

Plantation Middle School School Advisory Forum October 30, 2026

Plantation Middle School School Advisory Forum (SAF) Meeting Minutes

Date: Thursday, October 30, 2025

Time: 6:00 PM

Location: Plantation Middle School Media Center

Meeting Facilitator: SAF Chairperson Mrs. Manhertz

Recorder: Secretary Mrs.Lane and Ms.Leger

1. Call to Order and Welcome

The meeting was called to order at 6:00 PM. Members and guests were welcomed and thanked for their continued participation in the School Advisory Forum.

2. Area and District Advisory Councils / SAF Structure and Duties

The facilitator provided an overview of area and district advisory councils within Broward County Public Schools and explained how the School Advisory Forum connects families to these broader district structures. The duties of SAF were reviewed, emphasizing communication, advocacy, and family engagement.

3. Florida Sunshine Law Requirements

Participants received information about Florida Sunshine Law requirements, including:

- Meetings must be open to the public.
- Agendas should be publicly posted in advance.
- Minutes must be recorded and maintained.
- Discussions and decisions should be conducted transparently.

The importance of maintaining compliance with public meeting laws was emphasized.

4. How to Make Motions – Robert’s Rules

The facilitator introduced the basics of Robert's Rules of Order. Attendees learned:

- How to make a motion
- How to second a motion
- How discussion and voting occur
- How motions are approved or denied

Plantation Middle School School Advisory Forum October 30, 2026

Examples were provided to help participants feel comfortable participating in formal meetings.

5. Question and Answer

Parents and community members asked questions regarding Sunshine Law requirements, parliamentary procedure, and opportunities to become more involved in advisory groups.

6. Action Items and Next Meeting

Attendees were encouraged to:

- Review meeting procedures and advisory council roles.
- Consider serving on area or district advisory committees.
- Continue attending SAF and SAC meetings.

The next SAF meeting date will be communicated through school newsletters and messaging platforms.

7. Adjournment

There being no further business, the meeting was adjourned at 6:20 PM.

School Motto: *Speak Excellence. Model Excellence. Achieve Excellence. Excellence is the Expectation!*