

Name of Organization: Whispering Pines
Name of Group: School Advisory Forum (Council)
Location: #1752
Type of meeting: General Monthly Meeting
Date & Time: May 17, 2019, 9:30 A.M.

- Call to order: Must sign- in
- Chair verifies that quorum has been met (F.S. 1001.452 (1) (d) (1))
- Introductions
- Approval or correction of previous month's minutes (F.S. 1001.452 (1)(d)(5))
- Reports: Principal report and any other committee that has an item to report on.

Agenda

- Graduation Details
- 3rd grade portfolios and curriculum initiatives for 2019
- ESY

Required Voting:

- Adjust SAC existing composition if necessary
- Re-visit Bi-Laws
- Elections for 2019-2020

Other: Voting: Committee preferences

- Keep meetings at 9:30????
- Keep meetings on Fridays??

What's been going on at WPS:

- School-wide updates and initiatives: Open Forum for all
- Construction Update: Mrs. Swift
- Q & A period

District reminders/information: ROLE OF SAC IS TO MONITOR PROGRESS OF THE SIP

- Each SAC shall actively participate in the preparation of the school's annual budget and plan (F.S.C. 1001.452).
- The SAC chairperson shall sign the school budget when it is submitted for district budget preparation as an indication of SAC participation.
- A portion of fund provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.
- SACs will operate using established administrative guidelines, as determined by the Superintendent.

SCHOOL ADVISORY COUNCIL MEMBERSHIP: Elections for 2019-2020

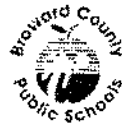
- Elections will be conducted by Steven Mutti
- Nominees are always accepted, currently everyone is running unopposed.

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

Position	Nominee
SAC Chair	Liza Martiniello
Parents representatives	Ileana Herrera Steven Mutti
SAF Chairperson (must be parent)	Sarah Caicedo
Innovation Zone representative	Amy Shutter
ESOL representative	Isabel Leonarte
ESE representative	Shamela Paul
Instructional	Josie Millien-Decembert Dan Jones
Non-instructional	Warren Outten Denetra Brown Irisdean Beazer
Community/Business Rep	Verne Hayhurst
BTU Steward	Kevin Campbell
Principal	Michael Gleason
Other: Secretary (Required but will not be shown on committee member sheet)	DJ McMillan

Please note these elections are for district mandated requirements. It is my hope that all those involved will continue to be a part of SAC. It takes a village and we always need your help!

School Advisory Council (SAC) ByLaws



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▼ SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Whispering Pines 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

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 (Whispering Pines) School Advisory Council.

Annual Ratification 9/1/18

Amended 5/17/19

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School: WHISPERING PINES EXCEPT ED CTR

Committee:

SAC

Sign In sheet for WHISPERING PINES EXCEPT ED CTR Date: _____ Time: _____

#	Full Name	Position	SBBC Employee	Parent Of Student At School	Sign Here
1.	BROWN, DENETRA	Non-instructional	Yes	No	<i>Denetra Brown</i>
2.	CAICEDO, SARAH	SAF-DESIGNEE	No	Yes	<i>Sarah Caicedo</i>
3.	CAMPBELL, KEVIN	BTU Steward	Yes	No	<i>Kevin Campbell</i>
4.	GLEASON, MICHAEL	Principal	Yes	No	<i>Michael Gleason</i>
5.	HAYHURST, VERNE	Community Rep	No	No	<i>Verne Hayhurst</i>
6.	HERRERA, ILEANA	Parent	No	Yes	<i>Ileana Herrera</i>
7.	LEONARTE, ISABEL	Parent	No	Yes	<i>Isabel Leonarte</i>
8.	MARTINIELLO, LIZA	SAC Chair	Yes	No	<i>Liza Martiniello</i>
9.	MILLIEN-DECEMBERT, JOSIE	Teacher	Yes	No	<i>Josie Millien-Decembert</i>
10.	MUTTI, STEVEN	Parent	No	Yes	<i>Steve Mutti</i>
11.	OUTTEN, WARREN	Non-instructional	Yes	No	<i>Warren Outten</i>
12.	PAUL, SHAMELA	ESE Rep	No	Yes	<i>Shamela Paul</i>
13.	SHUTTER, AMY	IZ Rep	No	Yes	<i>Amy Shutter</i>
14.	ZEIGLER, VERONA	Teacher	Yes	No	<i>Verona Zeigler</i>

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Printable Sign In Sheet for Webinars - PAPER INCLUDED IN E-MAIL

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Donald McMillan	Secretary	Y	N	<i>Donald McMillan</i>
2.	Erika Bueter	NON-Instuc	Y	N	<i>Erika Bueter</i>
3.	Susan Kooiman	Comm. Rep	N	N	<i>Susan Kooiman</i>
4.	Daniel Jones	Teacher	Y	N	<i>Dan Jones</i>
5.	Luisa Escudero	Business	N	N	
6.	Melissa Bennett	Instruc.	Y	N	<i>Melissa Bennett</i>
7.	Bill Wagner	Mentor	N	N	<i>Bill Wagner</i>
8.	SCOTT PRATT	MENTOR	N	N	<i>Scott Pratt</i>
9.	HARRIET WHITE	volunteer	N	N	<i>Harriet White</i>
10.	SCARLETT FLORITO	VOLUNTEER	N	N	<i>Scarlett Florito</i>
11.	Nkol Seifner	Teacher	Y	N	<i>Nkol Seifner</i>
12.	Steve Muffi	Volunteer	N	Y	<i>Steve Muffi</i>
13.	Lliah Townley	Parent	Y	Y	<i>Lliah Townley</i>
14.	FRANZEL				
15.	Isabel Leonarte	PARENT		Y	<i>Isabel Leonarte</i>
16.	Terri Solan	Volunteer	N	N	<i>Terri Solan</i>
17.	Irisdean Beazer	Job Coach	Y	N	<i>Irisdean Beazer</i>
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

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5/17/2019 SAC Meeting Notes

- Discussed Graduation and some of ESY
- Adjusting the SAC Composition and how it needs to be done every meeting
- Discussed how we have to look at the bi laws- revised
- Talked about positions of our SAC committee meeting and what positions need to be voted on
- Moved to vote on if bylaws are ok, VOTE PASSED
- Discussed meeting times for next year and it was agreed meetings will be on Fridays @ 9:30
- Discussed Construction and how all of our current plans have finished and we will be starting some new ones for next year.
- Next year the kids want to be able to vote for the theme of the dance.
- Talked about the dance and how the lot of the kids who normally wouldn't come out of their shells did during the dance.
- Parents inquired about the upcoming award ceremony

Votes Below: Held a vote for the following:

SAC Chair – Liza Martiniello APPROVED

Parent Reps – Ileana Herrera and Steve Mutti APPROVED

SAF Chairpersons – Sarah Caicedo APPROVED

Innovation Zone Rep – Amy Shutter APPROVED

ESOL Rep – Isabel Leonarte APPROVED

ESE rep – Shamela Paul APPROVED

Instructional – Warren Outten, Denetra Brown, Irisdean Beazer APPROVED

Community/Business Rep – Verne Hayhurst APPROVED

BTU Steward – Kevin Campbell APPROVED

Principal – Michael Gleason APPROVED

Secretary – DJ McMillan APPROVED