

# School Advisory Council

## Agenda and Minutes Guidelines

F.S.001.452, SB Policy 1403, Robert's Rules of Order

12/5/2024



### Agenda

#### Sunshine Law Requires:

*Name of Organization:* Tequesta Trace Middle School  
*Name of Group:* School Advisory Council (SAC)  
*Location:* 1800 Indian Trace, Weston, FL 33326  
*Type of meeting:* General Meeting (Subcommittee meeting, Workshop)  
*Date & Time:* December 5, 2024 – 8:15 am in Media Center at Tequesta Trace MS

#### Florida Statute & Robert's Rules of Order for Setting an Agenda:

1. Call meeting to order
  - a. Chair verifies that quorum has been met
2. Approval or correction of previous month's minutes (Nov. 2024)
3. Amended October 2024 meeting minutes (requires approval)
4. Mr. Rivera Updates
5. Review of 24-25 Collection Development Plan (Library/Media)
6. School Acct. Funds: \$4,297 & School Rec. Funds \$16,493.53
7. SIP Data/Discipline
8. 25-26 SIP Planning (new item)
9. SESIR Events – School Environmental Safety Incident Reporting
10. BTU Updates
11. New Business (PTA, All of the Wonderful Trace Happenings, etc.)
12. Next meeting date: January 9, 2024
13. Adjourn the SAC meeting

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### 14. SAF Meeting Begins

12.5

