



SIP Bites – School Advisory Council (SAC) Agenda

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The School Advisory Council (SAC) meeting agenda serves as a guide that prepares participants for what will take place during the meeting. It ensures that all topics are addressed efficiently, maintaining a structure and concentration that helps move schools toward continuous improvement. A well-developed agenda ensures that required business is addressed while providing opportunities for meaningful stakeholder engagement and collaboration.

Things to Consider Prior to Creating the Agenda:

- ☐ Establish the procedure by which interested stakeholders can submit requests to have items 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 of the continuous progress of the school. See the list of standing agenda topics below that are required at each SAC meeting.
- ☐ Determine each topic's primary speaker and duration, in accordance with the agenda.

Creating the Agenda:

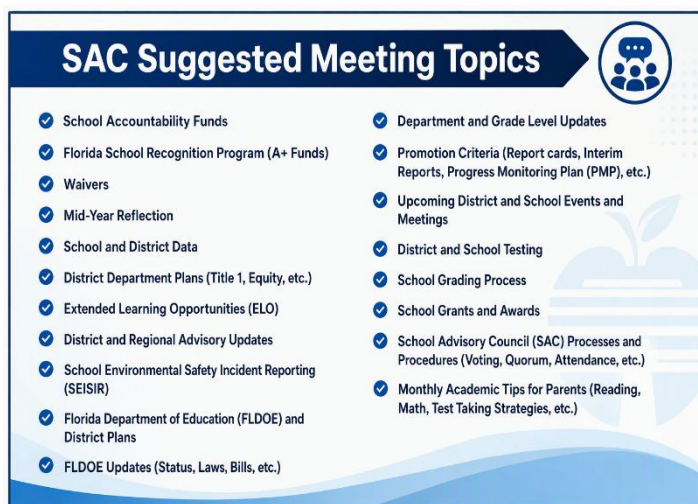
- ☐ SAC Chair collaborates with the principal to review requests for agenda topics.
- ☐ Create the agenda at least seven (7) full business/work days before the meeting.
- ☐ Include the agenda with the advertisement for the SAC meeting (advertise at least three (3) full business/work days in advance).
- ☐ Contact the presenters on the agenda prior to the meeting to ensure they are prepared.

Standing SAC Agenda Topics (required on SAC agendas each meeting):

- Call to Order
- Attendance and Quorum
- Approval of Previous Meeting Minutes
- School Improvement Plan Monitoring and Stakeholder Feedback
- School Environmental Safety Incident Report (SESIR)
- Accountability Funds Balance and Requests (if applicable)
- Next Meeting Date, Time, and Location
- Adjournment

Additional Agenda Topics (based on each school's needs):

- ☐ Reports, Old Business, New Business, SAC Bylaws Review and Approval, Florida School Recognition Program (A+ Funds), Data Presentations, etc.



Sample School Advisory Council Meeting Agendas

The SAC meeting agenda serves as a roadmap for guiding discussions, organizing topics in a logical sequence, and helping the Chair allocate appropriate time for each agenda item.

Standing agenda items must be included on every SAC meeting agenda to ensure consistency and compliance with SAC responsibilities. Schools should also include agenda items specific to their unique needs, priorities, and current initiatives.

Refer to the sample SAC meeting agendas below for examples of how to organize and structure meeting topics effectively.

Lemon Lane High School
School Advisory Council (SAC) Agenda

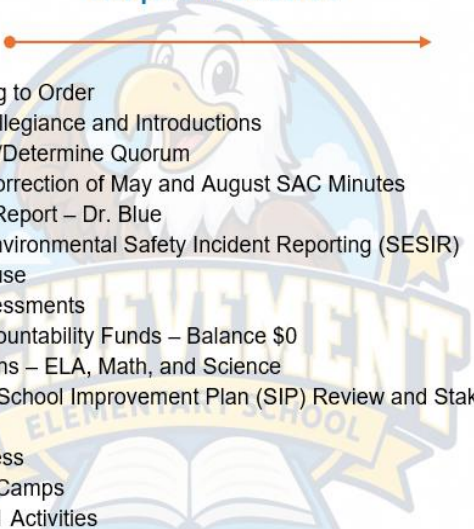
Wednesday, August 26, 2026
4:00 pm – Freshman Auditorium



- I. Call to Order and Introductions
- II. School Vision and Mission
- III. Attendance and Quorum
 - a. Roll Call
 - b. Establishment of a Quorum – Yes or No
- IV. Approval of May 2026 Meeting Minutes
 - a. Review of the previous minutes
 - b. Motion, Second, and Vote
- V. School Improvement Plan (SIP) Monitoring and Feedback
 - a. Review 2026 Statewide student performance assessment data and School Grade
 - b. Celebrating our “B” grade! Generate ideas for a quarter 1 celebration.
 - c. Review 26-27 School Improvement Plan Areas of Focus and Goals
 - d. Discuss current implementation of strategies and action steps by subject area
 - e. Gather stakeholder feedback to support continuous school improvement and inform the SIP
- VI. School Environmental Safety Incident Report (SESIR)
- VII. Accountability Funds - \$0
- VIII. Announcements
 - a. Upcoming school and SAC activities for the Fall
- IX. Next School Advisory Council Meeting
 - Date: September 23, 2026
 - Time: 4:00 pm
 - Location: Freshman Auditorium
- X. Adjournment
 - a. Motion to Adjourn
 - b. Meeting Adjourned

🌟 "Where Bright Minds Blossom." 🌟

Achievement Elementary School
School Advisory Council (SAC) Agenda
Wednesday, September 30, 2026
5:30 pm – Media Center



- ✓ Call Meeting to Order
- ✓ Pledge of Allegiance and Introductions
- ✓ Attendance/Determine Quorum
- ✓ Approval/Correction of May and August SAC Minutes
- ✓ Principal's Report – Dr. Blue
 - School Environmental Safety Incident Reporting (SESIR)
 - Open House
 - PM1 Assessments
- ✓ School Accountability Funds – Balance \$0
- ✓ Presentations – ELA, Math, and Science
- ✓ 2026-2027 School Improvement Plan (SIP) Review and Stakeholder Feedback
- ✓ New Business
 - ELO Fall Camps
 - Fall Title 1 Activities
- ✓ Next Meeting, Wednesday, October 28, 2026 @ 5:30 pm – Media Center
- ✓ Adjournment