



SIP Bites –SAC Agenda

Kelli S. Blackburn, School Improvement Coordinator

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The School Advisory Council (SAC) meeting agenda is an outline that informs attendees of what to expect during a meeting and how to prepare. It ensures that all topics are discussed promptly with a flow and focus that helps move schools toward continuous improvement.

Things to Consider Prior to Creating the Agenda:

- Determine the process for stakeholders to request topics to be added to the agenda.
 - Establish a deadline for submitting topics to the SAC Chair (e.g., at least 10 days prior to the meeting).
 - Suggested meeting topics should be based on the needs of the school, relevant data/reports, events, district meetings and other information that will inform stakeholders on the continuous progress of the school. See other suggested topics below.
- Determine the roles and responsibilities of each SAC member per the agenda, who will lead each topic and how long it should take.

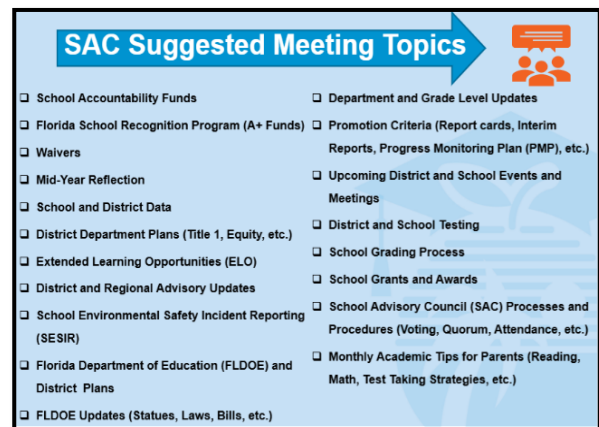
Creating the Agenda:

- SAC Chair meets with the Principal to share agenda requests and develop the agenda at least seven (7) full business/workdays before the meeting .
- Use the *SAC Agenda and Minutes Guidelines* document on the [School Improvement](#) website under *Resources* in the *SAC Meetings* section to create the agenda prior to advertising the meeting.
- Include the agenda with the meeting advertisement (at least three (3) full business/workdays days in advance).
- Contact the presenters per the agenda prior to the meeting.



Standing SAC Agenda Items for discussion at each meeting:

- School Improvement Plan Monitoring
- School Environmental Safety Incident Report (SESIR)
- Accountability Funds Balance and Requests (if applicable until balance is \$0)




Sample School Advisory Council Agendas

See the sample agendas provided and access the SAC Agenda Template for additional details.

School Improvement Middle School
School Advisory Council (SAC) Meeting Agenda
Friday – December 25, 1999
5:30 P.M. – Media Center, Distance Learning Room, OR Microsoft TEAMS
*** SAC MEMEBERS MUST BE PHYSICALLY PRESENT TO VOTE! ***

- ✓ Meeting called to order
- ✓ Attendance/Establish Quorum
- ✓ Pledge of Allegiance
- ✓ Introductions
- ✓ Approval/Corrections of November Minutes
- ✓ Approval/Amendments to the SAC Bylaws
- ✓ Principal Report – Dr. Bylaw
 - School Environmental Safety Incident Reporting (SESIR)
- ✓ School Accountability Funds
 - \$100,999.99
- ✓ Funds requested for:
 - ELO Camp for Reading and Math - \$15,000
 - Student Books for Reading Program \$5,000
 - Staff professional development for B.E.S.T. Standards - \$7,500
- ✓ Presentations
- ✓ School Improvement Plan (SIP) Review
- ✓ Unfinished Business
- ✓ New Business
- ✓ Next Meeting: January 25, 2000, at 5:30pm - Media Center, Distance Learning Room
- ✓ Adjourn



Lemon Lane Elementary School
School Advisory Council Meeting
1000 Lemon Lane
Fort Lauderdale, FL 33301

(754) 321-0000
www.lemonlaneselem.com

Agenda

Name of Organization: Lemon Lane Elementary School
Name of Group: School Advisory Council (SAC)
Location: 1000 Lemon Lane, Fort Lauderdale FL 33301, Media Center
Type of meeting: General Meeting
Date & Time: Monday, September 4, 2023 – 7:00 P.M.

1. Call to order
2. Introductions and Attendance
3. Approval or correction of August 2, 2023 meeting minutes
5. Reports:
 - Principal Report
 - SESIR Report
 - Accountability Funds (Current Balance: \$120,000)
 - School Improvement Plan
 - Academic Departments (ELA, Math, Science and Social Studies)
4. Old Business
 - > Reading Supplies request
 - > Playground repairs/construction updates
5. Special Presentation – Children and Family Services
6. New Business
 - > Flood Damage
 - > New School Marquee
 - > 5th Grade Graduation requests
7. Announcements
8. Adjourn