

# School Advisory Council

## Agenda and Minutes Guidelines

F.S.001.452, SB Policy 1403, Robert's Rules of Order

4/3/2025



### Agenda

#### Sunshine Law Requires:

*Name of Organization:* Tequesta Trace Middle School  
*Name of Group:* School Advisory Council (SAC)/School Advisory Forum (SAF)  
*Location:* 1800 Indian Trace, Weston, FL 33326  
*Type of meeting:* General Meeting (Subcommittee meeting, Workshop)  
*Date & Time:* April 3, 2025 – 8:15 am in Media Center at Tequesta Trace MS

#### Florida Statute & Robert's Rules of Order for Setting an Agenda:

1. Call meeting to order
  - a. Chair verifies that quorum has been met
2. Approval or correction of previous month's minutes (March 2025)
3. Mr. Rivera Updates
4. School Acct. Funds: \$4,297 & School Rec. Funds \$16,493.53
5. SIP Data/Discipline
6. SESIR Events – School Environmental Safety Incident Reporting
7. 25-26 SIP Planning – Customer Survey
8. BTU Updates
9. New Business (PTA, All of the Wonderful Trace Happenings, etc.)
10. Next meeting date: May 1, 2025
11. Adjourn the SAC meeting
12. SAF Meeting Begins

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12.5

