

Everglades Elementary School Advisory Council General Meeting

SAC Agenda

Oct. 7, 2024 – 2:30 PM

Everglades Elementary School

2900 Bonaventure Blvd.

Weston, FL 33331

- I. Introduction of Members
- II. Member positions election
- III. Review previous Draft Minutes
- IV. Approve SAC by-laws
- V. SAC Roles and Responsibilities
- VI. Account balances-

School Recognition and Accountability funds are not available on this fiscal year's Budget until after FTE count in October. Last fiscal year's balances are listed below.

a. School Recognition (A+): \$22,342.08

b. Accountability: \$154.77

- VII. SESIR report
- VIII. Safety and Security
- IX. Updates/Concerns

2024-25 SAC/SAF Meeting dates:

Oct. 7, 2024

Nov. 4, 2024

Dec. 9, 2024

Jan. 27, 2025

Feb. 24, 2025

March 17, 2025

April 21, 2025

May 5, 2025

*All meetings are scheduled for 2:30 PM in the Media Center

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Education Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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Everglades Elementary

SAC Minutes DRAFT- Sept. 9, 2024

Attendance:

Eliot Tillinger - *Principal*
Jessica Schneider – *Chair*
Shannon Lirio – *Co-Chair*
Allison Berry - *Secretary*
Jennifer Kaiser - *Teacher*
Cristiane Silva – *Non-Instructional*
Marcia Martin Henry – *Teacher BTU member*
Ricardo Paz - *Parent*
Mildred Sosa - *Parent*
Mary Walsh - *Parent*
Dr. Joshua Saef - *Parent*
Arthi Devarajan – *SAF parent liaison*
Susan Hines: *Guest*

Call to Order:

A meeting of the Everglades Elementary School Advisory Council was held on Sept. 9, 2024. Chair Jessica Schneider called the meeting to order at 2:33 PM. Allison Berry recorded minutes for this meeting.

Introduction of Members:

Mrs. Schneider introduced all SAC members present along with the guests and their corresponding title/role. Ms. Clavijo (PTA President) will be joining SAC again this year but was not able to attend today's meeting. Mrs. Schneider mentioned that a new ESE parent representative will be joining the team this year. Mr. Buitrago will continue to serve as the SAC community member. The SAC board is a diverse representation of our school community (both faculty and parents) parents nominate parents on the board and school staff nominates school staff positions on the board. A motion to approve all board positions for the 2024-2025 school year was made by David Paz and seconded by Jennifer Kaiser, motion carried unanimously.

Review Previous Draft Minutes:

Mrs. Schneider asked all participants to review the SAC by-laws before the next meeting. Committee reviewed the meeting minutes of May 2024 for any changes or omissions and minutes were unanimously accepted as is, motion made by Jennifer Kaiser, seconded by Marcia Martin.

Account Balances:

School Recognition (A+) funds = \$22, 342.08

Mrs. Schneider noted the change in the amount of the School Recognition money from May 2024. The payments were continuing to be issued for teachers and staff for their bonus based on pay schedule. There are not any outstanding requests to SAC for instructional materials (i.e. Magnetic Reading).

Accountability Funds = \$154.77

Mrs. Hines mentioned that the release of this year's accountability funds has not yet been decided upon, but more information will be forthcoming after the October FTE count.

SESIR

School Environmental Safety Incident Reporting

Serious behavior incidents must be reported to the state (i.e. bullying, high-level threats). Mrs. Hines reported that no incidents have occurred on our campus this school year.

Safety and Security

An additional campus monitor has been hired (in addition to the current school resource officer and current campus monitor) for added security, especially around the gate single-point entrance. The second campus monitor allows for the monitors to alternate positions between moving around campus as needed and one monitor to always be stationed at the front gate throughout the school day. Mr. Tillinger reminded the SAC committee that our school campus has a “panic” button installed, and employees/students all have access to the Safer Watch app in order to have direct contact to law enforcement. Alyssa’s Alert is also available and working to report any concerns as well.

Updates/Concerns

Mrs. Schneider and Mr. Tillinger confirmed we are off to a great school year. SAC/SAF meeting dates were discussed for the 2024-25 school year.

Mrs. Schneider mentioned that the school improvement plan goals close out and new goals will be discussed at the next meeting.

Mrs. Schneider motioned to adjourn at 2:50 PM. Mrs. Martin seconded the motion and it was carried unanimously.

SAC Adjourns at 2:50 PM

SAF called to order at 2:51 PM

Mrs. Schneider called the School Advisory Forum meeting to order at 2:51 PM.

Mrs. Schneider reiterated about reviewing the by-laws before next month’s meeting.

Everglades Updates:

Mr. Tillinger mentioned that our school has 2 portable metal detectors on site (if needed for security). PTA events were mentioned, including a Book Fair that will take place at the end of September. The first PTA meeting will be held Friday, Sept. 13th and a room parent meeting was previously held upon the completion of both Open House events. Mrs. Schneider mentioned that Parent Universities are still being offered (i.e. FOCUS, Leveraging Literacy) by Broward County Public Schools this year; call-out reminders will be made by Mr. Tillinger and Dana Cao (school guidance counselor) to inform parents of all upcoming sessions.

Mr. Paz asked questions regarding the school perimeter fencing project and the parking concerns brought up by the possibility of construction at the adjacent Windmill Ranch Park (which is still in the planning stages). Mrs. Hines mentioned that Field Day and other school events held at the park will take place as usual this year, and that the city commission has indicated that any refurbishment to the park will take place after this school year. There is concern over the inevitable construction timeline as well as the proposed parking areas taking up field usage space that our school uses for special events in addition to daily PE and recess times.

Zone Updates:

Mrs. Schneider reviewed the August 28 South Area Zone District Advisory meeting information for south area (i.e. metal detectors, cell phone usage, redefining zones, building maintenance). Mr. Tillinger noted that our school is not in any discussions for redefining.

Next Meeting Date & Time:

SAF meeting schedule was discussed, with the next meeting being held on October 7th.

Meeting Adjournment:

Mrs. Schneider motioned to adjourn at 3:02 PM, Mrs. Martin seconded the motion. The motion to adjourn was carried unanimously. Mrs. Schneider adjourned the meeting at 3:02 PM.

Submitted by:

Allison Berry, secretary for SAC 2024-25.

★ SAC Bylaws

Everglades ES (2942) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Everglades ES (2942) 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) Parent of a student at the school
- 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 School Transformation Office 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 Regional 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 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 **Chairperson** shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees except the nominating committee. The **Chairperson** 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 **Chairperson** or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The **Chairperson** will represent the SAC at District meetings and/or workshops and may

choose a designee to attend as necessary. The SAC **Chairperson** 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 Regional Superintendent.
- Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be sent to the Regional 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 **Chairperson** or by notice of any three (3) members in writing to the **Chairperson**.
- 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 **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** 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 (Everglades ES (2942)) School Advisory Council.

Annual Ratification

Amended

Everglades Elementary School Advisory Forum General Meeting

SAF Agenda

Oct. 7, 2024 – 2:30 PM

Everglades Elementary School

2900 Bonaventure Blvd.

Weston, FL 33331

- I. Introduction of Members
- II. Review previous Draft Minutes
- III. Approve SAF by-laws
- IV. Zone Liaison and South Area Meeting Information
- V. Updates/Concerns

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Everglades Elementary
SCHOOL ADVISORY FORUM
BYLAWS

ARTICLE I: NAME

The name of this forum shall be the **Everglades Elementary** School Advisory Forum (SAF). This Forum operates under Broward County School Board Policy 1.3: School Advisory Forum.

ARTICLE II: OBJECTIVES

Section 1: Mission Statement: The mission of the **Everglades Elementary** SAF is to foster and promote communication between its stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns, and interests to and from their Area Advisory Council.

Section 2: Duties:

1. All duties will be advisory in nature, none of which will conflict with any of the powers and duties reserved by law, policy or administrative guidelines to the principal.
2. Actively participate with the School Advisory Council in identifying the educational needs and priorities of the school.
3. Actively participate with the principal in the preparation of the budget and reviewing budget-related concerns after each FTE count.
4. Indicate awareness of the program and plans for the school by the signature of the chairperson on the budget when it is submitted for district budget preparation.
5. Assist in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
6. Address parent/community concerns; work with the administration to solve problems and to initiate desirable change.
7. Assist in increasing/sustaining high levels of community support for the school.
8. Assist in planning, developing and implementing parent/community programs and training activities.
9. Participate in joint training opportunities with the School Advisory Council.
10. In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly with the School Advisory Council.
11. The School Advisory Forum shall use guidelines developed by the district, develop and adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, and conduct meetings according to Robert's Rules of Order, Newly Revised.
12. As an apolitical organization, officers and members are prohibited from using their titles and/or their positions to endorse or give the impression of endorsing candidates for public office. In addition, public monies and/or materials may not be used to endorse candidates or further their campaigns.

ARTICLE III: MEMBERSHIP

Section 1: Membership of the **Everglades Elementary** School Advisory Forum (SAF) shall be representative of the school community to include parents or guardians of the students enrolled in the school, students of the school, employees of the school, business partners of the school, community members and business-people. Participation from all ethnic, religious, cultural, and socioeconomic backgrounds is welcome and encouraged.

Section 2: Voting Rights: Meetings are open to all but voting rights are granted only to members who are parents or guardians of the students who are enrolled in the school or matriculating to the school the following year, students of the school, employees of the school and business partners of the school. To vote at any meeting, members must sign in and show proof that they meet the above voting membership requirements, if requested.

ARTICLE IV: OFFICERS

Section 1: Officers. The officers shall be the Chairperson, Vice-Chairperson, and Recording Secretary. They should be elected annually at the final meeting of the school year but no later than the first meeting of the next school year.

Section 2: Eligibility: The Chairperson and the Vice-chairperson shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service and shall not be employed by the School Board of Broward County at the school where they will serve.

Section 3: Term of Office: Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for **(3)** consecutive terms.

Section 4: Election of Officers: Nominations shall be taken in accordance with Article V, Section 2. The election shall be by a written and signed ballot when there is more than one candidate for any office. The ballots will be counted by a member of School Administration, a member of the Nominating Committee and a voting member of the Advisory Forum who is not on the ballot.

Section 5: Chairperson Duties. The Chairperson shall have the following duties:

- a. Preside at all the **Everglades Elementary** SAF meetings.
- b. Sign all correspondence as well as, distribute all correspondence to the elected officers of the **Everglades Elementary** SAF.
- c. Attend all Area Advisory Meetings
- d. Attend the School Advisory Council meetings as a voting member or appoint a permanent designee to attend the meetings.
- e. Act in a professional, prompt and organized manner always and,
- f. Represent the majority opinion of the **Everglades Elementary)** SAF.

Section 6: Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties:

- a. Assume all the duties of the Chairperson if s/he becomes incapacitated, unavailable, or must step down.

- b. Assist the Chairperson in performing his/her duties.
- c. Act in a professional, prompt and organized manner always.

Section 7: Recording Secretary Duties. The Recording Secretary shall have the following duties:

- a. Ensure the recording of minutes at each **Everglades Elementary** SAF.
- b. Present the minutes at the next **Everglades Elementary** meeting for review.
- c. Retain copies of all minutes of any **Everglades Elementary** SAF meetings and committees.
- d. Transmit the approved **Everglades Elementary** minutes to the Principal and to such other persons as the Forum may direct. Retain copies of all the **Everglades Elementary** SAF correspondences, chairperson's reports, and meeting/committee reports

ARTICLE V: COMMITTEES

Section 1: The Chairperson will create such committees as may be required to promote the objectives of the **Everglades Elementary** SAF. Once formed the committee members shall elect a Chairperson.

Section 2: Nominating Committee: The Chairperson will appoint a Nominating Committee at the general meeting no later than March. The Committee will consist of at least three members and always have an uneven number of members. At least one officer of the SAF shall serve on the Nominating Committee. The committee will elect a chairperson. The purpose of the Nominating Committee shall be to nominate one person to fill each elected position and to present this slate of officers at the general meeting where elections will take place. Additional nominations may be made from the floor when the elections are held. The Committee shall function according to Robert's Rules of Order, Newly Revised.

Section 3: Each Committee Chair shall have the duty to update the **Everglades Elementary** SAF, as necessary, at the monthly general meeting.

ARTICLE VI: MEETINGS

Section 1: General Meetings: **Everglades Elementary** SAF shall meet regularly with the time, date, and place of future meetings decided by the **Everglades Elementary** SAF with the understanding that all meetings will be held in places that are easily accessible to the public. Notification of all regular meetings shall be included in the minutes and announced per Florida Sunshine State law.

The **Everglades Elementary** SAF shall meet at least twice a year with the **Everglades Elementary** School Advisory Council with the time, date, and place of meeting to be determined by mutual agreement of the SAC and SAF. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

Section 2: Special Meetings:

- a. A special meeting may be called when it is deemed necessary to conduct the business of the forum. The Chairperson or a majority vote of the membership may call special meetings. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

ARTICLE VII: AMENDMENTS

These bylaws of the **Everglades Elementary** SAF may be amended at any regular meeting by a two-thirds affirmative vote of those eligible voters in attendance, provided that the amendment has been submitted in writing at the previous meeting. Any amendment must conform to the Broward County School Board Policy for School Advisory Forums; Policy 1.3.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

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

Adopted

Date- Oct. 07, 2024

JS