



**West Hollywood Elementary**

**School Advisory Council Agenda**

**September 10, 2025**

- I. Welcome**
- II. Approval of May Minutes**
- III. School Improvement Plan**
  - A. School Advisory Council (SAC) & SAC Positions – Ms. Rubinstein**
  - B. Life Skills and Wellness Plan (LSW) – Ms. House**
- IV. Title 1 Updates – Ms. Kuziw/Ms. Rubinstein**
- V. Principal’s Report – Mrs. Palacios**
  - A. School Recognition Funds \$1,331.00**
  - B. Accountability Funds \$6,260.20**
  - C. School Environmental Safety Incident Reporting Database (SESIR) for the school year 2025-2026**
  - D. See Something Say Something Parent Overview**
  - E. Parent Policy 5900 Anti-Bullying Training 2025-2026 Link Via Parent Link**
- VI. Other Business**
- VII. Adjournment**



## West Hollywood Elementary

### School Advisory Council Minutes May 21, 2025

- I. **Welcome** – Ms. Rubinstein welcomed all in attendance and started the meeting at 5:30.
- II. **Approval of February Minutes** – Ms. Rubinstein motioned to approve the minutes; Ms. Andre seconded the motion. The motion passed.
- III. **Principal's Report – Mrs. Palacios**
  - A. **School Recognition Funds \$1,331.00** – Mrs. Palacios shared with everyone that the School Recognition Funds amount is \$1,331.00.
  - B. **Accountability Funds \$6,260.20** - Mrs. Palacios shared with everyone that the Accountability funds amount is \$6,260.20. She proposed that we use the money to buy i-Ready Toolbox for K-5 grade. We don't have the quote in our hands as of today, but last year we spent \$3,550.00. It should be around the same price this year. We will reach out for a quote as soon as possible but we would still like to move forward with the ordering. So as long as it is not more than the amount we have we will put it up for a vote to purchase. All in attendance in the SAC committee membership agreed, 10 yays, 0 nays. 10/15 votes, the vote passes. We will spend these funds on the iReady Toolbox for grades K-5.
  - C. **School Environmental Safety Incident Reporting Database (SESIR) for the school year 2024-2025.** – Mrs. Palacios shared with everyone that there have been some vaping incidents recently at the school. She reminded the parents to please speak to them about not bringing them on campus. She also spoke about an unsubstantiated bullying claim. A claim was reported, so an investigation was done, however it was found to be unsubstantiated because it did not meet the Broward Criteria of bullying.
  - D. **2025-2026 Principal Budget Presentation** – Mrs. Palacios presented the Principal Budget Presentation.
1. **Other Business - SAF** - Ms. Rubinstein reviewed the minutes from February. Ms. Rubinstein once again emphasized the school's interest in enlisting parent participation in the School Advisory Forum (SAF). No one volunteered at this time.
- IV. **Adjournment** - Ms. Rubinstein adjourned the meeting at 5:49 PM.



**West Hollywood Elementary**

**School Advisory Council Meeting Minutes  
September 10, 2025**

- I. **Welcome** - The meeting was called to order by Ms. Rubinstein at 5:31 PM.
  
- II. **Approval of May Minutes** – Ms. Rubinstein shared the May 2025 minutes with parents for them to review. Ms. Rubinstein motioned to approve the May minutes. Mrs. Palacios seconded that motion. Ms. Rubinstein stated the motion passed.
  
- III. **School Advisory Council Positions**
  - A. **What is SAC?** – Ms. Rubinstein explained that the School Advisory Council (SAC) is a group made up of individuals from different parts of the community. Its main role is to support the development and review of the school improvement plan and to help the principal with the annual school budget. SAC also receives funds that can be used at its discretion. Every school in Florida is required by law to have a SAC. The council must include the principal and a balanced mix of stakeholders who reflect the ethnic, racial, and economic diversity of the school’s community. Importantly, more than half of the SAC members must not be employed by the school district. The goal of school improvement is to make decisions based on data. The process is meant to be straightforward: SAC reviews relevant data, identifies areas that need improvement, creates strategies to address those issues, monitors how those strategies are implemented, and then repeats the cycle when new data becomes available.
  - B. **School Advisory Council (SAC) By-Laws** – Ms. Rubinstein shared the SAC By-Laws with everyone in attendance.
  - C. **SAC Positions** – Ms. Rubinstein 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 2025-26 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	Mendoza, Ruth	Non-Instructional Support Employees
7	Palacios, Lina	Principal
8	Zamudio, Cristina	Pre-K (if applicable - parent or certified teacher)
10	Matos, Stephanie	Parent
11	Sherrod, Wynton	Parent
12	Silva, Vincent	ESE Parent of a student at the school
13	Conde, Esrain	ESOL Parent of a student at the school
14	Basant, Anushka	IZone Representative (Must be a parent)

**D. Life, Skills, and Wellness** – Ms. House then spoke to everyone in attendance about West Hollywood’s Life, Skills, and Wellness plan. She presented available programs offered via Broward Schools for Life, Skills, and Wellness.

**IV. Title 1 Updates** – Ms. Rubinstein and Ms. Kuziw presented a PowerPoint on Title I and what it is, and how it helps the students at our school.

**V. Principal’s Report** – Mrs. Palacios welcomed everyone back for the 2025-26 school year.

**A. School Recognition Funds \$1,331.00 & Accountability Funds \$6,260.20** – Mrs. Palacios shared the School Recognition Funds are \$1,331.00 and the Accountability Funds are \$6,260.20. She brought up the fact that during the last meeting we voted to purchase the iReady Toolbox for grades K-5. The quote came back and was \$3,017.50, which was less than the predicted amount of \$3,550.00. We are going to move ahead and purchase the Toolkit at this time using these funds mentioned above, as we stated in the May minutes that were just approved.

**B. School Environmental Safety Incident Reporting Database (SESIR) for the school year 2025-2026** – Mrs. Palacios shared that for the 2025-26 school year hasn’t been an incident on campus. School Environmental Safety Incident Reporting is what SESIR stands for. She explained to those in attendance that these are things like bullying, vaping, etc. She then showed the required “See Something Say Something” Parent Overview and shared that she was going to send a parent link to the Parent Policy 5900 Anti-Bullying Training 2025-2026.

**VI. Other Business** – No other business currently.

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

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

### ARTICLE I. NAME

The name of this Council shall be the **West Hollywood ES (0161)** 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 (**West Hollywood ES (0161)**) School Advisory Council.

Annual Ratification 09/10/2025

Amended 09/10/2025

# Curriculum Associates®

Quote ID: 420126.2

Date: 8/25/2025

Quote Valid through: 12/31/2025

**Prepared For:**

Lina Palacios  
West Hollywood ES-0161  
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Hollywood, FL 33024  
lina.palacios@browardschools.com  
7543237850

**Your Representative:**

Laura Santa  
(954) 837-3554  
lquintana@cainc.com

**Toolbox**

Product Name	Item #	Qty	List Price	Net Price	Total
Teacher Toolbox Access Florida ELA Per Site 351-500 students 1 Year - Includes Magnetic Comprehension + Ready Reading NCC	35072.0	1	\$3,550.00	\$3,017.50	\$3,017.50
Toolbox Subtotal:					\$3,017.50
<b>Total</b>					
				List Total:	\$3,550.00
				Savings:	\$532.50
				Merchandise Total:	\$3,017.50
				Voucher/Credit:	\$0.00
				Estimated Tax:	\$0.00
				Estimated Shipping:	\$0.00
				<b>Total:</b>	<b>\$3,017.50</b>

**Special Notes**

15% i-Ready Partnership Discount applied to Toolbox contingent upon purchase of i-Ready.

F.O.B.: N. Billerica, MA 01862

Shipping: Shipping based on MDSE total

Terms: Net 30 days, pending credit approval

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Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- White Glove Delivery Service \$500/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$400/shipment location
- Freight Storage \$600 /shipment location
- Freight Carrier Redelivery \$100/pallet

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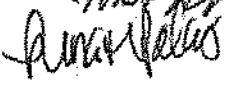

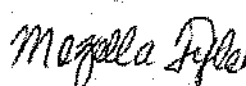
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☆ SAC Sign in Sheet for West Hollywood ES (0161)

Time: 5:30

Date: September 10, 2025

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Andre, Ashley	Community / Business Representatives	No	No	
2	Campo, Rosmarie	Teacher	Yes	No	
3	Fonseca, Cassandra	I-Zone Representative (must be a parent)	No	Yes	
4	Jennings, Angela	SAF Chair (or designee) Parent of a student at the school	No	Yes	
5	Matos, Stephanie	Parent	No	Yes	
6	Myers, Mark	SAC Co-Chair	Yes	No	
7	Palacios, Lina	Principal	Yes	No	
8	Puglisi, Astria	ESOL Parent of a student at the school	No	Yes	
9	Rubinstein, Amber	SAC Co-Chair	Yes	No	
10	Sherrod, Wynton	Parent	No	Yes	
11	Silva, Vicent	ESE Parent of a student at the school	No	Yes	
12	Soler, Yenisbel	Parent	No	Yes	
13	Tyler, Mozella	BTU Steward (or designee)	Yes	No	
14	Vergara, Giovanni	Non-Instructional Support Employees	Yes	Yes	
15	Zamudio, Cristina	Pre-K (if applicable - parent or certified teacher)	Yes	No	