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# SIP Bites – SAC Meetings

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- SAC meeting schedule for the entire school year must be published in September.
- SAC and SAF will schedule a joint meeting semi-annually.
- Must be held outside of the location's regular school hours only
- May be held remotely via TEAMS (informational meetings only)
  - Meeting notice must plainly state that the meeting will be conducted remotely via TEAMS and include directions on how to access TEAMS
- All voting must be done in person and must have a quorum (at least 51% of SAC membership) to conduct a vote
- Must follow Roberts Rules of Order located on the Office of Service Quality website - [Simplified Roberts Rules of Order](#)
- Agenda and minutes will follow the FLDOE agenda and minutes guidelines located on the Office of Service Quality website
  - [Agenda & Meeting Guidelines](#)
  - [Minutes Template](#)

## Before Meeting

- Create a meeting agenda
- Schedule the meeting
- Notice/Advertise the SAC Meeting at least 3 days in advance on website, marquee and a parent link
  - Clearly state the date, time and location
  - If using TEAMS, include directions on how to access TEAMS
  - Include the meeting agenda
- Print attendance and sign in sheets from the Online SAC Composition program

Online SAC Composition Program

Committee Membership Maintenance					
	Parent %	Staff %	Parent %	Staff %	Parent %
Total SAC Membership	14	14	14	14	14
SAC %	100%	100%	100%	100%	100%
SAC Capacity	14	14	14	14	14
SAC Meeting In 2021	14	14	14	14	14

## During Meeting

- Take attendance (if voting, ensure there is a quorum)
- Conduct SAC business

## After Meeting

- Record the minutes
- Upload attendance, sign in sheets and minutes in the SAC Upload Center on the SBBC SIP in OSPA Central 2.0.

SAC Documentation