



SIP Bites – School Advisory Council (SAC) Minutes

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SAC minutes are a written summary reflecting the events of the meeting that must be recorded, maintained and posted for public review. The schools 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. (SAC Bylaws Article IV, Section 5). Within one (1) week of each SAC meeting, the agenda, draft minutes and sign-in sheets must be uploaded to the SAC Upload Center in BCPS Central.

Minutes should be aligned to the agenda and include:

- Name of the school, School Advisory Council Meeting (not SAC Meeting) as a title, date, time and location of the meeting
- SAC members and guest attendance and whether a quorum was met (a majority, more than half of the total membership)
- Concise reporting of what took place
- Actions taken, specific motions, motion makers, roll call voting, voting outcomes
- School Improvement Plan monitoring and Stakeholder Feedback
- Accountability Funds Balance
- School Environmental Safety Incident Reporting (SESIR)
- Other additional topics (Reports, New & Old Business, Presentations, etc.)
- Next meeting date, time and location
- Meeting adjournment



SAC Minutes Quick Reference Guide

Preparing for the SAC Meeting

- Use a copy of the SAC agenda as a guide to create a template structuring the minutes.
- Follow the structure of the FLDOE minutes template on page 3 when drafting the minutes.
- Obtain a copy of the minutes from the previous meeting (if applicable) for review and approval by SAC during the meeting.

Recording Minutes

- Label the minutes as **Draft** until approved by SAC at the next meeting with a quorum.
- Use the meeting agenda as a template to outline and organize information.
- As the discussion proceeds through each agenda item, record the relevant information in bullet points under its corresponding heading. Document key points, decisions and action items.
- Include attendance and whether a quorum was met.
- Do not hesitate to ask clarifying questions during the meeting for the accuracy of the minutes.
- 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 indicating all in favor “Yea” and all opposed “Nay”. If there is any doubt as to whether there is a majority for or against the vote, a roll call must be taken. If so, record each member’s response.

SAC Minutes For	Date: September 24, 2026	Location: Media Center
SAC Chair	Ms. Johnson	
Principal	Dr. Jordan	
Notification of Meeting	Marquee, Website, Parent Activities Calendar, Parent Link	

After the Meeting

- Review meeting notes to revise and refine the draft minutes into a clear and concise record. Summarize discussions and decisions.
- Prior to posting as a draft, the SAC Chair and administrators should review the minutes for accuracy, clarity and consistency in addition to grammar, spelling and punctuation.

Uploading Minutes

- Upload the agenda, **draft minutes**, committee and guest sign-in sheets as **PDFs** in the **SAC Upload Center** in BCPS Central.
- Once the minutes are approved by SAC at a subsequent meeting with a quorum, upload the approved copy in the **SAC Upload Center**.

SAC Documentation

[SAC Composition Report](#) [SAC Bylaws](#) [SAC Upload Center](#) [Waivers \(On BCPS Central Module\)](#)

Sample SAC Meeting Minutes Template (FLDOE)

Attendance

- Record attendees (SAC members and guests) and whether a quorum was met amongst SAC members.

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 and Stakeholder Feedback (review Areas of Focus and goals, current data, and gather/record stakeholder feedback).

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).
- Etc.

Reports or Presentations

- Record the reports/presentation from each presenter.
- Collect any PowerPoints or items that may need to be submitted as part of the minutes.

Next Meeting Date & Time

- Record the next meeting date, time and location.

Meeting Adjournment

- Record who motions to adjourn the meeting and the outcome of the motion.