

Broadview Elementary School



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

Meeting Agenda
October 25th, 2018 2:30 pm

- I. Welcome and Introductions
- II. Approval of Minutes- September 20th SAC Meeting-
- III. Principal's Report
- IV. School Improvement Plan Update
 - School Improvement Plan 2018-2019
 - SAC Bylaws
 - SAC Composition Form
 - SAF Bylaws
- V. Annual Title One Meeting (Ms. Hailin)
- VI. Upcoming Events
 - 10/18 End of quarter 1
 - 10/26 Reading Round up Parade
 - 10/30 1st Grade Field Trip (Butterfly World)
 - 11/05 5th Grade Field Trip (JA Biztown)
 - 11/06 Teacher Planning Day (No School)
 - 11/09 Veteran's Complimentary Lunch
 - 11/12 No School (Veteran's Day)
 - 11/15 Next SAC meeting
- VII. Parent Teacher Organization (PTO)

School Advisory Forum

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

Next School Advisory Council Meeting November 15th, 2017 at 2:30 pm in the media center.

Broadview Elementary School



A Title One School

School Advisory Council
Parent Teacher Organization

Meeting Minutes

September 20th, 2018 2:30 pm

- I. Welcome and Introductions
 - The meeting commenced at 2:31 P.M. with Ms. Knight welcoming those in attendance.

- II. Approval of Minutes- May Meeting
 - Ms. Knight gave a brief overview of the May meeting and motioned for approval. Mr. White motioned to approve the minutes and Ms. Poitier second the motion.

- III. Principal's Report _
 - a. Bond Money – Broadview Elementary purchased a new electronic marquee, that was recently installed.
 - b. The music and the Media center will be renovated.
 - c. Dr. Kisten will walk around the community with the commissioner Jerry Gariosi in support of National Walk to School Day on 10/10/2018.

- IV. School Advisory Council Overview for New Parents
 - a. Ms. Knight presented a PowerPoint presentation discussing the following: What is a School Advisory Council, roles and responsibilities of members.
 - b. Bylaws- In addition to the PowerPoint presentation, Ms. Knight reviewed Article 1 and Article II for new members to
 - c. School Advisory Council Composition Form - Ms. Knight also explain that is made up of a diverse community of parents and staff that work together for the improvement of the school.
 - d. Results of the School Wide Positive Behavior Plan 2018-2019- Ms. Knight shared that SPBP was reviewed by the district and scored 94.9%. The plan must be implemented with fidelity.

-Box Tops for Education

 - a. Ms. Burkholder, shared information about the collection of box tops and it's a national program. The money collected

from the program will be used to buy school supplies for students.

V. Title One
-School Parent Compact 2018-2019

VI. Upcoming School Events

- 9/26 Dads Take Your Child to Work Day
- Mrs. Poitier shared about Dads taking their students to school day on September 26th. There will be celebration for the dads. The media will also be present to broadcast this great event.
- 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
10/25 School Advisory Council Meeting/Halloween Movie Night
10/26 Trunk-a-Treat

VII. Parent Teacher Organization (PTO)

- Mr. White is looking for members to join the Parent-Teacher Organization. He also shared the cost to be a member of PTO, \$3 for individual, \$5 for family. Membership sign-up will be taking place in October.
- PTO first event will kick off on Thursday October 25th with a Halloween Movie Night in the Cafeteria at 6:00 pm.
- Money collected from PTO events will be use for the teachers and volunteer luncheon., Kids of characters and more. The PTA will meet with Dr. Kisten once a month to discuss ways to allocate the funds from the activities.

School Advisory Forum

- I. Welcome and Introductions
II. New SAF representative for 2018-2019
- New SAF representative was solicited. SAF training was discuss for interested volunteers.
- III. SAF Updates
- New updates will be given at the next SAC meeting on October 25th.



BROWARD SCHOOLS



VIRTUAL COUNSELOR

POWERED BY THE DATA WAREHOUSE

Attendance	Membership	Sign In Sheets	Report	Help	Logout
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School: BROADVIEW ELEMENTARY

Committee:
SAC

Sign In sheet for BROADVIEW ELEMENTARY Date: <u>10/25</u> Time: <u>2:30 P.M.</u>					
#	Full Name	Position	SBBC Employee	Parent Of Student At School	Sign Here .
1.	BONSPILLE, SIMONE	Pre-K	Yes	No	<i>Simone Bonspille</i>
2.	CUBERO, FRANCIS	BTU Steward	Yes	No	
3.	GRAHAM, VICTORIA	Parent	No	Yes	
4.	GUTIERREZ, ROOSVELT	SAF-DESIGNEE	No	Yes	
5.	HAGANS, BARBARA	ESE Rep	No	Yes	
6.	HERNANDEZ, MAYRA	Parent	No	Yes	
7.	KISTEN, JOSHUA	Principal	Yes	No	<i>Joshua Knight</i>
8.	KNIGHT, KAISHA	SAC Chair	Yes	Yes	
9.	LAING, JAMAL	Community Rep	No	No	
10.	MORELL, ROCIO	SAC Secretary	Yes	No	<i>Rocio Morell</i>
11.	PARIDO, MISTI	Parent	No	Yes	<i>Misti Parido</i>
12.	SANTANA, XIOMARA	Gifted Rep	Yes	Yes	
13.	SIMPSON, RICHARD	Parent	No	Yes	
14.	VELAZQUEZ, DAISY	ESOL Rep	Yes	Yes	<i>Daisy Velazquez</i>
15.	WHITE, DONALD	IZ Rep	No	Yes	<i>Don White</i>

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Guest Sign In Sheet For **BROADVIEW ELEMENTARY** Date: 10/25/18 Time: 2:30

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Heather Foley				Heather Foley
2.	Carly Wherr				Carly Wherr
3.	Maday M Carrasco				
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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 10/25/2018

Amended 10/25/2018

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