Name of School
SAC Minutes - _____(Date/time)_____.

Attendance:
List members and attendees in this area. (Note: You could also have a list of members in table format with dates of meetings, and check off the names so it is quick to see if there is a quorum present and to monitor absences. This helps with name spelling too!)

Call to Order:
A meeting of the ___(name of school)___ School Advisory Council was held in the __(place of meeting)__ on ___date___. Chairman _____name of chairperson___called the meeting to order at ___time___. ___name___will record minutes for this meeting.

Minutes:
 __(Name)___motions to approve the minutes of__(date)__, with the following corrections __(detail the corrections)__. Motion outcome. Note: Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws
1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. (AGO 73-264)
2. "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."
3. "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."

New Business: How to Write Meeting Minutes
1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting.
2. Taking minutes is not the same as taking dictation. Record what is done, not what is said. Do not reflect the secretary's personal opinion about anything that is said or done. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
3. If money is being spent, be sure to document how much and record the vote. An explanation of how this expenditure supports student achievement is best practice.
4. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion (Robert's Rules of Order) (individual societies independently may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote.
5. Attach data reports or other supplementary material to the minutes as an appendix.
6. Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. (I will often reformat the agenda to allow plenty of "white room" for my notes…) Use a combination of outline form and paragraphs. This helps in examination of minutes for approval at the next meeting - i.e. under "new business" item 1 needs the following correction….

Reports:
1. Report Name - (Helpful Hint: throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda)

Open Agenda
Helpful Hint: Public must have an opportunity to participate and this may be used for such or SAC may allow public participation throughout the meeting.

Next Meeting Date & Time:
The next meeting will be held on ___(day and time)___ in the _(place of next meeting)__

Meeting Adjournment:
Motion: ____name of person making motion___ motioned to adjourn the meeting at _____. Motion carried unanimously.

Submitted by,
Name of Recorder_____,
Name of Position on Board_____
Approval Date:_____