



SIP Bites – SAC Meetings

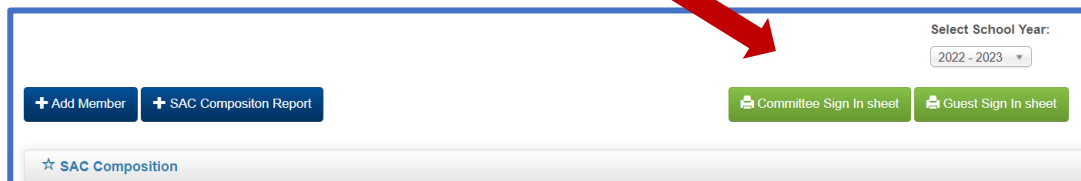
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- SAC meeting schedule for the entire school year must be published in September.
- SAC and SAF will schedule a joint meeting semi-annually.
- Must be held outside of the location's regular school hours only
- All voting must be done in person and must have a quorum (at least 51% of SAC membership) to conduct a vote
- Must follow Roberts Rules of Order located on the School Improvement website
 - [Simplified Roberts Rules of Order](#)
- Agenda and minutes will follow the FLDOE agenda and minutes guidelines located on the School Improvement 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 your school's website, marquee, parent link, etc.
 - Clearly state the date, time, and location
 - Include the meeting agenda
- Print attendance and sign in sheets from the BCPS Central Online SAC Composition program



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 BCPS Central V2.0.

