Outline of SAC Meeting Agendas

Introductions

Members and any guests introduce themselves and which stakeholder group they represent. Optional: quick teambuilding/get-to-know-you ice-breaker.

Old Business

Recap of what was discussed at last SAC meeting. Update on any progress that was made on projects from last meeting (any SAC subcommittees report out). Continue any unresolved issues/discussions from last SAC meeting (with goal of resolving/closing).

New Business

SAC discusses any new plans, projects, or issues and develops "next steps" plan (which may include tabling the topic until next meeting so that further investigation/exploration into topic can occur).

> NOTE: SAC members will submit requests for New Business topics to the principal no later than one week before the scheduled SAC meeting. Topics will be added to the agenda at the principal's discretion, based on available time/space on the agenda, order in which the request was received by the principal, and relevance of the topic (this may depend on the time of year—ie, during budget season, the principal may not have room on the agenda for extra New Business items—as well as the stated priorities of the principal). If a non-member has a request for a New Business topic, they may reach out to a SAC member representative or to the principal directly.

Project Proposals Review

Any member of the school community (both SAC members and non-members) may submit project proposals to the SAC for consideration.

Project Proposals must include the topic, why the project is being proposed, a description of the project, how the project aligns with the school's stated goals, and any additional resources/considerations that may be included with the project (ie, if fundraising or grant writing will be necessary for the completion of the project).

All proposals must be sent to the principal one week before the scheduled SAC meeting. If the proposal is complete, the principal will add it to the SAC meeting agenda under "Project Proposals Review."

During the scheduled SAC meeting, the SAC will review all proposals on the agenda. The SAC will make a determination (based on majority vote) on which Project Proposals should be pursued; those proposals will then be placed under "New Business" on the next meeting's agenda.

If time does not allow for all proposals to be reviewed, un-reviewed proposals will be tabled and automatically added to the next meeting's agenda.

Closing

The principal and SAC Facilitator debrief any tasks that have been assigned to SAC subcommittees or individual SAC members.

The meeting will end with each SAC member saying one takeaway from the meeting, or a one-sentence plan for next meeting, or even a one-word takeaway from the meeting.