

# School Advisory Council

## Agenda and Minutes Guidelines

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

2/6/2025



### 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:* February 6, 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

F.S. 1001.452 (1) (d) (1)

a. Chair verifies that quorum has been met

2. Approval or correction of previous month's minutes (Jan. 2025)

F.S. 1001.452 (1)(d)(5)

3. Mr. Rivera Updates

4. School Acct. Funds: \$4,297 & School Rec. Funds \$16,493.53

5. SIP Data/Discipline

6. 25-26 SIP Planning

7. SESIR Events – School Environmental Safety Incident Reporting

8. BTU Updates

9. New Business (PTA, All of the Wonderful Trace Happenings, etc.)

10. Next meeting date: March 6, 2025

11. Adjourn the SAC meeting

12. SAF Meeting Begins

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12.5

