

SAC Agenda

9/6/2018

Horizon Elementary

Title One School

1. Call meeting to order
2. Welcome to everyone
3. Review of Robert's Rules/SAC ByLaws
4. SAC Members/SAF Chair
5. Composition Report
6. SAC/SAF Members email address/phone number
7. SIP information
8. Meeting Dates
9. School Choice Enhancement Program update
10. Mr. Smith request for funds
11. Questions/Concerns
12. Annual Title 1 Parent Meeting
13. Adjourn

SAC - Meeting



BROWARD SCHOOLS



VIRTUAL COUNSELOR

POWERED BY THE DATA WAREHOUSE

Attendance	Membership	Sign In Sheets	Report	Help	Logout
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Guest Sign In Sheet For HORIZON ELEMENTARY Date: 9/6/18 Time: 3:00 p.m.

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	JFENG LEE	Parent	No	YES	JFeng Lee
2.	Vickie Herold	Parent	No	Yes	Vickie Herold
3.	Sandra Ferrando	clerk	No	No	Sandra Ferrando
4.	Rebecca Sedman	Teacher	Yes		Rebecca Sedman
5.	Terentia Williams	teacher	Yes		Terentia Williams
6.	Betty Bashin				Betty Bashin
7.	Thaddeus Smith	Principal	Yes		Thaddeus Smith
8.	Crystal Law	teacher	Yes	No	Crystal Law
9.	Wendy Bernard	Reg.	Yes		Wendy Bernard
10.	K. Adams	Off. Manager	Yes		K. Adams
11.	Cornelia Lopez	Parent	No	Yes	Cornelia Lopez
12.	Arteine Shire	School Counselor	Yes	No	Arteine Shire
13.	Monalisa Brown	Parent	NO	YES	Monalisa Brown
14.	Claudette McAuliffe	SBBC	Yes	No	Claudette McAuliffe
15.	Victoria Pandoze	Asst-Teacher	Yes	NO	Victoria Pandoze
16.	Noemi M. Hernandez	Asst-Teach	Yes	No	Noemi M. Hernandez
17.	Sabrina Cespedes	Teacher	Yes	NO	Sabrina Cespedes
18.	Sophie Poush	ASD teacher	Yes		Sophie Poush
19.	Maria Zede	Teacher Ass	Yes	NO	Maria Zede
20.	Marsha Mendonca	Teach Ass	Yes	NO	Marsha Mendonca
21.	Veronica Hobar	Austrian teacher	Yes	No	Veronica Hobar
22.	Darren Butcher	SE Teacher	Yes	Yes	Darren Butcher
23.	Elizabeth Hogan	SLP	Yes	No	Elizabeth Hogan
24.	Shama Bernice	Principal	NO	Yes	Shama Bernice
25.	Pau Watson	Principal	NO	Yes	Pau Watson

Print

SAC Meeting



BROWARD SCHOOLS



VIRTUAL COUNSELOR

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- Attendance
- Membership
- Sign In Sheets
- Report
- Help
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Guest Sign In Sheet For HORIZON ELEMENTARY Date: 9/6/18 Time: 3:00 PM

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	Craig Gley	SAC Chair	YES	NO	<i>[Signature]</i>
2.	Charles McKay	Teacher	YES	NO	<i>[Signature]</i>
3.	D. [unclear]	SAC	NO	NO	[Signature]
4.	William Joseph	PRINCIPAL	NO	YES	[Signature]
5.	Thomasina Louissaint	Program Director	NO	NO	<i>[Signature]</i>
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HORIZON ELEMENTARY SCHOOL
A Title 1 School
SAC Meeting
09/06/2018

Mr. Guy called the meeting to order at 3:00 p.m.

Mr. Guy welcomed everyone to the new school year.

Attendance – Please see attachment.

Mr. Guy discussed Roberts Rules of Order. He asked members to review the documents at home and if they had any questions it would be discussed in the next meeting.

Mr. Guy discussed the by-laws and talked about the committee member positions. He explained what each position would entail for the school year. Nominations were given for each position.

SAC Chair – Mrs. Albano nominated Mr. Guy

SAC Secretary – Mr. Guy nominated Mrs. Albano

SAF Chair – Ms. Hogan nominated Lisa Brown

IZONE REP – Mrs. Benasrie nominated Ms. Herold

ESE REP – Mrs. Albano nominated Ms. Watson

ESOL REP – Mr. Guy nominated Ms. Banasrie

GIFTED REP – Ms. Hogan nominated Mr. Moussignac

PRE-K – Mr. Butcher nominated Ms. McAlpin

A motion to approve all nominations was made by Ms. Hogan and seconded by Mr. McKnight. The motion was approved.

The following SAC members will fill the following positions for the SAC composition report.

BTU Steward – Ms. Hogan

Non-Instructional – Mrs. Fernandez

Teacher Rep – Mr. McKnight

Community Rep – Thomasina Louissaint

A motion was made by Mrs. Albano and seconded by Ms. Brown to accept the 2018-2019 composition report and SAC by-laws. The motion was approved.

Mr. Guy informed the committee that he would be attending the SIP workshop with Mr. Smith during the month of September.

Tentative SAC meeting dates for the 2018-2019 are as follows;

October 11th, 2018
December 13th, 2018
February 7th, 2018
March 14th, 2018
April 18th, 2018
May 23rd, 2018

Mr. Guy informed the committee about all the equipment Horizon received from the School Enhancement Program. He also informed the committee that Horizon would not be purchasing a laminating machine because this item has been donated to the Horizon.

Mr. Guy requested funds of \$3,097.50 for the purchase of School City site license. A motion to approve was made by Mr. Butcher and seconded by Mrs. Albano.

Mr. Smith talked to the committee about the upcoming school year and how he feels that this will be a very successful year at Horizon. He asked if there were any questions for the committee and there were none at this time.

Mr. Butcher presented Horizon's Annual Title 1 Parent Meeting.

A motion was made by Ms. Hogan and seconded by Mr. McKnight to adjourn the meeting at 4:07 p.m. The motion was approved and the meeting was adjourned.



Horizon Elementary School
Thaddeus Smith, Principal
2101 Pine Island Road
Sunrise, Florida 33322
754-322-6450
horizon.browardschools.com

The School Board of
Broward County, Florida


Nora Rupert, Chair
Heather P. Brinkworth, Vice Chair

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Abby M. Freedman
Patricia Good
Donna P. Korn
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood

Robert W. Runcie
Superintendent of Schools

September 6, 2018

TO: Horizon SAC

FROM: Thaddeus E. Smith Jr. 
Principal

SUBJECT: **REQUEST FOR FUNDS**

I am requesting \$3097.50 to purchase the site license for School City.

The Invoice for \$3097.50 is attached.

SchoolCity, Inc

2900 Lakeside Dr., Suite 270
Santa Clara, CA 95054

QUOTE

DATE	QUOTE NO.
7/1/2018	SC18-19BC49

CUSTOMER NAME / ADDRESS
Horizon Elementary School Attn: Accounts Payable 2101 Pine Island Road NW, Sunrise, FL 33322

DESCRIPTION	QTY	COST	TOTAL
SchoolCity SUITE & Item Bank Package License	381	7.50	2,857.50
Roster Integration Fee		240.00	240.00
License Period (07/01/2018 - 06/30/2019)			
TOTAL			\$3,097.50

Horizon Elementary_SCHOOL ADVISORY COUNCIL
BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the ____ Horizon Elementary____ 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 Area Superintendent 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 Area Superintendent, 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 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 _____3_____ year term(s). (*Example one year, two year or three year terms*)

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 a *chair, co-chairs, vice-chair and secretary*).

Section 2. The officers shall be elected annually at the *May* meeting (month).

Section 3: *Installation of new officers will be held at the first 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 *Chair (Co-Chairs)* shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees except the nominating committee. The *Chair (Co-Chairs)* 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 *Chair (Co-Chairs)* or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The *Chair (Co-Chairs)* will represent the SAC at District meetings and/or workshops and may choose a designee to attend as necessary. The SAC *Chair (Co-Chairs)* will sign the School Improvement Plan and the school's annual budget (per District Budget Guidelines) as an indication of SAC participation in both processes.

B. *The duties of the Vice-Chair shall be to represent the Chair in his/her assigned duties, and to substitute for the Chair during his/her absence, and to perform such other duties as may be assigned to him/her by the Chair or the School Advisory Council.*

- C. *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 *Chair (Co-Chairs)* or by notice of any three (3) members in writing to the *Chair (Co-Chairs)*.

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

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. PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern *Horizon Elementary* School Advisory Council.

Ratified 09/06/2018

Amended 09/06/2018