

Name of School
SAC Minutes - September 13, 2021

Attendance:

Allen Dominic, Arrellano, Matias, Tracy Chandler, Errica Hamilton, Hermosilla Mireya, Hugh Sam, Karen, Jaramillo Johnson Robert, Morris Sharnett Manuel, Yalena Lawes, Keresia Lawes, Mariana Machado, Troche Dorcas, Witcher Andrew, De La Cruz Azure, Pardo Michelle, Ferguson Jennifer, Hugh Sam, William, Morgan Kiera, Stines Emma, Edwards Brian, Soto Gladys, Lubowicz Nestor, Robinson Glenda, Jackson Natasha, Brown William, Gold Nancy, Hemilta Sherrel, Rodriguez Mariana, Ibarcena Aloha, Gomez, Benabe

Call to Order:

A meeting of the Charles W. Flanagan High School Advisory Council was held in media center on September 13, 2021. Chair Robert Johnson called the meeting to order at 4:09 p.m. Merlin Dominguez will record the minutes for this meeting.

- I. **Establishment of SAC By-Laws & Norms:** Mr. Johnson presented SAC by-laws and norms. Motion to accept the norms and bylaws was made by Mrs. Chandler and seconded by Mrs. Ferguson. Motion passed unanimously. Norms include silencing cell phones, starting and ending on time, and limited side bar conversation. For bylaws: length of term was voted to be two years, we will have co-chairs for the next two years, officers shall be elected every September, and installation of new officers will happen at the first meeting of the year.
- II. **Review of the SIP:** Mr. Johnson explained every aspect of the SIP, including: Executive Summary, Goals for this School Year, Reading Plan, PLC Meeting Dates, MTSS/RtI Plan, SEL Plan, Guidance Plan, Positive Behavior Plan, Attendance Plan, Equity Plan, BPIE Plan, and FACE Plan.
- III. **Meeting Dates:** Mr. Johnson went over all the meeting dates for this year's SAC.

Minutes:

Mrs. Chandler motioned to approve the minutes of May 17, 2021 with no corrections, Mrs. Troche seconded

Monitoring SIP Actions Steps through PLCs:

- i. **Science/Biology:** Mr. Searcy explained the Biology teachers are using a diagnostic test for enrichment and remediation strategies and other non-EOC science courses are utilizing NewsELA to incorporate WICOR, our school-wide literacy strategy, into their curriculum
- ii. **Social Studies:** Dr. Arellano went over the data from last year's US History EOC and stressed how his department is focused on more student participation to help with engagement. He also explained that US History is currently preparing their students for the first unit test of the year which will happen in two weeks time.
- iii. **Mathematics:** Mrs. Hermosilla explained that math teachers are using a diagnostic test to assess where students are as they enter into this school year. The math department is utilizing Delta math this year to help supplement their instruction.

Introduction and Election of 2021-2022 Members

- I. **Officers:** Mrs. Morris made a motion to accept Mr. Johnson and Mrs. Poitevien as co-chairs and Mrs. Dominguez as SAC secretary. Seconded by Mrs. Chandler. The motion passed unanimously.
- II. **Parent Representatives:** The following were voted by SAC to be our parent representatives for this year: Mrs. Hugh-Sam as our Gifted parent representative, Mrs. Troche as both our ESE parent representative and SAF chair, and Mrs. Ferguson as our I-Zone representative. An ESOL representative will be approved at the next meeting.
- III. **Student Representatives:** The following were voted by SAC to be our student representatives for this year: Emma Stines and Keira Morgan as 9th grade student representatives, Dominic Allen, Manuel Jaramillo, and

William Hugh Sam as 11th grade representatives, Jaleyna Lawes, Michaelle Paulo, and Azure De La Cruz as 12th grade representatives. Tenth grade representatives will be approved at the next meeting.

SAF Report

Mrs. Troche was unable to attend the first SAF meeting and the September meeting was cancelled so she will report in October once she attends the next SAF meeting.

Principal's Data Chat:

Mrs. Peters could not attend so Mrs. Morris presented in her place. Mrs. Morris presented the school's data and for each item explained the strategies and structures that Flanagan has put in place to increase each number. She emphasized how important SEL is Flanagan's focus this year with most students coming back from the pandemic. She also went over the 2024 district strategic plan and explained how student data is tracked and utilized in providing remediation and enrichment across all content areas.

New Business: No new business was brought to SAC for discussion.

Next Meeting Date & Time:

The next meeting will be held on October 18, 2021 in the Media Center

Meeting Adjournment:

Motion: Mrs. Troche motioned to adjourn the meeting at 4:51pm. Seconded by Mr. Edwards. Motion passed unanimously

Minutes:

(Name) motions to approve the minutes of (date), with the following corrections (detail the corrections).
Motion outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote ([Roberts Rules](#)). Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws

1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. ([AGO 73-264](#))
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in [Section 286.011, Florida Statutes](#)., contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section. 286.011(2), F.S, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

New Business: How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as:
 - a. type of meeting,
 - b. name of the organization,
 - c. date, time, and venue,
 - d. names of those in attendance, and
 - e. main topics and the time of adjournment.
2. Minutes should include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is *done*, not what is *said*. Do not reflect personal opinions about anything that is said or done.
3. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
4. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion pursuant to [Robert's Rules](#). (Individual societies may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (i.e., by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use *motion forms* to ensure accurate wording of all motions. Refer

to the form for specific wording when completing the minutes. Do not record motions that are withdrawn, all points of order, and appeals.

5. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.

Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. Throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda.

Reports:

1. Report Name

Open Agenda

Helpful Hint: Public must have an opportunity to participate and the SAC may allow public participation throughout the meeting.

Next Meeting Date & Time:

The next meeting will be held on (day and time) in the (place of next meeting)

Meeting Adjournment:

Motion: name of person making motion motioned to adjourn the meeting at . Motion carried unanimously.

Submitted by,

Name of Recorder _____ ,

Name of Position on Board _____

Approval Date: _____