

FAC Meeting Workflow

2 Weeks Before
FAC Meeting

CHAIR:
Send request for
submissions.

UNIT 1:
Submit concern
(if possible with
suggested solution)

Is submission
appropriate
for FAC?

No

Refer staff to
appropriate venue.

Yes

1 Week Before
FAC Meeting

CHAIR:
Add submissions to
meeting agenda &
distribute to FAC
members.

CHAIR:
Send agenda to principal
to prepare responses
to concerns as well as to
all Unit 1 employees.

Unit 1:
Review agenda prior to
meeting and provide
feedback to FAC
members as necessary.

Week of
FAC Meeting

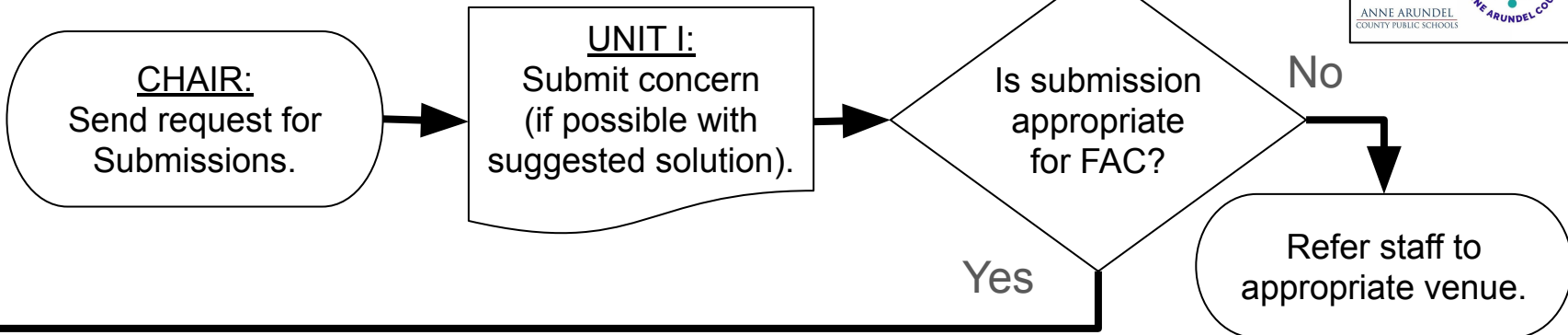
**Hold FAC
Meeting**
to vote on
recommendations.

CHAIR:
Send meeting
minutes to Unit 1
staff.

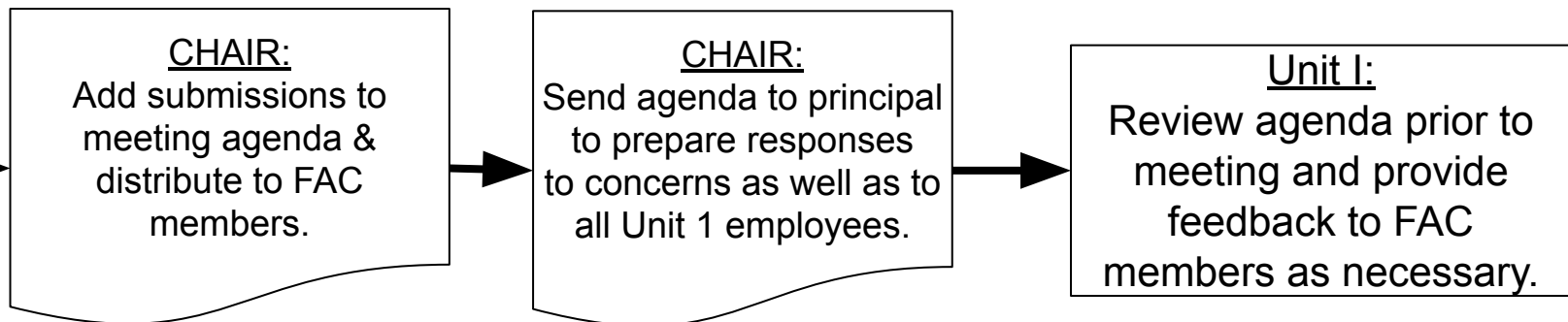
PRINCIPAL:
Provide written
responses to
recommendations of
the FAC.

FAC Meeting Workflow

2 Weeks Before
FAC Meeting



1 Week Before
FAC Meeting



Week of
FAC Meeting

