



SIP Bites – School Advisory Council (SAC) Meetings

Kelli S. Blackburn, School Improvement Coordinator

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The School Advisory Council (SAC) meets regularly during the school year. All meetings must be open, advertised and subject to the Florida Sunshine Law. Robert's Rules of Order (newly revised) are also used to bring order and efficiency to meetings.

Additionally, the SAC and School Advisory Forum (SAF) will hold **two joint meetings** each school year. These meetings must use a shared agenda, minutes, and sign-in sheets labeled "School Advisory Council and School Advisory Forum Joint Meeting."

Beyond the two joint meetings, the School Advisory Forum must meet separately and regularly throughout the school year. Each SAF meeting must have its own agenda, minutes, and sign-in sheets. SAF meetings may be held on the same day as SAC meetings, but they must take place at different times, either before or after the SAC meeting.

For example: The SAC meeting begins at 4 p.m. and adjourns at 5 p.m. The SAF meeting then begins at 5 p.m. and adjourns at 5:45 p.m.

SAC Meeting Requirements:

- Schedule SAC meetings during the 1st or 4th week of the month at a time that will encourage participation and attendance of your stakeholders (parents, students, staff, community, etc.).
- Publish the 2026-2027 SAC Meeting Schedule (must include the two required joint SAC/SAF meetings) in September (see School Improvement Timeline) in the BCPS Central SAC Upload Center, school website, school calendar, flyers, newsletters, etc.
- Provide notification of each SAC meeting (date, time, location) **along with the full agenda to all stakeholders** (parents, staff, SAC members, etc.) at least three (3) full business/work days in advance.
 - Any changes to SAC or SAF meeting dates during the school year must be announced and immediately posted in BCPS Central for stakeholders.
 - The SAC meeting schedule must also be updated and reposted in the SAC Upload Center.
- The SAC Chair shall preside over the meetings.
 - For the joint SAC/SAF meetings, the SAC **and** SAF Chair will collaboratively preside over the meetings.
- Follow the SAC agenda. Other matters that may arise should be deferred to another SAC meeting, SAF, PTA/PTO and/or the principal.

~ Sample SAC Meeting Schedule ~

- Encourage public participation throughout the meeting and gather stakeholder feedback.
- To vote on any issues, a quorum must be present (more than half of the total SAC membership). If not, the meeting continues for informational purposes only. No motions or voting may take place. Voting items are tabled until the next meeting with a quorum.
- Adjourn SAC meetings through a motion, if there's a quorum. Prior to adjourning, the next meeting date, time and location should be announced.

SAC Meeting Resources

- Florida Sunshine Law
- FLDOE Agenda and Minutes Guidelines and Templates
- School Improvement SIP Bites – SAC Agendas
- School Improvement SIP Bites – SAC Meetings

SAC Meeting Quick Reference Guide

SAC meeting minutes are due no more than seven (7) days after each meeting.

Before the Meeting

- The SAC Chair and principal discuss and create the meeting agendas for each meeting.
- Voting items must be scheduled early on the agenda.
- Notice/advertise the SAC meeting **at least two ways**, three (3) full business/work days (no weekends or holidays) in advance (along with the full agenda) via the ParentLink, school's website, marquee, flyer, social media, etc.
 - Clearly state the date, time and location.
 - Include the meeting agenda with the advertisement.
- Print the official SAC committee and guest sign-in sheets from the SAC Composition program in BCPS Central.

During the Meeting

- Call the meeting to order.
- Take attendance of SAC members. Determine if there's a quorum (a majority, more than half of the total members). If so, voting may take place according to the agenda. If not, the meeting continues for informational purposes only.
- Follow the agenda, conduct SAC business and gather stakeholder feedback.
- Record minutes per the agenda concisely.
- Announce the next meeting date, time and location.
- Adjourn the meeting.

After the Meeting

- Prepare, review thoroughly and label the minutes as a "Draft" prior to posting.
- Upload the agenda, draft minutes, committee and guest sign-in sheets to the **SAC Upload Center** in BCPS Central.
 - At a subsequent SAC meeting with a quorum, members will review the draft minutes for approval. When approved, label and upload the minutes to the SAC Upload Center.