



**West Hollywood Elementary**

**School Advisory Council Agenda  
September 7, 2023**

- I. Welcome**
- II. Approval of May Minutes**
- III. School Improvement Plan**
  - A. School Advisory Council (SAC) & SAC Positions – Mr. Myers**
  - B. Life Skills and Wellness Plan (LSW) – Ms. House**
- IV. Title 1 Updates – Dr. Murphy**
- V. Principal's Report – Mrs. Palacios**
  - A. School Recognition Funds \$32.00**
  - B. Accountability Funds \$3,123.57**
  - C. School Environmental Safety Incident Reporting Database (SESIR) for the school year 2023-2024**
  - D. See Something Say Something Parent Overview**
  - E. Parent Policy 5900 Anti-Bullying Training 2023-2024**
- VI. Other Business**
- VII. Adjournment**



## **West Hollywood Elementary**

**May 11, 2023**

### **School Advisory Council Minutes**

- I. Welcome** - At 3:30 PM Mrs. Palacios gave everyone in attendance a warm welcome.
- II. Approval of April Minutes** - Mr. Myers reviewed the April Minutes. Mr. Myers motioned to approve minutes. Mrs. Clinch seconded the motion. There were none in disagreement. The motion passed.
- III. School Advisory Council**
  - A.** Positions for 2023-2024 - Mr. Myers shared with everyone that there are many positions available to parents that would like to participate in the School Advisory Council. If interested, please speak to Mr. Myers, Mrs. Clinch, or let the ladies in the front office know and they will let us know right away.
- IV. Title-I Updates – Dr. Murphy** – Currently no updates.
- V. Principal's Report**
  - A.** School Recognition Funds \$32.00 & Accountability Funds \$3,123.57 - School Recognition Funds \$32.00 & Accountability Funds \$3,123.57 - Mrs. Palacios shared the school has School Recognition Funds \$32.00 & Accountability Funds \$3,123.57. We are still shopping around to look for materials that will best meet the needs of our students.
  - B.** Budget Projection – Mrs. Palacios presented the 2023-24 Budget Projection. She shared that this is a projection, like a prediction of how next year will look. It may increase or decrease based on the number of students in the school. A reduction of actual budget can impact personnel and services. Mrs. Palacios also stated that A+ funds may NOT be dispersed next year because the grades that the schools will receive will be for informational purposes only. Currently, the DOE has not given guidance on A+ funds for SY 23-24.
  - C.** School Environmental Safety Incident Reporting Database for the school year 2022-2023
    - 1. 1 Tobacco Incident
    - 2. 5 Unsubstantiated Bullying
    - 3. 1 Weapons Possession
- VI. Other Business** - Currently none.
- VII. Adjournment** – The meeting was adjourned at 4:02 PM.

## West Hollywood ES (0161) SCHOOL ADVISORY COUNCIL BY-LAWS

### ARTICLE I. NAME

The name of this Council shall be the 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 Research, Evaluation and Accountability Department 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/Associate 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 shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees except the nominating committee. The 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 or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The will represent the SAC at

District meetings and/or workshops and may choose a designee to attend as necessary. The SAC 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/Associate Superintendent.
- Section 3. Minutes of all meetings will be recorded by the Secretary or a designee. Minutes will be sent to the Regional/Associate 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 or by notice of any three (3) members in writing to the .
- 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 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 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 ( ) School Advisory Council.

Annual Ratification 09/07/2023

Amended 09/07/2023



## West Hollywood Elementary

### School Advisory Council Meeting Minutes September 7, 2023

- I. **Welcome** - The meeting was called to order by Mr. Myers at 5:30 PM.
- II. **Approval of May Minutes** – Mr. Myers shared May 2023 minutes with the parents for them to review. Mr. Myers motioned to approve the May minutes. Mrs. Palacios seconded that motion. Mr. Myers stated the motion passed.
- III. **School Advisory Council Positions**
- A. **What is SAC?** – Mr. Myers shared with everyone that the School Advisory Council is a team of people representing various segments of the community. The purpose of a SAC is to assist in the preparation and evaluation of the results of the school improvement plan and to assist the principal with the annual school budget. Additionally, SAC receives funds "to be used at the discretion of the School Advisory Committee. Each school in the State of Florida must have a SAC. By law, each SAC must be composed of the principal and an appropriately balanced number of stakeholders. These individuals must be representative of the ethnic, racial and economic makeup of the community served by the school. The majority of SAC members (over 50 percent) must not be employed by the *SCHOOL DISTRICT* on whose SAC they serve. The whole point of school improvement is data-driven decision making. The process is SUPPOSED to be fairly simple and straight forward: The SAC reviews relevant data, identifies problem areas, develops improvement strategies, monitors their implementation, and then starts the whole process over when the next round of data is available.
1. **School Advisory Council (SAC) By-Laws** – Mr. Myers shared the SAC By-Laws with everyone in attendance.
- B. **SAC Positions** – Mr. Myers shared the different positions to the parents in attendance. The following members were nominated and voted in. The following people currently hold the following positions on the school advisory council for the 2023-24 school year.

#	SAC Member Name	Position
1	Myers, Mark	SAC Co-Chair
2	Rubinstein, Amber	SAC Co-Chair
3	Tyler, Mozella	BTU Steward (or designee)
4	Jennings, Angela	SAF Chair (or designee) Parent of a student at the school

5	Andre, Ashley	Community / Business Representatives
6	Vergara, Giovanni	Non-Instructional Support Employees
7	Palacios, Lina	Principal
8	Zamudio, Cristina	Pre-K (if applicable - parent or certified teacher)
9	Puglisi, Astria	ESOL Parent of a student at the school
10	Khan, Shazeena	Parent
11	Rosemarie, Campo	Teacher
12	Heeralal, Deliah	Gifted Parent of a student at the school
13	Matos, Stephanie	Parent
14	Sherrod, Wynton	Parent
15	Strayer, Karen	ESE Parent of a student at the school
16	Fonseca, Cassandra	I-Zone Representative (must be a parent)

**C. Life, Skills, and Wellness** – Ms. House then spoke to everyone in attendance about West Hollywood’s Life, Skills, and Wellness plan. She mentioned that this is the new name for what was previously known as the Social Emotional Learning (SEL) Plan. She introduced Ms. Alexandra Bellon, an SBBC LSW Specialist. She presented available programs offered via Broward Schools for Life, Skills, and Wellness.

**IV. Title 1 Updates** – Dr. Murphy gave parents the opportunity for input on the School Improvement Plan with Title 1 Plan (Addendum). No input was provided by teacher, parent, and community. Parents were encouraged to provide input by completing the Title 1 survey. The title 1 Compact was discussed, and Dr. Murphy encouraged parents to complete and return to the school.

**V. Principal’s Report** – Mrs. Palacios welcomed everyone back for the 2023-24 school year.

**A. School Recognition Funds \$32.00 & Accountability Funds \$3,123.57** – Mrs. Palacios shared the School Recognition Funds are \$32.00 and the Accountability Funds are \$3,123.57. We are to looking for approved materials that will best meet the needs of our students to spend these funds on.

**B. School Environmental Safety Incident Reporting Database (SESIR) for the school year 2023-2024** – Mrs. Palacios shared that for the 2023-24 school year there has been one incident involving a gun on campus. She reminded everyone that guns are not permitted on campus, even with a valid license to carry permit. She explained that just like a courthouse or an airport, firearms are not permitted on school grounds. She then



showed the required “See Something Say Something” Parent Overview and the Parent Policy 5900 Anti-Bullying Training 2023-2024.

**VI. Other Business** – No other business at this time.

**VII. Adjournment** – Mr. Myers motioned to adjourn the meeting at 5:59 PM. Mrs. Sclafani seconded the motion to adjourn.

☆ SAC Sign in Sheet for West Hollywood ES (0161)

Date:

9/7/2023

Time:

5:30 AM

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Andre, Ashley	Community / Business Representatives	No	No	AL
2	Antunez, Karenina	Parent	No	Yes	
3	Campo, Rosemarie	Teacher	Yes	No	RC
4	Fonseca, Cassandra	ESE Parent of a student at the school	No	Yes	CF
5	Heeralal, Deliah	Gifted Parent of a student at the school	No	Yes	
6	Jennings, Angela	SAF Chair (or designee) Parent of a student at the school	No	Yes	AJ
7	Khan, Shazeena	Parent	No	Yes	
8	Myers, Mark	SAC Chair	Yes	No	MT
9	Negri, Melissa	BTU Steward (or designee)	Yes	No	
10	Palacios, Lina	Principal	Yes	No	Palacios
11	Paula, Martha	Parent	No	Yes	Paula
12	Puglisi, Astria	ESOL Parent of a student at the school	No	Yes	
13	Strayer, Karen	I-Zone Representative (must be a parent)	No	Yes	
14	Taylor, Marlon	Parent	Yes	Yes	MT
15	Vergara, Giovanni	Non-Instructional Support Employees	Yes	Yes	Vergara
16	Vinas, Ana	Parent	No	Yes	
17	Zamudio, Cristina	Pre-K (if applicable - parent or certified teacher)	Yes	Yes	Zamudio

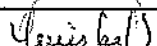
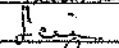



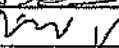
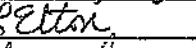
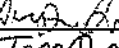

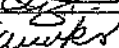
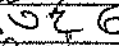

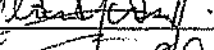
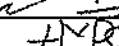
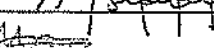


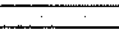
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TIME: 5:30 PM-7:30 PM

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TIME: 5:30 PM-7:30 PM

Name	Signature	Attendee Title	Student Name	Email Address	Telephone Number
Yenisbel Soler		Parents	Paola Pons	yenisbel.soler@gmail.com	786 3125469
Paige Pons			Paige Pons	paigepens90@gmail.com	786 331 2777
Tracy Martinez			Ava Martinez	tshimabls@yahoo.com	786 543 7060
Aileen Shimburo			Ryu Phillips	"	786 543 7060
Tracy Martinez			Lynn Martinez	"	786 543 7060
Daniel Gutierrez			Kehlani Gutierrez	dagutierrez001@yahoo.com	754 231 5015
Tracianna Huffman			Kehlani Gutierrez	Brebbri2dope@gmail.com	754-801-3990
Linda Elton			Kehlani Gutierrez	Pumpor264@aol.com	954-579-1502
Hebe Dominguez Andres			Peysi Andres		786 444 8448
Lawana Morales			Angelo Martez	tamisandino@gmail.com	305 926 8101
Michel Sarduy			Thiago Torres	richel.sarduy@gmail.com	305 815 3628
Stannifer Stig			Shantel ArTeaga	stannifer@gmail.com	754-235 3286
Wiz Garcia			Anthony Cede	luzgariz18@gmail.com	754 367 1248
Smay Lopez			Aaron Almonte	lopezsmay4@gmail.com	954-864-6408
Gloria Garza			Dominique Villalago	gloria.estelagarcia18@gmail.com	786 602 0771
Andrew Sampat			Aliyah D Sampat	ANDREW.SAMPAT@YAHOO.COM	954-892-72
Alexandra Tenalaza			Jaxon A. Morro	alexandramor1985@gmail.com	786 973 605
Montina Kier			Robi Amin Williams	healy.montina@gmail.com	954-531-9515

TIME: 5:30 PM-7:30 PM

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