</b>          End the module on a high note, by speaking about the value of the SAC to the smooth operation and capability of a school. Stress the importance of their role, and share how their presence at the training shows they are caring members who will add to the quality of their SAC.</p>	Listen Discuss	

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