

# School Advisory Council

## Agenda and Minutes Guidelines

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

9/4/2025



### Agenda

#### Sunshine Law Requires:

*Name of Organization:* Tequesta Trace Middle School  
*Name of Group:* School Advisory Council (and Forum)  
*Location:* 1800 Indian Trace, Weston, FL 33326  
*Type of meeting:* General Meeting (Subcommittee meeting, Workshop)  
*Date & Time:* September 4, 2025 – 8:20 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 (May 2025, last year)

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

3. Mr. Rivera Updates

4. 2025-2026 First Meeting Welcome / Review of SAC Dates for the year

5. Approval of SAC Bylaws 25-26

6. School Acct. Funds: \$0 & School Rec. Funds: \$0

7. SIP Data/Discipline

8. SESIR Events – School Environmental Safety Incident Reporting

9. BTU Updates

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

11. Next meeting date: October 9, 2025

12. Adjourn the SAC meeting

13. SAF Meeting Begins (SAF Bylaws 25-26)

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12.5

