



BROWARD SCHOOLS
POWERED BY THE



VIRTUAL COUNSELOR
DATA WAREHOUSE

Attendance

Membership

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Report

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School: MCARTHUR HIGH

v

Committee:

SAC v

/SAF

Sign In sheet for MCARTHUR HIGH Date: _____ Time: _____

#	Full Name	Position	SBBC Employee	Parent Of Student At School	Sign Here .
1.	BANEGAS, MAYRA	Parent	No	Yes	<i>M. Banegas</i>
2.	BAUMAN, BRITTANY	SAC Chair	Yes	No	<i>Brittany Bauman</i>
3.	BECKFORD, JESSICA	Teacher	Yes	No	
4.	BISSET, PETA	Teacher	Yes	Yes	
5.	BRAVO, JANET	SAF-DESIGNEE	No	Yes	<i>Janet Bravo</i>
6.	BREZAU, M-JOHANNE	Parent	No	Yes	
7.	BUSH, CHARLIE	Non-instructional	Yes	No	<i>Charlie Bush</i>
8.	CAMPBELL, CHRISTIAN	STUDENT	No	No	
9.	CORDOBA, LAURETTA	SAC Co-Chair	Yes	No	<i>Lauretta Cordoba</i>
10.	GINGER, DENISE	Parent	No	Yes	<i>Denise Ginger</i>
11.	GROVE, MADISON	STUDENT	No	No	
12.	GURIDY, GLADIS	ESOL Rep	No	Yes	
13.	KEARSE, YOLANDA	Parent	No	Yes	<i>Yolanda Kearse</i>
14.	LAPACE, TODD	Principal	Yes	No	<i>Todd Lapace</i>
15.	MAHECHA, NANCY	Teacher	Yes	No	<i>N. R. Mahecha</i>
16.	MARSH, LAURA	Gifted Rep	No	Yes	
17.	MIRAMBEAU, WALDO	SAC Secretary	Yes	No	<i>Waldo Mirambeau</i>
18.	NEWMAN, VINCENT	BTU Steward	Yes	No	<i>Vincent Newman</i>
19.	OROZCO, MARIA	ESOL Rep	No	Yes	
20.	REYES, LUCERNE	Parent	No	Yes	
21.	ROMERO, GLORIA	Gifted Rep	No	Yes	
22.	SCHALLER, LISA	Parent	No	Yes	<i>Lisa Schaller</i>



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Guest Sign In Sheet For MCARTHUR HIGH Date: _____

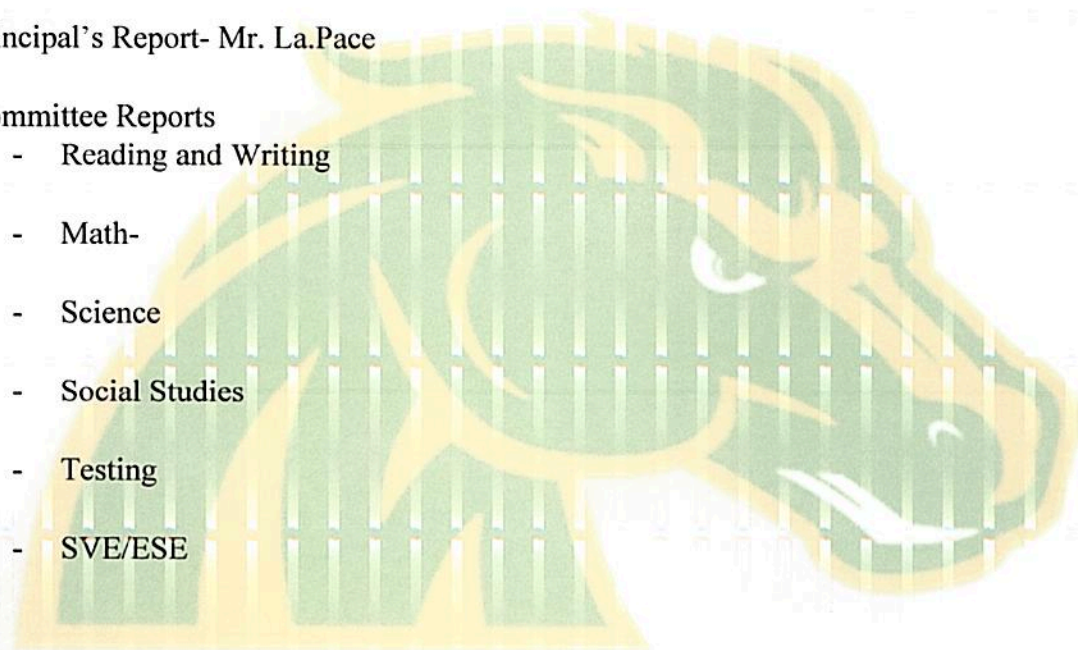
Time: _____

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Farah Diejuste	senior class			<i>[Signature]</i>
2.	Isarah Anesio	NHS Treasurer			<i>[Signature]</i>
3.	Marian Durand	Parent		Eliah Niko	<i>[Signature]</i>
4.	Dave Proch	Asst. Principal			<i>[Signature]</i>
5.	Waldo J. Hernandez	Teacher	✓		<i>[Signature]</i>
6.	Melany Quintana	Scout member		grandmother	<i>[Signature]</i>
7.	Sunshatay Stone	Parent &		grandmother	<i>[Signature]</i>
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McArthur High School SAC Minutes

Monday, 1st October 2018

- I. The Pledge of Allegiance
- II. Attendees/roll call
- III. Approval of Minutes.
- IV. Principal's Report- Mr. La.Pace
- V. Committee Reports
 - Reading and Writing
 - Math-
 - Science
 - Social Studies
 - Testing
 - SVE/ESE
- VI. Old Business/ New Business
- VII. SAF Update
- VIII. Adjourn



McArthur High School
School Advisory Council
Teacher Planning Room
September 17, 2018

Meeting Began at: 6:37 PM

- I. The Pledge of Allegiance: conducted by Lauretta Navarro (SAC Secretary)
- II. Attendees/roll call: Todd J. LaPace (Principal), David Piroozshad (Non-member, Assistant Principal), Brittany Meinsen (SAC Co-Chair), Marilyn Stephens-Delacruz (SAC Co-Chair), Lauretta Navarro (SAC secretary), Alan Siedman (Community), Ginger Denise (Parent), Laura Marsh (Parent), M. Johanne Brezault (Parent), Yoceline Cliquot (Parent), Peta Bisset (Teacher), Olivia Bisset (Student), Kristalyn Vergara (Parent), Giovanni Vergara (Parent), Makaelyn Slager (Student), Angel Vergara (Student), Waldo Mirambeau (Teacher), Christian Campbell (Student), Madison Grove (Student), Dr. Nancy Mahecha (Teacher), Lucerne Reyes (Parent), Mayra Benegas (Parent), Yolanda Kearse (Parent)
- III. Approval of Minutes: Motion to approve August meeting minutes by Laura Marsh (Parent), seconded by Yolanda Kearse (Parent); motion passed.
- IV. Principal's Report- Mr. LaPace (Principal)
 - a. Policies are in place for safety and security. We have a new normal. We address students who do not wear their ID's at the gate. Parent links have been sent out regarding campus security.
 - b. Drills will continue twice a month. Teachers and students are held accountable.
 - c. We are down students. This may result in the release of staff, schedule changes.
 - d. Mr. Martinez was highlighted as a "Superhero" teacher.
 - e. Our football team is undefeated.
 - f. Naviance is a great resource for college and career readiness. There are many different options for our students depending on their college, career choices. Ms. Aiken will be meeting with all seniors. Parent nights are in the works.
 - g. PSAT and the SAT are important to use to determine students' strengths and weaknesses. Curriculum is being adjusted to tie standards, PSAT, SAT together.
 - h. Incoming 9th graders will no longer have the option to take the PERT. Only 10th, 11th, and 12th graders are grandfathered in and will be able to use a passing PERT score in place for the Algebra 1 EOC.

V. SAC Membership Voting:

- a. Laura Marsh motioned to approve everyone present as School Advisory Council members for the 2018-2019 school year, except for our Assistant Principal as directed by section 1012.01, F.S., M. Brezault seconded. Motion passed.
- b. Elections for SAC Co-chair (designated by our bylaws) opened to the floor.
- c. Dr. Mahecha nominated Laretta Navarro for SAC Co-Chair, an open vote was conducted. There were 11 votes for Laretta Navarro, 8 votes for Marylin Stephens Delacruz. Laretta Navarro will serve as SAC Co-Chair for the 2018-2019 school year.
- d. Mrs. Marsh motioned for Mrs. Meinsen to continue being SAC Co-Chair, motion seconded by Dr. Mahecha. Motion passed. Brittany Meinsen will serve as SAC Co-chair for the 2018-2019 school year.
- e. Mrs. Delacruz motioned for Mr. Mirambeau to be SAC secretary, Dr. Mahecha seconded; motion passed. MR. Waldo Mirambeau will serve as SAC secretary for the 2018-2019 school year.
- f. Janet Bravo is currently SAF chair, motion for her to continue her position as SAF chair passed unanimously.
- g. Ginger Denise volunteered to represent ESE/ SVE population.
- h. Johanne Brezault volunteered to represent ESOL population.
- i. Laura Marsh volunteered to represent Gifted population.
- j. Alan Seidman will serve as our community representative.

VI. Committee Reports:

- a. Reading and Writing- Students were prepped for testing, FSA writing and Reading retakes for juniors and seniors will be this week.
- b. Math- Completed diagnostic tests in Algebra 1 and Geometry. Once retake testing is concluded, students will be ready to take the Unit 1 posttest. Math nation serves as the primary resource for Algebra and Geometry
- c. Science- Students have been taking diagnostic tests for the first Unit. Biology tutoring is offered after school with Ms. Santos in the media center on Tuesdays and Thursdays and on Mondays and Wednesdays with Ms. Johnson.
- d. Social Studies- Observed September 11 as Patriots day. Lessons and discussions were done in all classes reflecting on the events the changed our country and the world seventeen years ago. All U.S. History classes are discussing the Civil War and Reconstruction period. The department is promoting voter registration in lieu of the upcoming elections. World History classes are focusing on the renaissance.
- e. Testing- PSAT will take place on October 10th for all 9th and 10th graders.
- f. SVE- EASE conference will be October 5, 2018 at signature grand. Registration is open to everyone.

VII. YMCA 21st Century Tutoring Program-

- a. Monday- Thursday, homework help, credit recovery, tutoring, STEM, EOC tutoring for Math and English.
- b. Service learning hours are also available through our literature unplugged component.
- c. Boss program is available to help seniors graduate, successfully attend job interviews.

- VIII. SIP Update- We are closing out last year and starting our new electronic binder. The school improvement plan will be presented to SAC.
- IX. SAC bylaws:
- a. Waldo Mirabeau motioned to retain Co-chair bylaw, Laura Marsh seconded, motion passed.
 - b. Mayra Benegas motioned to retain September as our last meeting in our bylaws, Johanne Brezault seconded, motion passed.
 - c. Laura Marsh motioned to keep our one-year term bylaw, Waldo Mirambeau seconded, motion passed.
- X. SAF Update
- a. Ed talk will be on Saturday, December 1st, at Flanagan High Time TBA.
 - b. Proposed BCPS 2019-2020 school calendars.
 - c. Johanne Brezault (parent) asked to change South Area Advisory Council (SAAC) meeting evening hours. Suggestion will be communicated to SAF representative.
 - d. Next SAAC meeting will be Wednesday, October 24th at McArthur High at 9am.
- XI. Old Business/ New Business
- a. Homecoming is upcoming, on September 28th, we will have our Mustang Fest prior to the game. The dance will be in September 29th, in the big gym from 7-11pm.
 - b. SPIDER- is a pre-collegiate prep club. Ms. Bisset is the sponsor. Southeast conference was delayed due to the inclement weather. Mini Hackathon will be ongoing this year. It will be announced through parent link.
 - c. Parent Mayra Begenas asked what is included in the Homecoming ticket price. Mrs. Meinsen confirmed that the ticket price is all inclusive of food, beverages, music, and photos.
- XII. Adjournment: Motion to adjourn by Laura Marsh, motion seconded by Mayra Benegas; meeting adjourned at 7:58.

Next meeting will be held October 1, 2018 at 6:30 pm

Location: Teacher Planning Room

School Advisory Council (SAC) ByLaws


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McArthur HS (0241)

SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **McArthur HS School Advisory Council**.

ARTICLE II. PURPOSE

The primary objectives of the School Advisory Council (SAC) shall be to help identify needs and recommend programs of action. Through a community-wide commitment, the team will foster a positive learning environment, which sets high expectations and meets the diverse needs of the student body.

The School Advisory Council shall be a link between the school and the local community and will serve as a means for participatory management through which the various stakeholders in the school community may assist the school and the school may assist the community. The stakeholders are parents, business people, students, other community representatives, professional educators, and other school staff. The School Advisory Council shall be a resource to the school and school principal. School Advisory Council functions shall include:

- A. To facilitate the development of the School Improvement Plan (SIP)
- B. To monitor implementation of the SIP
- C. To evaluate the effectiveness of the SIP
- D. To provide assistance in the preparation of the school's annual budget
- E. To make recommendations as to the alignment of instructional staffing and instructional materials to support the SIP

The responsibilities and duties of the School Advisory Council will be in accordance with Florida State Statutes 1001.452 and Broward County School Board Policy 1403.

ARTICLE III. MEMBERSHIP

The School Advisory Council shall be representative of the ethnic diversity of the school's student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

- Principal
- Teachers
- BTU Steward (or designee)
- Parents
- I-Zone Representative (must be a parent)
- SAF Chair (or designee)
- ESOL Parent of a student at the school
- ESE Parent of a student at the school
- Gifted Parent of a student at the school
- Pre-K (if applicable – parent or certified teacher)
- Non-Instructional Support Employees
- Community / Business Representatives
- Students (required on high school & adult/technical centers—optional at the middle school)
- Community School Representative (if applicable)

A majority (more than half) of SAC members must not be employed by the Broward County School District. Required members include the school Principal, BTU Steward, School Advisory Forum (SAF) Chair (Co-Chair) or designee, Community School Representative, ESE, ESOL, and Gifted parent representatives, and students (if applicable). The ESE, ESOL, and Gifted representative must be a parent of a student at the school. One SAC parent member will be elected as an Innovation Zone (IZ) representative.

SAC members will be elected by their respective peer groups (parents elected by parents, teachers by teachers, etc.) Vacancies will be filled by special elections as needed in the same general manner. Changes in the SAC Composition during the school

year must be approved by the Office of Service Quality and noted in SAC meeting minutes.

If the elected team is not representative of the school community, as determined by the Principal and/or the Chief School Performance & Accountability Officer, the district school board shall appoint additional members to achieve proper representation.

All stakeholders are invited to attend SAC meetings as non-voting participants without regard to membership on the SAC.

Section 1. Voting: In accordance with the Sunshine Law, a vote of the membership will be taken. All votes must be conducted orally. All members of the Council shall have one vote each. A voting member must be present in person to vote. (See Section Article VI, Section 9.)

Section 2. Term of Membership: Members of the SAC should attend SAC meetings on a regular basis. A SAC member will be removed from membership after two (2) unexcused consecutive absences from properly noticed SAC meetings. Vacancies will be filled as described above.

Section 3. Length of Term: Members of the School Advisory Council shall be elected for year term(s).

Section 4. Announcement of an election must be made to the various peer groups at least one week in advance. Announcements will be distributed in a manner that ensures the widest dissemination possible within the peer group.

Section 5. Election of the faculty representatives will take place at a scheduled general faculty meeting.

Section 6. Election of the parent representatives will take place at a scheduled general meeting of parents.

ARTICLE IV. OFFICERS

Section 1. Officers of this committee will consist of and secretary.

Section 2. The officers shall be elected annually at the meeting.

Section 3: Installation of new officers will be held at the meeting of the school year.

Section 4: If for any reason, an officer is unable to complete the term of office, a new election will be held at the next meeting.

Section 5. Nominations of SAC Officers:

A. There shall be a nominating committee composed of three members who shall be elected by the School Advisory Council at a regular meeting. The committee shall consist of at least one, but not more than two, of current elected officers and the remainder from the general membership.

B. The nominating committee will present a slate of candidates for each office at which time nominations from the floor will be taken.

C. Nominations for officers will be made from the floor at a School Advisory Council meeting.

ARTICLE V: DUTIES OF THE OFFICERS

A. The **Co-Chairpersons** shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees except the nominating committee. The **Co-Chairpersons** will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it. The **Co-Chairpersons** or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The **Co-Chairpersons** will represent the SAC at District meetings and/or workshops and may choose a designee to attend as necessary. The SAC **Co-Chairpersons** will sign the school's annual budget (per District Budget Guidelines) as an indication of SAC participation in both processes.

B. The Secretary shall be responsible for all correspondence and notices of meetings. The Secretary shall keep the minutes of all meetings and assure that copies of the minutes are distributed in a timely manner to Council members. Minutes will be made available to any stakeholder who requests them. The Secretary will keep an accurate record of attendance at all meetings as well as a current roster of all stakeholders.

ARTICLE VI. MEETINGS

The School Advisory Council shall meet regularly and the schedule of meetings for the year will be determined and published in September for the current school year. The SAC and School Advisory Forum (SAF) will schedule a joint meeting semi-annually. Notification of all regular meeting places will be included in the minutes.

Section 1. Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers / guests may not vote on School Advisory Council issues.

Section 2. Attendance of SAC members will be kept for all meetings. The Secretary or a designee will take attendance. Attendance records will be sent to the Area Superintendent.

Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be sent to the Area Superintendent, kept on file at the school and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted.

Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions made.

Section 4. Special meetings may be called by the **Co-Chairpersons** or by notice of any three (3) members in writing to the **Co-Chairpersons**.

Section 5. All scheduled meetings, meeting times, and places will be announced at least three days in advance. Any matter that is scheduled to come before the council for a vote requires at least 3 days advance written notice to all SAC members. Members must be advised of a change in the established date, time or location. All special meetings will require notification.

Section 6. SAC meetings will be scheduled at times and locations convenient for all stakeholders (parents, students, teachers, business persons, and members of the community).

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, to the School Advisory Forum, the PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

ARTICLE VII. COMMITTEES

- A. The **Co-Chairpersons** shall create such committees as may be required to promote the objectives of the School Advisory Council.
- B. Committees may include other stakeholders not belonging to the SAC.
- C. The **SAC Co-Chairpersons** are an ex-officio member(s) of all committees except the nominating committee.
- D. All committees shall bring recommendations to the School Advisory Council at the monthly Council meeting.

ARTICLE VIII. UTILIZATION OF SCHOOL IMPROVEMENT FUNDS

- A. A portion of the Education Enhancement Trust Fund (lottery money) is distributed to the school (through the District) for the SAC to use for programs and projects to enhance school performance through the implementation of the SIP.
- B. Per the General Appropriations Act, Accountability Funds may not be used for capital improvements or for projects or programs with a duration of more than one-year. A principal may not override the selection of the use of the money.
- C. School-based decisions concerning the distribution of School Recognition Funds will be the responsibility of the SAC in accordance with procedures established by the District.

ARTICLE IX. SAC TRAINING AND ACTIVITIES

- A. SAC members will have opportunities to engage in training activities and workshops to build the team, orient new members, develop skills, assist in the annual budget process, and gain a better understanding as to their roles in the school improvement process.
- B. School-based accountability funds may be used to support appropriate training.
- C. Members of the SAC will take an active role in the development, implementation and evaluation of the School Improvement Plan. Members will participate in monitoring the progress of the SIP and will assist in completing a needs assessment each year to determine how best to revise the current SIP.
- D. The SAC will have access to the necessary data to successfully complete the SIP, including budgets, staffing levels, instructional materials, and test data. School personnel, as directed by the principal, may assist the SAC in gathering and interpreting data.
- E. The SAC and its officers will follow all District policies, state rules, and state statutes in conducting its business.

ARTICLE X. AMENDMENTS

- A. Bylaws must conform to the State of Florida statutes and the policies of the School Board of Broward County, Florida.
- B. Amendments to the bylaws will be approved by a majority of the SAC members. Bylaws will be reviewed and approved annually.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern (McArthur HS) School Advisory Council.

Annual Ratification 10/01/2018

Amended 10/01/2018

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