

Broadview Elementary School



A Title One School
School Advisory Council
Parent Teacher Organization

Meeting Agenda **September 20th, 2018 2:30 pm**

- I. Welcome and Introductions
- II. Approval of Minutes- May Meeting
- III. Principal's Report
- IV. School Advisory Council Overview for New Parents
 - Bylaws
 - SAC Composition Form
 - Results of the School Wide Positive Behavior Plan 2018-2019
 - Box Tops for Education
- V. Title One
 - School Parent Compact 2018-2019
- VI. Upcoming School Events
 - 9/26 Dads Take Your Child to School Day
 - 10/08 Fall Picture Re-Takes
 - 10/10 National Walk to School Day
 - 10/18 Early Release Day
 - 10/19 Teacher Planning Day- No School for Students
- VII. Parent Teacher Organization (PTO)

School Advisory Forum

- I. Welcome and Introductions
- II. New SAF representative for 2018-2019
- III. SAF Updates

Broadview Elementary School



A Title One School
School Advisory Council
Parent Teacher Organization
Title 1 Annual Meeting

Meeting Minutes **May 17th, 2018 @ 4:30 pm**

- Welcome and Introductions
 - Meeting commences at 4:30 pm with Ms. Knight welcoming in those in attendance

- Review and Approval of Minutes from April's Meeting
 - April meeting was approved by Mayra Hernandez and seconded by Marianna Hainlin

- Principal's Report
 - Dr. Kisten was not in attendance. Mrs. Morell, assistant principal, spoke on his behalf. She spoke on end of year activities. She discussed that decisions for summer school were underway.

- Title One Report
 - Ms. Hainlin discussed the Parental Involvement Allocation money and plan. She informed parents that the Parent Involvement plan and the School Parent Compact for the 2018-2019 school year will be uploaded to the school website. There are hard copies available at the meeting and in the front office.

- School Improvement Plan
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 - Ms. Knight reviewed the bylaws.
 - She requested input for the School Improvement Plan for 2018-2019 school year. No suggestions or input was given.

- School Wide Positive Behavior Plan 2018-2019
 - Ms. Knight reviewed the SWPB plan with those in attendance. She informed attendees that the plan was approved based on a staff vote: 95% of staff votes approved the plan.

- Upcoming Events
 - Ms. Knight reviewed upcoming event dates. On May 16 is the Olympic parade. May 17 through 24 are the grade level's Olympic games. Teacher planning day is May 25. There is no school on May 28.

School Advisory Forum

- I. Welcome and Introductions
- II. New SAF representative for 2018-2019
- III. SAF Updates
 - Next School Advisory Forum meeting in September



BROWARD SCHOOLS



VIRTUAL COUNSELOR

POWERED BY THE DATA WAREHOUSE

- Attendance
- Membership
- Sign In Sheets
- Report
- Help
- Logout

School: BROADVIEW ELEMENTARY

Committee:
SAC

Sign In sheet for BROADVIEW ELEMENTARY Date: 9/20/18 Time: 2:30 pm

#	Full Name	Position	SBBC Employee	Parent Of Student At School	Sign Here .
1.	BONSPILLE, SIMONE	Pre-K	Yes	No	<i>Jim Bean F. Cubitt</i>
2.	CUBERO, FRANCIS	BTU Steward	Yes	No	
3.	GUTIERREZ, ROOSVELT	SAF-DESIGNEE	No	Yes	
4.	HAGANS, BARBARA	ESE Rep	No	Yes	<i>Luis to K. Knight J. King</i>
5.	HERNANDEZ, MAYRA	Parent	No	Yes	
6.	KISTEN, JOSHUA	Principal	Yes	No	
7.	KNIGHT, KAISHA	SAC Chair	Yes	Yes	
8.	LAING, JAMAL	Community Rep	No	No	<i>Alfred D. White</i>
9.	MORELL, ROCIO	SAC Secretary	Yes	No	
10.	ROGERS, LISA	Parent	No	Yes	
11.	SANTANA, XIOMARA	Gifted Rep	Yes	Yes	<i>Alfred D. White</i>
12.	SMART, STEFFINITA	Parent	No	Yes	
13.	VELAZQUEZ, DAISY	ESOL Rep	Yes	Yes	
14.	WHITE, DONALD	IZ Rep	No	<input checked="" type="checkbox"/> Yes	

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Guest Sign In Sheet For **BROADVIEW ELEMENTARY** Date: 9/20/18 Time: 2:30pm

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Misti Parido	from		Lucas P.	Misti Parido
2.	Victoria Graham			yes	Victoria Graham
3.	Kathleen Burkholder	teacher	yes		K Burkholder
4.	Donna White			yes	Donna White
5.	Lawren Alicata	teacher	yes		Lawren Alicata
6.	Brittany Poitres	Comp Liaison	yes		Brittany Poitres
7.	Kadienne Staddart		no	yes	Kadienne Staddart
8.					
9.					
10.					
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SBBC POLICY 1403 & 1403-A

POLICY 1403: SCHOOL ACCOUNTABILITY AND IMPROVEMENT:
 Each school has a School Advisory Council (SAC) to facilitate the development and monitor progress of the annual School Improvement Plan. Agendas and minutes reflect annual needs assessment, SIP monitoring and allocation of Accountability Funds.

POLICY 1403-A SCHOOL ACCOUNTABILITY AND IMPROVEMENT GUIDELINES:
 This guide is designed to assist in the implementation of School Board Policy 1403: School Accountability and Improvement. It includes a description of School Advisory Councils' roles and responsibilities and a timeline for implementation.


Both policies can be viewed at: <http://www.broward.k12.fl.us/sbbcpolicies/index.asp>

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SBBC POLICY 1403-A
SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL MEMBERSHIP


- Each school is required to establish a School Advisory Council (SAC) that is representative of the population served by the school. Per State statute (§ 1001.452) a majority of the SAC members cannot be employees of the Broward County Public Schools.
- SAC members must be elected by their peer groups (teachers by teachers, parents by parents, etc.). The business and community representatives are selected by the principal and approved by the SAC.
- Once the SAC is established, its members elect their officers. Each SAC must have a SAC Chair and a parent member designated as I-Zone representative. Other officers are elected according to each SAC's bylaws.
- The membership of each School Advisory shall be submitted online to the District Accountability Department by no later than October 31st of each year.
- SAC membership is entered online in the SAC Membership/Attendance system.
- Changes in SAC membership during the year must be reflected in the SAC meeting minutes and must be entered into the Online SAC Membership/Attendance System.

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SBBC POLICY 1403-A
SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL MEETINGS


- Once members are entered into the system, the online SAC Composition System generates sign in sheets for use at SAC meetings. These are the sign-in sheets that must be used. The system will also generate a guest sign-in sheet that must be used to document attendance by guests at all SAC meetings.
- Per State Statute, SAC members who have two unexcused absences shall be replaced on the SAC.
- In order to conduct business at a SAC meeting, a quorum must be present. To establish a quorum, a majority of SAC members must be present. A quorum must be present to conduct a vote.
- All schools are required to enter SAC attendance into the online SAC Attendance System after each SAC meeting.
- All School Advisory Council meetings must be open, advertised (at least three days in advance), and are subject to the Sunshine Law. Each month, School Advisory Council meeting agendas, sign-in sheets, and meeting minutes must be posted via the SAC Upload Center.

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SBBC POLICY 1403-A
SCHOOL ACCOUNTABILITY & IMPROVEMENT GUIDELINES

SCHOOL ADVISORY COUNCIL BY LAWS

- Each School Advisory Council is required to adopt procedural bylaws.
- A Bylaws template will be provided each year for use by all schools. This template, along with directions, will be posted via the SAC Upload Center.
- Once the School Advisory Council has revised and approved the amended bylaws, the document must be posted via the SAC Upload Center.
- Schools must maintain a copy of their SAC Bylaws as the procedural guide for conducting business.

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School Advisory Council (SAC) ByLaws


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Broadview ES (0811)

SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Broadview ES** 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

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 **Chairperson** 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 **Chairperson** is 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 (**Broadview ES**) School Advisory Council.

Annual Ratification 09/20/2018

Amended

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