

**School Advisory Council Membership
Checklist
2009-2010**

Membership

- Suggested membership is 18-25 members.
- **Membership MUST reflect majority who are not employed by the school district.**
- **Membership must reflect racial, ethnic, and economic diversity of the student population (\pm 5%)**

School-based Staff

- Teachers, Educational Support, and Assistant Principal. **They do not serve as parents at the home school where they are employed.**
- Educational Staff are chosen from clerical, custodial, paraprofessional and food service employees.
- Placement of District staff as community members is strongly encouraged.

Community Members

- Community members are appointed by the principal

Students

- Students are required for high schools and vocational-technical schools and encouraged in middle schools.

Chairpersons

- A parent or community chairperson is **encouraged**.

_____ Fill in **all** information on the **2009-2010 Excel** form (a copy can be located Public folders under Assessment, Accountability & Evaluation/ SAC Information.

_____ Fill in mailing and courier address of school, chair and co-chair (if applicable).

_____ List all members in the appropriate category.

_____ The principal must be listed in the administration category and included in the computation of percentages.

_____ **Highlight the name of persons employed in the school district, but NOT at your school.**

_____ Place a number "**1**" in the appropriate racial column for each person listed. (Column totals will be calculated for you automatically)

_____ Indicate the election date for teachers, support staff, parents and students (if applicable) below each column next to "date elected".

_____ **Verify that ALL council membership racial categories are within 5% of student population.** The number of SAC members in each racial category will be transferred to the council membership columns at the bottom of the page. The percentages will be calculated for you automatically. Column totals will change color if the percentages are NOT in compliance. Yellow means your council membership is too low and red means your council membership is too high for that ethnic group as compared to your school population. To verify percentages: divide the number of members in each racial category by the total number of members on the council.

_____ Compute the community and school-based percentages. To verify the percentage of parent/community membership: divide the number of parent, community and students (if applicable), members by the total number of council members.

_____ **Verify that your Community/Parent membership is equal to or greater than 51% of total council membership.** Column totals will change color if the percentages are NOT in compliance. Red means your school membership is too high and you will need to add additional community members, parents and/or students.

_____ Place **(DAC) or (DACA)** after the **D**istrict **A**dvisory **C**ouncil Member's and **D**istrict **A**dvisory **C**ouncil **A**lternative's names. **Highlight in yellow.**

_____ Check **ALL** percentages and make sure they equal 100%.

_____ Obtain the signatures of chair person, co-chair person (if applicable) and principal.

_____ Email **electronic membership form as soon as possible (before October 16, 2009)** for corrections/approval.

_____ Return **final** membership form with signatures and checklist by **Friday, October 22nd, 2009 with a copy of your Bvlsaws.**

NOTE: New legislation states that majority of members of each SAC must be persons who are not employed by the school district.