

SILVER PALMS ELEMENTARY SCHOOL
SCHOOL ADVISORY COUNCIL AGENDA
1209 NW 155th Avenue, Pembroke Pines, FL 33028
August 29, 2018 – 2:30 PM



- I. Call to Order
- II. Approval of Minutes from Final Meeting in 2017-18 Academic Year
- III. Approval of Agenda
- IV. Establish Quorum
- V. SMART Bond Presentation
- VI. Approval of By-Laws
- VII. Principal's Report
- VIII. SAC Membership Voting
- IX. Meeting Dates for 2018-19
- X. School Improvement Plan Development
- XI. 2017–2018 School Grade
- XII. Public Input

Next Meeting: Wednesday, September 26, 2018



Silver Palms Elementary
School Advisory Council Minutes
May 9, 2018

1. Meeting was called to order at 2:35 P.M.
2. The minutes were approved. Motioned by Mrs. Uribe and seconded by Mrs. Bahamon.
3. The agenda was approved. Motioned by Mrs. Bahamon and seconded by Mrs. Uribe.
4. PRINCIPAL'S REPORT:
 - District Community Positive Behavior Online, school wide system to monitor student behavior
 - Data Tracker, new classroom strategies for the upcoming 2018/19 school year to be introduced
 - First Week of the 2018/19 school year will bring about new training for teachers and staff
 - Schoolwide Positive Behavior Plan (SPBS), New system chosen by administration versus CHANCE Program, the new Behavior Team for 2018/19 School Year is Ms. Williams, Mrs. Lemieux and Mrs. Bahamon
 - Testing closing out for the 2017/18 School Year
 - Walk through for each classroom prior to exams
 - Regain the "A" for the 2017/18 School Year, although the data is more important to ensure that the students have made academic progress
 - Academic Gains, MATH, ELA & SCIENCE to help produce grade for school along with the data for in-house improvements
 - Training for Whole Group Balanced Literacy for the 2018/19 school year; All teachers (K-5), all 5 Elements of Literacy
 - Small Group Guided Reading Groups for all grade levels
 - CADRE Visit, All classrooms have libraries with the goal to increase literacy for K-5th Grades
 - Thank you to all of our dedicated SAC Members for a successful 2017/18 school year

5. CHAIRPERSON'S REPORT

- Balanced Literacy, Data accumulated for teachers to begin with K – 5th Grade, this aligns with the SIP (School Improvement Plan) for the year to as students gains increase their reading levels for each grade level
- New SAC Meeting dates for the 2018/19 school year have been suggested, the only change will be moving from the 2nd Wednesday to the 3rd Wednesday of each month to coincide with the OSPA meetings
- Field Trips and End of the Year shows that will take place over the course of the last weeks before school ends; Student Council EOY Trip; May 11,2018 Chorus Show, May 16,2018 5th Grade Class Trip; Rapids Water Park, May 22nd ,2018, 4th Grade Class Trip; St. Augustine, May 22nd-24th, 2018

6. PUBLIC INPUT

- Mrs. Diaz thanked Administration for changing the performance date for the K-2 Night of the Arts

7. Meeting adjourned at 2:55 P.M.

Next Meeting: Wednesday August 29, 2018



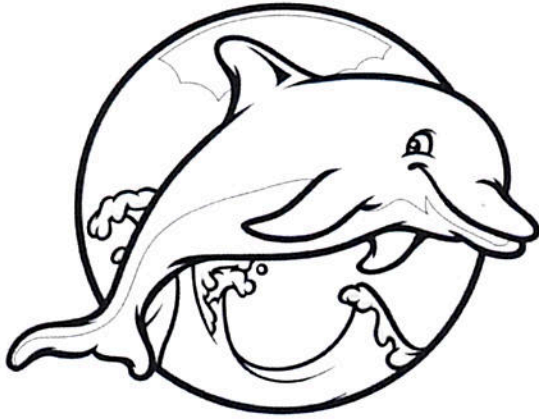
BROWARD SCHOOLS **VIRTUAL COUNSELOR**
 POWERED BY THE **FLORIDA** **DATA WAREHOUSE**
 Broward County Public Schools

Attendance Membership Sign In Sheets Report Help Logout

Guest Sign In Sheet For SILVER PALMS ELEMENTARY Date: 8/29/18 Time: 2:30

#	Full Name	Position	SBBC Employee	Parent of Student at School	Sign Here
1.	YANISOL VILLANA			✓	<i>[Signature]</i>
2.	Jessica Uribe			✓	<i>[Signature]</i>
3.	Ricardo Ibra			✓	<i>[Signature]</i>
4.	Rachel & Diaz			✓	<i>[Signature]</i>
5.	Laura Fabricio			✓	<i>[Signature]</i>
6.	Michael Alex	Parent		✓	<i>[Signature]</i>
7.	CAROLINA MANKINI	PARENT		✓	<i>[Signature]</i>
8.	Irina Shearer	Principal			<i>[Signature]</i>
9.	Betty Ann Jones	Parent		✓	<i>[Signature]</i>
10.	Natalie Allen		✓	✓	<i>[Signature]</i>
11.	Lizette Lemi	Co-Chair	✓		<i>[Signature]</i>
12.	Folett William	Co-Chair	✓		<i>[Signature]</i>
13.	Imen Kaye Khan	SAE Chair		Community	<i>[Signature]</i>
14.	Glennis Simmons	Staff	✓	no	<i>[Signature]</i>
15.	Veressa Hernandez	Backpack			<i>[Signature]</i>
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SILVER PALMS ELEMENTARY

School Advisory Council (SAC)

Meeting Dates 2018- 2019

Date	Time	Location
August 29, 2018	2:30 p.m.	Media Center
September 26, 2018	2:30 p.m.	Media Center
October 24, 2018	2:30 p.m.	Media Center
November 28, 2018	2:30 p.m.	Media Center
January 23, 2019	2:30 p.m.	Media Center
February 20, 2019	2:30 p.m.	Media Center
March 13, 2019	2:30 p.m.	Media Center
April 24, 2019	2:30 p.m.	Media Center
May 22, 2019	2:30 p.m.	Media Center

Revised 8/27/18

School Advisory Council (SAC) ByLaws


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Silver Palms ES (3491)

SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Silver Palms 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 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 (Silver Palms ES) School Advisory Council.

Annual Ratification

Amended