

**Select School:** Choose an item.

**Enter Date:**

<b>Meeting Facilitator:</b>	Facilitator:			
	Time of Meeting:			
<b>Minutes Recorded By:</b>				
<b>Members/non-members in Attendance:</b> <i>*members indicated with (M) before their names</i>	1.		15.	
	2.		16.	
	3.		17.	
	4.		18.	
	5.		19.	
	6.		20.	
	7.		21.	
	8.		22.	
	9.		23.	
	10.		24.	
	11.		25.	
	12.		26.	
	13.		27.	
	14.		28.	
<b>Agenda Items:</b>	1: Call to Order	4: Old Business	7: Upcoming Events	10: Adjournment
	2: Approval of Minutes	5: New Business	8: Announcements	
	3: Principal's Report	6: Open Forum	9: Next Meeting	
<b>1. Call to Order:</b>				
<b>2. Approval of Minutes:</b>				
<b>3. Principal's Report</b>				

**4. Old Business**

**5. New Business**

6. Open Forum

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7. Upcoming Events

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8. Announcements

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9. Next Meeting

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10. Adjournment

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Minutes Reviewed by Principal:    Yes    No

\*Submit completed/saved form to Evaluation & Accountability attention Kim Webb: [WebbK@lake.k12.fl.us](mailto:WebbK@lake.k12.fl.us)

\*Save document using the following naming convention: **schoolname\_Level\_document type\_month\_year**  
\*(Example: **Eustis\_HS\_SAC Minutes\_August\_2016** Example: **Eustis\_ES\_SAC ByLaws\_August\_2016**)