

School Advisory Council/School Advisory Forum

Meeting Minutes

Hollywood Park Elementary at 2:30 pm

September 25, 2024

ATTENDEES:

Elena Cardet (SAC Co-Chair); Mrs. Menendez (Principal); Mr. Lindsay (Asst. Principal); Patricia Nix (Secretary); Amber Phillips (SAF Designee); Mercedes Griffiths (Non-Instructional); Maria Weaver (Teacher); John Alvarez (BTU Steward); Tania McFarlane (Teacher); Monica Grimaldo (Teacher); Racquel House (Teacher); Melissa D'Ambrosio (Teacher); Michelle Gonzalez (Teacher); Ivan Pereira (Teacher); Anel Crespo (Parent); Ms. Fajardo (Parent); Karolyn Cruz-Williams (Reading Coach); Samantha Roberts (Guidance Counselor)

PROCEEDINGS:

Welcome:

*Everyone was welcomed, and agendas were passed out.

Call to Order:

- A meeting of the Hollywood Park Elementary School Advisory Council and School Advisory Forum was held in-person in Room 135, on September 25, 2024.
- Mrs. Cardet called the meeting to order at 2:30 pm. Mrs. Nix recorded minutes for this meeting.
- Motion to approve minutes by Mrs. Phillips. Motion seconded by Mr. Pereira.

What is SAC? (Robert's Rules of Order; Sunshine Law):

- School Advisory Council – The SAC's purpose is to help the school improve continuously by assisting with the school improvement plan, annual budget, and other school-related matters. The SAC also serves as a liaison between the school and the community.

SAC Bylaws:

- The SAC is made up of a balanced number of people from the school, and community, including the principal, teachers, parents, support staff, BTU Steward, I-Zone Rep., ESOL and ESE parents and business and community members.
- The SAC's membership should reflect the ethnic, racial, and economic community served by the school.
- All stakeholders are invited to attend SAC meetings as non-voting participants.
- Robert's Rules of Order – are guidelines that are used in many organizations to govern meetings. The rules help ensure that meetings are productive and that all members have a chance to participate.
- Officers – Chairperson and Secretary
- SAC Bylaws amended.
- Nominating committee did not recruit any other people interested in serving as SAC chair, so Ms. Cardet will continue serving as SAC Chair.

Composition Report:

- Ms. Cardet addressed the committee.
- SAC Percentages:
 - M – 30
 - F - 70
 - W – 40
 - B – 20
 - H – 40
 - A – 0
 - AI – 0
 - MR – 0
- We need ESE and ESOL parents (not employed by the Broward Schools).
- Anel Crespo has volunteered to serve as our ESOL parent representative
- Arlety Fajardo has volunteered to serve as a parent representative
- Ms. Cardet will reach out to Maritsa Benoit to serve as ESE parent representative
- Voted on by peer groups. All in favor.

Monitoring SIP (School Improvement Plan):

- Mrs. Menendez addressed the committee.
- Florida Statute indicates that Accountability Funds shall be used to “develop and implement” the School Improvement Plan. It is the legislative intent that these funds will enhance rather than supplant dollars and programs already in existence.
- The total allocation of Accountability Funds should be utilized annually to promote the school’s written objectives and action steps. Effective 2008-09, the school will be funded in the amount of \$5.00 per unweighted FTE for Accountability.
- The School Advisory Council (SAC) is responsible for determining how these funds will be appropriated.
 - To designate accountability funds, SAC must vote on each item.
 - If changes occur as to how the funds will be used, these changes must be indicated in the SAC minutes

- Accountability Funds:
 - \$9286.67 (as of May 2024; funds have not rolled over yet this year)
 - \$2190 (unused classroom funds as of May 2024; funds have not rolled over yet this year)

- SAC Advisory Funds:
 - \$1609 (as of May 2024; funds have not rolled over yet this year)

- 2024 School Year Data and 2025 School Year WIGs:
 - Mrs. Menendez addressed the committee.
 - She presented our data compared to other schools.

	%Level 1	%Level 2	%Level 3	%Level 4	%Level 5	%Level 3,4,5
Boulevard Heights	70	22	7	1	0	8
Hollywood Park	48	37	12	3	0	15
Orange Brook	70	23	6	2	0	8

Pembroke Pines	67	24	6	2	0	9
West Hollywood	76	18	5	1	0	6

- **Parental Input** – Mrs. Phillips congratulated HPE for making the grade.

SESIR:

- School Environmental Safety Incident Reporting
- No incidents

Title 1 Updates:

- No updates at the moment.
- **Parental Input** – Ms. Crespo mentioned that it was nice to have the Title 1 Bus out on Movie Night.

School Recognition Funds (A+ Funds):

- Process begins around October 2024.
- Qualification Guidelines
- SAC drives the process by which fund expenditures are decided.
- A SAC meeting will convene to review process and create a ballot to be voted on by all staff.
- For a more detailed explanation visit:
<https://www.browardschools.com/Page/34526>
- We will hold out next meeting in the evening to see if we have increased participation and more input regarding the recognition funds.

SAF Meeting Information:

- The discussions were regarding the Family Life/Sexual Education classes which need to be approved yearly.
- In addition, they are discussing the metal detectors at the high school and the fact that there is still some work to be done for it to flow effectively.

Ms. Cardet motioned to adjourn the meeting at 3:10 pm. Motion seconded by Mrs. Nix.

Minutes were submitted by Mrs. Nix.

Approval Date: September 25, 2024

Mission: To provide an environment that is conducive to collaboration and reflection in order for all students to thrive in a global society.

Upcoming Dates

- September 26th – Picture Retake Day
- October 1st – Papa John's Nifty Fifty Fundraiser ends
- October 3rd – Schools Closed
- October 4th – PTO School Store
- October 7 – 11 – FTE Week; Scholastic Book Fair
- October 9th – Fall into Literacy Night
- October 11th – Panther Buck Store
- October 14th – Employee Planning
- October 18th – PTO Icee Sales
- October 23rd – SAC/SAF/PTO Meetings
- October 25th – Chuck-E-Cheese Night