

Sunshine Law and School Advisory Councils

1. What is the Sunshine Law?

The law applies to any gathering of two or more members of the same board or committee to discuss some matter, which will in the foreseeable future, come before the School Board or committee for a vote.

2. Who does it apply to?

The Law applies to any School Board appointed committees including School Advisory Councils and their working committees.

3. What does it mean to me?

SAC members may not participate in any communications (in person, on the phone and/or by email) about issues that are coming up for a vote. No part of any SAC proceedings can be secret.

4. What is required to properly notice a meeting?

All School Advisory Council business must be discussed in meetings that have been announced publicly no less than 2 weeks prior to the meeting. The notice should contain the time, place and agenda of the meeting, and should be prominently displayed at the school. If at all possible, some form of written or oral notice should be sent home or published in the local media. Members must have at least 3 days advance notice of any matter that is scheduled to come before the council for a vote.

5. What kind of minutes and records must be kept?

The law requires that all meeting minutes be promptly recorded and should include all votes taken. Roll call votes do not have to be taken. Sound recordings may be made but are not required. Meeting minutes and the School Improvement Plan are to be kept in a safe place accessible by the public.

6. Where are committee meetings held?

All meetings must be held in a facility or location that does not discriminate on the basis of sex, age, race, creed, color, origin or economic status. The location cannot restrict public access in any way.