



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

ADAM MILLER, PH.D.
CHIEF, PERFORMANCE
ACCOUNTABILITY

JAMIE WYATT
CHIEF OF STAFF

ASSESSMENT
3300 FOREST HILL BOULEVARD B-246
WEST PALM BEACH, FL 33406

PHONE: 561-434-8469
WWW.PALMBEACHSCHOOLS.ORG

January 24, 2024
Bulletin #P 24-212 COS

Contact(s):

Luz Patricia Saldarriaga, 561-357-7667
luzpatricia.saldarriaga@palmbeachschools.org

**Action By:
Information Only**

TO: Principals
FROM: Jamie Wyatt / Chief of Staff
SUBJECT: **SCHOOL ADVISORY COUNCIL REMINDERS**

The purpose of this bulletin is to highlight some of the requirements of schools and School Advisory Councils (SAC) to meet Florida Statutes, including the [Florida Sunshine Law](#), and School Board [Policy 2.09](#) concerning SAC meetings.

[Florida Sunshine Law](#) and [Florida Statute § 1001.452](#):

- All SAC meetings are public meetings.
 - Public notice of meetings:
 - The public is entitled to attend each meeting. The public must be given reasonable advance notice of each SAC meeting and they need to know how this information is being communicated. The school website and ParentLink are the recommended vehicles to provide notice. Additional methods can include flyers, marquee, newsletters, etc. A minimum of 7 days advance notice is required for all SAC meeting notifications.
 - The SAC notice must indicate the meeting is open to the public and must state the date, time, and place of the meeting. If the meeting is hybrid, schools should include the link to the meeting.
 - SAC members must be provided, in writing, the meeting agenda showing all matters that are scheduled to come before SAC for a vote at least three days before SAC meetings.
- Public Records:
 - Treat all notes, emails, texts, notices, agendas, minutes, documents, or other records created or received by a SAC member concerning SAC business as a public record. All SAC records are subject to public disclosure via a public records request. They must be retained for a period of time per the [Records Retention Schedule](#).

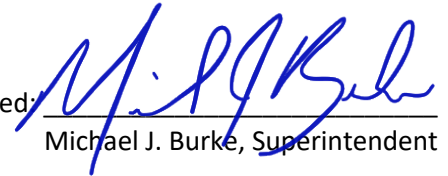
- SAC Dates:
 - All SAC dates are due to the Office of School Improvement using eForm 2248.
- Selection of council members:
 - All SAC vacancies must be publicly noticed per bullets above.
- SAC members shall be elected by their respective peer groups.

All school SAC bylaws must adhere to the requirements stated within [Policy 2.09](#).

If you would like further training on meeting SAC requirements, you may view the following [on-demand SAC training](#).

For additional resources: Visit the [District School Advisory website](#) or contact Patti Saldarriaga at luzpatricia.saldarriaga@palmbeachschools.org in the School Improvement office.

Approved: _____



Michael J. Burke, Superintendent