

# SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

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# SCHOOL ADVISORY COUNCIL (SAC)

## MINUTES OF MEETINGS

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# WHAT ARE THE REQUIREMENTS AROUND MINUTES OF THE MEETING?

Minutes, including recordings made of the meetings, are:

- Needed to **establish meeting continuity and allow for concise reporting of actions taken**
- **Public records** that must be saved and made **available to any member of the public who requests them**
- **Approved at the next regular meeting** of the council
- Permanently kept on file

Records should be maintained for, minimally, the school year for which they apply. Thereafter, they may be sent for permanent District's Record Retention.

# IS THERE SPECIFIC CONTENT TO INCLUDE IN THE MINUTES?

1. School name, date, time, and location
2. Attendance (details of which voting SAC members were present and who was virtual)
3. Call to order
4. Approval of previous minutes
5. Principal's report
6. Old business
7. New business
8. Topics of concern (Non-members)
9. Meeting adjournment
10. Next meeting date, time, and location
11. Minutes submitted by (name and position)

# MEETING MINUTES FORMAT

It is recommended to establish a standard template or format to use when taking minutes of the meeting.

Template located on the District's School Advisory Council Website located at: <https://www.palmbeachschools.org/schoolimprovement/schooladvisorycouncil/>

[NAME OF ORGANIZATION/COMMITTEE]

Meeting Minutes

**DATE**

## Opening:

The regular meeting of the [Name of Organization/Committee] was called to order at [time] on [date] in [location] by [Meeting Chair].

## Roll Call and Determination of Quorum:

[List of Attendees]

### A. Approval of Minutes

The agenda was unanimously approved as distributed.

### B. Adoption of Agenda

The minutes of the previous meeting were unanimously approved as distributed.

### C. Old Business

1. Summarize the discussion for each existing issue, state the outcome, and assign any action item.
2. A secret ballot violates the Sunshine Law (AGO 73-264). Voting members must vote in an open and identifiable manner. If written ballots are used to cast a vote, the ballots must be traceable to the voting member and must be maintained and made available for public inspection in accordance with the Public Records Act.
3. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in ss. 286.011, F.S., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
4. "Section 286.011(2), Florida Statutes, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

### D. New Business

1. Summarize the discussion for new issues, state the next steps, and assign any action item.
2. The minutes provide a permanent record, provide a reference to check

# RECORDING ACTIONS

It is not necessary to record every detail of the meeting or the discussion about an item under consideration.

It is necessary to record actions taken and date, time, and members voting response for the action.



# MAINTAINING THE MINUTES

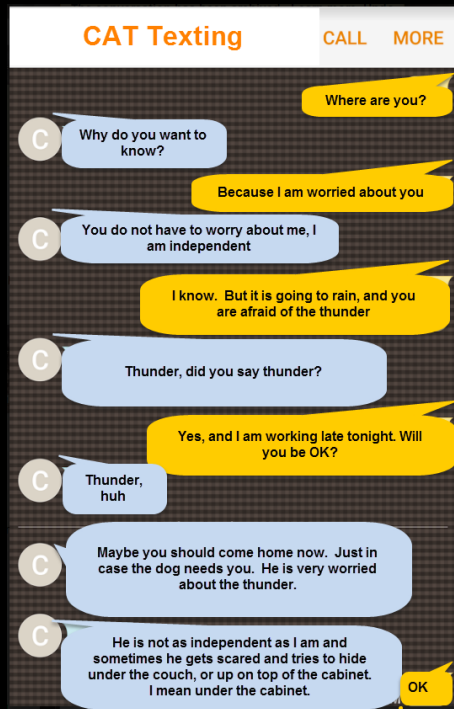
Florida statutes require a record of SAC minutes. In addition retain a copy of the agenda and sign-in sheet with the minutes of the meeting.

One person should be designated as responsible for recording minutes (usually, the secretary of the SAC). Duties of officers, including the secretary, should be outlined in the bylaws.



# PUBLIC RECORDS

Text and email messages are public records if they are used for official SAC business therefore they are open for public disclosure.





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# OPEN GOVERNMENT OR SUNSHINE LAW TRAINING



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## TRAINING

[Open Government Overview: Sunshine Law and Public Records Law](#)

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#)

*Other Resources for Public Records and the Sunshine Law:*

[Florida Statutes](#)

[The First Amendment Foundation](#)

[The Brechner Center for Freedom of Information](#)

[Executive Office of the Governor's Office of Open Government](#)

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# PEOPLE TO ASSIST YOU:

Call:

The School District of Palm Beach County

3300 Forest Hill Blvd., West Palm Beach, FL 33406

561- 434-8000

Ask for:

Office of School Improvement