SIP Bites - SAC Minutes

Kelli S. Blackburn, School Improvement Coordinator

Minutes are a written summary reflecting the events of the meeting that must be recorded, maintained and posted for public review. The school and the district are required to maintain copies of the School Advisory Council (SAC) Minutes. *(Fla. Stat. § 1001.452(1)(d), 2018, 2021, SBBC Policy 1403 and Florida Sunshine Law)*

The ***SAC secretary or designee*** is responsible for complete and objective record-keeping. (Refer to your Bylaws Article IV, Section 5).

Minutes should be aligned to the agenda and include:

- Name of the school, School Advisory Council Meeting (not SAC Meeting) as a title, date, time and location of the meeting

- Whether a quorum was met (50% plus 1 of the total membership)

- Concise reporting of what took place

- Actions taken, specific motions, roll call, voting outcomes, etc.

- School Improvement Plan monitoring

- The Accountability Funds Balance (including any requests, voting for use of and voting results)

- School Environmental Safety Incident Reporting (SESIR)

- Any additional topics (Reports, Presentations, etc.)

- Next meeting date and time

- Adjournment

Did You Know?
All School Improvement Information is located on the School Improvement Website @
https://www.browardschools.com/Page/47653.

Need School Improvement Help?
Contact the School Improvement Team @ (754) 321-3800
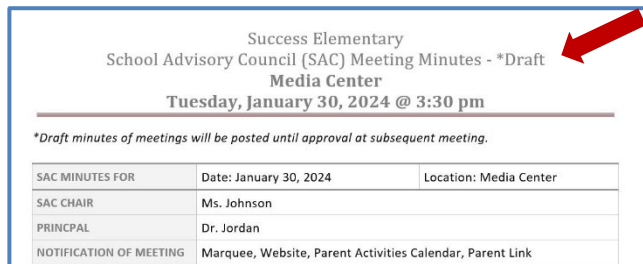

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Preparing for the Meeting
- Obtain a copy of the agenda as a guide for structuring the minutes.
- Access the FLDOE minutes template here under Resources/SAC Meeting at https://www.browardschools.com/Page/35320.

- Obtain a copy of the previous meeting minutes (if applicable) for review and approval by SAC.

Recording Minutes
- Focus on the key items such as decisions and action plans.

- Record information, include whether a quorum was met, and do not hesitate to ask clarifying questions during the meeting for the accuracy of the minutes.

- Summarize decisions that are reached during the meeting.

- Reflect all motions (including the maker of the motion, the person seconding and the results of the vote) and any decisions made.

- Record oral voting by indicating all in favor ("Yea") and all opposed ("Nay"). If there is any doubt as to whether there is a majority for or against the vote, a roll call must be taken. If so, record each member's response.

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

Success Elementary
School Advisory Council (SAC) Meeting Minutes - *Draft
Media Center
Tuesday, January 30, 2024 @ 3:30 pm

Draft minutes of meetings will be posted until approval at subsequent meeting.

SAC MINUTES FOR	Date: January 30, 2024	Location: Media Center
SAC CHAIR	Ms. Johnson	
PRINCPAL	Dr. Jordan	
NOTIFICATION OF MEETING	Marquee, Website, Parent Activities Calendar, Parent Link	

- Upload the agenda, *draft minutes*, committee and guest sign-in sheets as **PDFs only** in the SAC Upload Center in BCPS Central.

SAC Documentation
[SAC Composition Report] [SAC Upload Center] [Waiver Application]

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

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SAC Meeting Minutes Template – *Abbreviated Version*:

For consistency, please use the full SAC Meeting Minutes Template provided on the School Improvement website under *Resources* in the *SAC Meetings* section: https://www.browardschools.com/Page/35320.

RESOURCES

2023 Sunshine Law Manual

2022 - 2023 SAC Technical Assistance Guide

SAC Meetings

Agenda & Minutes Guidelines

Meeting Minutes Template

Planning & Conducting SAC Meeting PowerPoint

Policy 1164.00 Public Engagement Loop

Attendance
- Record attendees (SAC Members and Guests) and whether a quorum was met amongst SAC members.

Call to Order
- Record who calls the meeting to order and who seconds the call.

Reading and Approval of Minutes
- Make and record corrections to the previous meeting minutes as per discussion during the meeting.
- Record approval of minutes, including motions (first and second).

Old Business
- Record old business.

New Business
- Record items of new business, if any, that propose an issue(s) new to the meeting. It may be something not discussed before or something that was defeated at a past meeting (or even at the last meeting).
- School Improvement Plan monitoring (review goals and current data).

Principal's Report
- Record Accountability Funds Balance including any request for funds, voting for the use of funds and the result of the vote.
- Record School Environmental Safety Incident Reporting (SESIR).

Reports
- Record the reports from each committee.

Next Meeting Date &Time
- Record the next meeting date and time.

Meeting Adjournment
- Record who motions and the outcome of the motion.

10/17/2024