SIP Bites – SAC Minutes

Kelli S. Blackburn, School Improvement Coordinator

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

- 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).

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 at 754-321-2500

SAC Minutes Quick Reference Guide
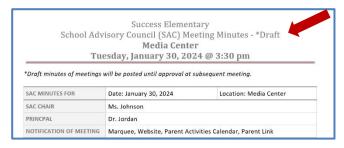
Preparing for the Meeting

- Obtain a copy of the agenda as a guide for structuring the minutes.
  Access the FLDOE minutes template here: 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 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 asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken.

Uploading Minutes

- Review and label the minutes as a "Draft" (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.

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.

- **Attendance**
  - Record attendees (SAC Members and Guests).
- **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.

9/5/2023