



SIP Bites – SAC Meetings

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The School Advisory Council (SAC) shall meet on-site regularly during the school year. All meetings must be open, advertised and subject to the Florida Sunshine Law. Robert's Rule of Order is also used to bring order and efficiency to meetings.

In addition, the SAC and School Advisory Forum (SAF) will schedule **two joint meetings** per school year.

SAC Meeting Requirements:

- Schedule meetings during the 1st or 4th week of the month (SBBC Policy 1164 – Communication and Public Engagement) at a time and location that will encourage participation and attendance of your stakeholders (parents, students, staff, community, etc.).
- Publish the SAC meeting schedule (including the two joint SAC/SAF meetings) for the current school year in September on school websites, school calendar, flyers, newsletters, etc.
- Provide notification of monthly meetings **and** agendas to stakeholders at least three (3) full business/work days in advance.
 - Changes to SAC meeting dates during the school year must be announced and posted immediately for stakeholders.
- The SAC Chair shall preside over the meetings.
 - SAC Chair **and** SAF Chair shall preside over the two joint meetings.
- Follow the agenda. Other matters should be deferred to another SAC meeting, SAF, PTA/PTO and/or the principal.
- Encourage public participation throughout the meeting.
- To vote on any issues, a quorum must be present (51% or more of the total membership). If not, the meeting is for informational purposes only.
- Adjourn SAC meetings through a motion. Prior to adjourning, the next meeting date, time and location should be announced.



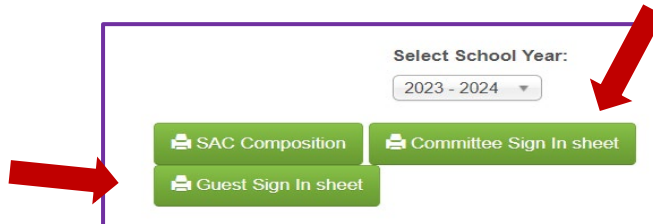
SAC Meeting Resources (available on the [School Improvement Website](#)):

- Florida Sunshine Law
- FLDOE Agenda and Minutes Guidelines
- Minutes Template

SAC Meeting Quick Reference Guide

Before the Meeting

- Discuss and create a meeting agenda for an upcoming, scheduled meeting.
- Notice/advertise the meeting at least three (3) full business/work days in advance via the school's website, marquee, Parent Link, flyer, etc.
 - Clearly state the date, time and location
 - Include the meeting agenda
- Print the SAC committee and guest sign-in sheets from the SAC Composition program in BCPS Central.

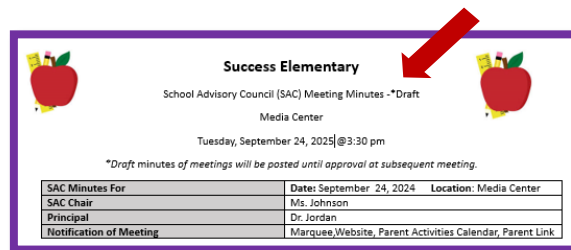


During the Meeting

- Call the meeting to order.
- Take attendance (if voting, ensure there is a quorum and voting happens early).
- Follow the agenda and conduct SAC business.
- Record minutes.
- Announce the next meeting date, time and location.
- Adjourn the meeting.

After the Meeting

- Review, prepare and label the minutes as a "Draft" (if not yet approved by SAC).



- Upload the agenda, draft minutes, committee and guest sign-in sheets to the SAC Upload Center in BCPS Central.



- Once the minutes are approved by SAC at a subsequent meeting, upload the approved copy in the SAC Upload Center.