



Coral Park Elementary

A Title I School

8401 Westview Drive, Coral Springs, FL 33067

Phone: 754-322-5850 Fax: 754-322-5890

Camille Pontillo, Principal Tangela Williams-Daniel, Assistant Principal

Thursday, May 16, 2019 at 7:15 am

SAC Agenda

- I. Welcome
 - II. Approval of minutes from April 17, 2019
 - III. SMART Bond Charter Meeting
 - IV. 2019-2020 Budget Update
 - V. CPE Events
 - a. McTeacher Night is May 21st
 - b. Steamy Summer Camp registration is available
 - c. VPK registration is available
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SAF Agenda

- I. Update from last month's DAC and North Advisory Meeting
- II. Next North Advisory Meeting

Next Meeting:

-May 30, 2019 at 8:15 am- "Sac Principal Coffee and Conversation" This will be our last meeting of the year, and an opportunity to learn about Coral Park programs and offerings (Junior Quantum Leap; Intermediate Departmentalization, Gifted Programs, Walk to Read differentiated reading support, etc.)

SAC



BROWARD SCHOOLS



VIRTUAL COUNSELOR

POWERED BY THE DATA WAREHOUSE

Attendance Membership Sign In Sheets Report Help Logout

School: CORAL PARK ELEMENTARY

Committee:

SAC

Sign In sheet for CORAL PARK ELEMENTARY Date: 5/14/19 Time: 7:15 am

#	Full Name	Position	SBBC Employee	Parent Of Student At School	Sign Here .
1.	BENT, SONIA	Teacher	Yes	No	
2.	CASANAS, DONNA	Teacher	Yes	No	
3.	CLARKE, ANTHONY	Parent	No	Yes - No -	Alan
4.	CLARKE, KELLY	Parent	No	Yes	
5.	COHEN, JOYCE	IZ Rep	No	Yes	Joyce
6.	CONTE, MICHELE	Parent	No	Yes	M. Conte
7.	CORAL, LILIANA	ESE Rep	No	Yes	
8.	DECIUS, ROSELINE	Parent	No	Yes	
9.	DIXON, MARIE	ESE Rep	No	Yes	
10.	EMERY, ELLEN	Teacher	Yes	No	Ellen Emery
11.	FIGUEROA, KARLA	Parent	No	Yes	
12.	GOLDSTEIN, SHANNON	Parent	No	Yes	
13.	GREENE, ANNAMARIA	Parent	No	Yes	
14.	JENSEN, JEN	Parent	No	Yes	Jen Jensen
15.	KENDRICK, MARLENE	Teacher	Yes	Yes	Marlene Kendrick
16.	LEEMAN, MINDY	Teacher	Yes	No	
17.	LOMBARDO, SUZANNE	SAC Chair	Yes	No	Suzanne Lombardo
18.	LUGASSI, MICHELE	BTU Steward	Yes	No	Michele Lugassi
19.	OCEJO, RUTH	Non-instructional	Yes	No	Ruth Ocejo
20.	ORTIZ, EVA	Non-instructional	Yes	No	Eva Ortiz
21.	PHAM, KY	ESOL Rep	No	Yes	
22.	PONTILLO, CAMILLE	Principal	Yes	No	
23.	SALOM, MEGHAN	Parent	No	Yes	Meghan Salom
24.	SCHNEIDER, HOANCA	Teacher	Yes	No	
25.	SKOLNICK, MICHAEL	BUSINESS	No	No	
26.	SOARES, LAIS	Pre-K	Yes	No	Laís Soares
27.	TOBON, LORI	SAF-DESIGNEE	No	Yes	Lori Tobon

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SAC Guest



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Guest Sign In Sheet For CORAL PARK ELEMENTARY Date: 5/16/19 Time: 7:15am

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Melissa Sanke			✓	<i>[Signature]</i>
2.	Denise Williams	Guest	N/A	N/A	<i>[Signature]</i>
3.	BLAKE THORSON	CBRE HEERY	N A	NA	<i>[Signature]</i>
4.	Mechan Salom	Parent			<i>[Signature]</i>
5.	NEZAM SIRAT		NA	✓	<i>[Signature]</i>
6.	Mark Clam	ITA			<i>[Signature]</i>
7.	Christa Ryan	Teacher/Parent	✓	✓	<i>[Signature]</i>
8.	Ame-Mari Chab	Parent	N/A	N/A	<i>[Signature]</i>
9.	Brittany Teel	Parent	N/A	Yes	<i>[Signature]</i>
10.	Laura Worthington	Teacher	✓		<i>[Signature]</i>
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2.	CASANAS, DONNA	Teacher	Yes	No	
3.	CLARKE, ANTHONY	Parent	No	Yes No	<i>[Signature]</i>
4.	CLARKE, KELLY	Parent	No	Yes	<i>[Signature]</i>
5.	COHEN, JOYCE	IZ Rep	No	Yes	<i>[Signature]</i>
6.	CONTE, MICHELE	Parent	No	Yes	<i>[Signature]</i>
7.	CORAL, LILIANA	ESE Rep	No	Yes	
8.	DECIUS, ROSELINE	Parent	No	Yes	
9.	DIXON, MARIE	ESE Rep	No	Yes	
10.	EMERY, ELLEN	Teacher	Yes	No	<i>[Signature]</i>
11.	FIGUEROA, KARLA	Parent	No	Yes	<i>[Signature]</i>
12.	GOLDSTEIN, SHANNON	Parent	No	Yes	
13.	GREENE, ANNAMARIA	Parent	No	Yes	
14.	JENSEN, JEN	Parent	No	Yes	<i>[Signature]</i>
15.	KENDRICK, MARLENE	Teacher	<u>Yes</u>	Yes	<i>[Signature]</i>
16.	LEEMAN, MINDY	Teacher	Yes	No	
17.	LOMBARDO, SUZANNE	SAC Chair	Yes	No	<i>[Signature]</i>
18.	LUGASSI, MICHELE	BTU Steward	Yes	No	<i>[Signature]</i>
19.	OCEJO, RUTH	Non-instructional	Yes	No	<i>[Signature]</i>
20.	ORTIZ, EVA	Non-instructional	Yes	No	<i>[Signature]</i>
21.	PHAM, KY	ESOL Rep	No	Yes	
22.	PONTILLO, CAMILLE	Principal	Yes	No	
23.	SALOM, MEGHAN	Parent	No	Yes	<i>[Signature]</i>
24.	SCHNEIDER, HOANCA	Teacher	Yes	No	
25.	SKOLNICK, MICHAEL	BUSINESS	No	No	
26.	SOARES, LAIS	Pre-K	Yes	No	
27.	TOBON, LORI	SAF-DESIGNEE	No	Yes	<i>[Signature]</i>

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Guest Sign In Sheet For CORAL PARK ELEMENTARY Date: 5/14/19 Time: 7:15am

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Melissa Sankey			✓	<i>[Signature]</i>
2.	Deniece Williams	Guest	N/A	N/A	<i>[Signature]</i>
3.	Mechan Salom	Parent			<i>[Signature]</i>
4.	Kelly Clark	Parent Guest		✓	<i>[Signature]</i>
5.	Anne-Marie Labon	Parent guest	N/A	N/A	<i>[Signature]</i>
6.	Jennifer Bogdan	Parent	N/A	Yes	<i>[Signature]</i>
7.	Brittany Heel	Parent	N/A	Yes	<i>[Signature]</i>
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SAC Minutes

April 17th, 2019

7:15 am

- **Welcome**

Ms. Pontillo welcomes the attendees & Guest

- **Approval of minutes from last SAC meeting**

Mrs. Lombardo opened the meeting with the opportunity to review and approve the minutes from last SAC meeting, March 20, 2019. Mr. Clark motioned to approve, and Mr. Skolnick seconded the motion. Motion passed.

- **Review of School Improvement Plan (SIP)**

Link for SIP online survey was shared and a reminder was made that all stakeholders need to go online and take the School Improvement Plan survey.

Ms. Pontillo talked about the FSA and Alternative Assessment Plan. Discussed the different assessments and alternative assessments are available for students for promotion. There are several opportunities given to students: Florida Standards Assessment (FSA), i-Ready, SAT-10, 3rd grade portfolio, 3rd grade summer school, and the "mid-year" promotion that happens in September of the following school year. For 1st and 2nd they must pass the EOY county assessment in reading. For K-3 math is not a promotion criterion. The school must follow specific time periods for each of these assessments to be given. It was also discussed students who will not be retained based on previous retentions.

Mrs. Cohen asked if conversations will be had with parents and students to discuss promotion. Ms. Pontillo explained how the report cards have a place where the teacher indicates if students are not meeting promotion criteria and teachers should also be discussing their predictions at parent-teacher conferences.

- **Upcoming CPE Events and School Business**

The banner for MSD in the front of the school is faded. Discussion was had about replacing it with something different that will not fade, and suggestions were given about a ribbon or a rock garden.

Upcoming SAC meetings will be held on May 16th meeting will be the same time, but the May 29 meeting will be held at 8:15 and will be opened up to a Coffee and Conversation with the principal to give parents the opportunity to come and discuss next year's school programs and offerings.

Cubette Day May 9th

McDonald's Night May 21st

- **SAF**

Some motions made by SAF actually went to school board and one that passed stipulates that the school board must reply to questions within 30 days. Any other changes Mrs. Tobon will look into and get back with us about what those changes are.

Discussion was had about next year's SAF meeting and who would be willing to attend. Mrs. Clark said she might be willing to look into attending the meetings. Mrs. Tobon explained what was involved and Mrs. Clark said she would think about it and get back to us.



ADEFP & SMART PROJECT CHARTER



School Name Coral Park Elementary School
Project Name GOB Renovations
Project Address 8401 Westview Drive
 Coral Springs, FL 33067

Charter Meeting Date & Time Thursday, 5/16/2019 7:15AM
Project Number P.002045
Location # 3041

Campus Stakeholders					
Title	Name	Functional Area	Email	Phone	Note
Principal	Camille Pontillo	School	camille.pontillo@browardschools.com	754-322-5850	
Assistant Principal	Dr. Tangela Williams-Daniel	School	tangela.williams-daniel@browardschools.c	754-322-5850	
On Site Facilities Person (OSFP)	Loylin King	School	loylin.king@browardschools.com	754-322-5850	

District Stakeholders					
Title	Name	Functional Area	Email	Phone	Note
Chief of Staff	Jeffrey Moquin	Superintendent's Office	jeffrey.moquin@browardschools.com	754-321-2650	
Task Assigned Chief Facilities Officer	MaryAnn May	CIP/ Office of Fac. & Const.	Maryann.may@browardschools.com	754-321-2617	
Task Assigned, Executive Director Capital Programs	Frank Girardi	CIP/ Office of Fac. & Const.	frank.girardi@browardschools.com	754-321-1525	
Director Pre-Construction	Shelley Meloni	CIP/ Office of Fac. & Const.	shelley.meloni@browardschools.com	754-321-1515	
Tasked Assigned, Director, Construction	Phil Kaufold	CIP/ Office of Fac. & Const.	phil.kaufold@browardschools.com	754-321-1532	
Construction Manager	Stephen Gaydosh	CIP/ Office of Fac. & Const.	stephen.gaydosh@browardschools.com	754-321-4860	
Facilities Project Management	Divine Amoah	CIP/ Office of Fac. & Const.	divine.amoah@browardschools.com	754-321-1546	
Facilities Project Management	Joe Alvarez	CIP/ Office of Fac. & Const.	joe.alvarez@browardschools.com	754-321-1530	
Facilities Project Management	John Alban	CIP/ Office of Fac. & Const.	john.alban@browardschools.com	754-321-1548	
Facilities Project Management	Angel Aviles	CIP/ Office of Fac. & Const.	araviles@browardschools.com	754-321-1514	
Director	Sam Bays	PPO	sam.bays@browardschools.com	754-321-4634	
Manager	Mark Dorsett	PPO Zone 1	mark.dorsett@browardschools.com	754-321-2800	
Manager	Eloy Quesada	PPO District Trades	eloy.quesada@browardschools.com	754-321-4651	
Manager I	Roy Norton	PPO Custodial/Grounds	roy.norton@browardschools.com	754-321-4316	
Assistant Building Official	Ronald Morgan	Buildings Department	ronald.morgan@browardschools.com	754-321-4803	
Director	Aston Henry	Risk Management	aston.henry@browardschools.com	754-321-1901	
Curriculum Supervisor- Art	Donna Haynes	Curriculum Supervisor, Art	donna.haynes@browardschools.com	754-321-1862	Art
Curriculum Supervisor- Media Center	Neena Grosvenor	Curriculum Supervisor, Media C	neena.grosvenor@browardschools.com	754-321-1867	Media
Information & Technology	Brenda Akins	Information & Technology	brenda.akins@browardschools.com	754-321-0410	IT
Purchasing Agent	Shari Francis	Procurement	shari.francis@browardschools.com	754-321-0521	
Capital Payment Supervisor	Nadege Cadesca	Capital Budget Department	nadege.cadesca@browardschools.com	754-321-2094	
Data Entry Operator I	Kellie Tinnerman	CIP/ Office of Fac. & Const.	ktinnerman@browardschools.com	754-321-1510	
Coordinator,Legislative Affairs	Charles P. Webster	Coordinator,Legislative Affairs	charles.webster@browardschools.com	754-321-2608	

Needs Statement	Safety & Security, Music & Art, Renovations and Technology Improvements per the Adopted District Educational Facilities Plan and SMART Program. Final scope will be dependant on cost estimates and funding.	Adopted DEFP-SMART Program (Board Approval 9-08-15)	2014 FCA Details
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Objectives
To clearly define scope, schedule, cost, budget.
The project's scope aligns with District strategic priorities that improves safety & security with fire sprinklers, restores integrity of the building envelope (re-roofing at selected roofs, exterior painting), renovations that will improve educational program offerings and technology infrastructure upgrades, including additional computers.
To thoroughly plan the work to allow normal school activities to continue without interruption with a focus on safety and completing work as soon as possible.
To capitalize on 2020 Summer breaks to complete portions of scope when students are not on campus.

Scope	
Included (Managed by Heery):	Included (Managed by Others):
Safety with Fire Sprinklers	Wireless Network Upgrade (Yr 1)
Building Envelope Improvements (Re-roofing, Painting)	Music Equipment Replacement (Yr 2)
School Choice Enhancement Program	Additional computers to close computer gap (Yr 1)
	Cat 6 Upgrade (Yr 1)
	Excluded:
	Remaining Unfunded Deficiencies Identified in the 2014 Facility Condition Assessment

Project Key Milestones		
DESCRIPTION	DATE	DELIVERABLES
RFQ 18-093C issued	7/20/2017	MAPPs Deficiency listing Details& 2014 FCA Details
OSEC meeting - Song + Associates: highest score	10/13/2017	Designer's highest score recommended for the Board
PSA awarded by the Board to Song + Associates	1/17/2018	Board officially retains Song + Associates to design project
ATP executed	2/6/2018	Song + Associates officially proceeds with Design
Validation process	3/21/2018	Identify the Limits and Scope of the Project
Project Charter Meeting	5/16/2019	Inform Stakeholders of the Limits and Scope / Budget of the project

Delivery	Method	Pace	Complexity	Human Resources
	Design-Bid-Build	Time Critical	Campus	Medium

Resources	Name	Title	Email	Phone	Note
Program Manager/Owner's Rep	Daniel Jardine	Program Director	Daniel.Jardine@cbre.com	754-321-4861	CBRE Heery
Program Manager/Owner's Rep	Blake Thorson	Project Manager	BThorson@browardschools.com	954-778-2115	CBRE Heery Team
Program Manager/Owner's Rep	Marleine Ghaby	School Choice Project Manager	Mghaby@CORRADINO.com	786-266-1889	CBRE Heery Team
Program Manager/Owner's Rep	Nicholas Fila	Design Criteria Manager	nfila@heery.com	878-641-5260	CBRE Heery
Program Manager/Owner's Rep	Isidoro Martin	Safety Manager	imartin@heery.com	754-321-4873	CBRE Heery

Financial	Source 1	Source 2	Source 3	Source 4	Total
Approved Funds	\$0	\$1,129,092			\$1,129,092



ADEF & SMART PROJECT CHARTER



School Name: Coral Park Elementary School
 Project Name: GOB Renovations
 Project Address: 8401 Westview Drive
 Coral Springs, FL 33067

Charter Meeting Date & Time: Thursday, 5/16/2019 7:15AM
 Project Number: P.002045
 Location #: 3041

Fund Source	ADEF	SMART	
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Assumptions and Risks						
	Site Access - Time & Day	Site Access - Space	Scope of Work	Materials and Equipment	Academic Testing	
Assumptions	Work performed during School session may be done M-F betw. 6:30AM-9:30PM & School Staff person will be present.	Contractor Staging located inside perimeter fenced in areas with additional fencing for separation.	Based on 2017 ADEF and Scope Validation report by Song + Associates.	Will be new and in accordance with SBBC requirements	No Contractor work to occur during academic testing (April and May).	
	During summer break OSF Personnel available 6:30AM to 6:30PM Mon. - Thurs. Deliveries during School may be executed M-F betw. 6:00AM to 7:00AM, 8:30AM to 1:30PM, 3:30PM to 9:00PM. During School in session, (1) One On Site Facilities Staff available 6:30AM to 9:30PM	Contractor shall lock and relock all gates at all times when responsible parties are present through either direction.	Some Parking spaces along southside parking area available for Contractor use, one gate access to Staging Area. In School session work will require daily clean-up prior to return of students/staff the following day.	Provide management oversight to prevent scope creep Scope of Work will be coordinated with Hurricane Evacuation Areas and use so as not to cause any impact to facility during Hurricane season.	Will meet all code and local agency requirements	Latest Testing Schedule to be issued with Bid Docs.
Constraints & Dependencies	Deliveries and Mobilizations may not occur between 7:15AM to 8:30AM & 2:00PM to 3:00PM	Contractor Staging Area to allow Lanscaper access to site.	Building codes, laws and ordinances	Limited area for the contractor to store materials and equipment. Area inside grass field and secured with 6ft fence.	2019-2020 Spring Test dates. Will be made available	
	Afterschool Activities are at Bldg 3 (Media), 4 (Cafeteria), & Bldg 9 (Gym, GYM) from 2:00PM to 6:00PM. Summer Activities at Bldg 4 (Cafeteria)	Work areas will require protection of existing finishes and furnishings as well as lawn, hedges for separation.	SBBC Design Guidelines and Specifications	Additional destructive testing will be required to confirm scope	Materials and equip. at Bldg 4 will be installed after food service hours.	
	Prior to campus access, ALL workers required to be bagged (+ daily checkin at front office) and safety trained. Head Facilities person (Mr. Loylin King) after school hours must have budget compensation by Contractor.	Contractor to include monthly Emergency Drills and coordinate with Principal. Contractor to provide means for all traffic over UG work of FSP tie-in to Bldg. 4.	Contractor is responsible to create a Final Action Plan in compliance with local noise ordinances, and or signage. Cost estimate to confirm scope is within budget.	Path of Travel protected from students for Materials and equipment will be planned and pre-approved by Principal.		
Risk	In session work executed M-F between 4pm-12am may have increased costs. Contractor responsible for on site staff.	Contractor to provide OSHA 30 Staff member to reduce possible injury to students, staff and/or visitors.	Scope work may exceed Board approved budget	Theft and vandalism	Reduced academic test results	
	Scope work may take longer to complete due to phasing and maintaining occupancy	Damage to existing finishes and/or theft of furnishings	Unforeseen conditions including abatement, correction of IAQ and mold remediation	Material and equipment approval, ordering and delivery times could result in delays		
	CPES will provide some empty classrooms for school construction work installing added exit doors.	During Summer School/Camp, certain areas may not be accessible to occupants due to Contractor work.	To minimize repeat scope work and work duration, this project will be combined with P.001623 for One Contractor to perform all of the work.	Direct Owner Purchase Program will be used on Material purchases to the full extent.		
Corrective Measures	Develop Project Management Plan (PMP) to efficiently expedite scope	Require D-B-B to furnish student, staff and visitor safety plan. All Contractor persons shall be bagged and check in at front.	Scope adjustments	Contractor shall provide a secure area to store materials and equipment with min. screened 6ft fence.	Front end documents shall not allow work to occur during testing periods	
	Coordinate with campus well in advance of commencement of work	Document condition of finishes and furnishings prior to commencing work i.e. Classroom door cabinetry areas.	Change Orders	Contractor shall secure buildings to prevent vandalism	No noisy Contractor activities during school testing days or times.	
	Use multiple crews to expedite work during unoccupied times.	Contractor Staging Area will be fenced in (6ft) controlled and visually made private.	Project and/or Program Contingency funds			

Project Charter Approval:

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined above.

Camille Pontillo Principal-Coral Park Elementary School	Signature	Date
Shelley Meoni Director Pre-Construction	Signature	Date
Sam Bays Director PPO	Signature	Date
Daniel Jardine CBRE Heery Program Director	Signature	Date