

Croissant Park Elementary School
School Advisory Council (SAC) Meeting Agenda
Wednesday, September 23, 2026

Agenda

1. Welcome & Call to Order
2. Approval of Previous Meeting Minutes
3. Welcome & Recognition of New Members
4. SAC Membership
 - Membership composition and representation
 - Membership needs/vacancies
5. SAC Bylaws
 - Review and discussion
6. Title I Report - Ms. Bazy
7. SESIR Update - Mrs. Monroe
8. Principal's Report - Mrs. Allison, Principal
9. Accountability Funds
 - Review and discussion
10. New Business
11. Upcoming School Activities
 - Important dates and schoolwide events
12. Motion to Adjourn
 - Motion
 - Second
 - Meeting adjourned

SAC Sign in Sheet for Croissant Park ES (0221)

#	FULL NAME	SBBC Employee	Parent of Student	Community/Business	Sign Here
	Tatiana Frango		-		Tate
	Eddy Castera				~~S~~
	~~Camille Gonzalez~~				~~Don Don~~
	Esther Guzman				Esther Guzman
	Emilee Adams		Gifted		Gunn
	Rebecka Polidor			ASP	~~RD~~
	Amber Binford		-		Am Binf
	Tracy Ann Ashmeade				Tracy

Title 1

9/23/2020

NON-MEMBERS

SAC Sign in Sheet for Croissant Park ES (0221)

#	FULL NAME	SBBC Employee	Parent of Student	Community/Business	Sign Here
	Connie Bartz	✓			Connie Bartz
	Amy Traiger	✓			Amy Traiger
	Charmaine Arnibal	✓			Charmaine Arnibal
	Scott Keshen	✓			Scott Keshen
	Christina Monroe	✓			Christina Monroe
	Camilla Carvalho	✓			Camilla Carvalho
	Maria Galeno		D. G		Maria Galeno
	~~Rebecca P~~				
	Amy Brown	✓			Amy Brown
	Melanie Pridg	✓			Melanie Pridg



CROISSANT PARK ELEMENTARY

School Advisory Council (SAC)

PARENTS • PARTNERS • PROGRESS

Together We Make a Difference! ♥

Your Voice Matters! ♥

*Engage
Collaborate
Support*

Succeed!

*Same
Students.
Brighter
Futures!* ♥

SAC Meeting Dates

2026-2027

ALL MEETINGS ARE HELD ON WEDNESDAYS



Wednesday, August 26



Wednesday, September 23



Wednesday, October 28



Wednesday, December 16



Wednesday, January 27



Wednesday, February 24



Wednesday, March 31



Wednesday, April 28



Wednesday, May 26

All Are Welcome! ♥



KIND



SAFE



RESPONSIBLE



READY TO LEARN

*Stronger
Families
Brighter
Learners* ♥



MEETING TIME:

7:30 A.M.



LOCATION:

MEDIA CENTER

Croissant Park Elementary

Home of the Crusaders ♥

LEARN • GROW • BELONG

*Together We Build
a Brighter Tomorrow!*

Croissant Park ES (0221) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Croissant Park ES (0221) 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 (**Croissant Park ES (0221)**) School Advisory Council.

Annual Ratification 09/24/2025

Amended mm/dd/yyyy

**Croissant Park Elementary
Title I School
School Advisory Committee Meeting
September 23, 2026**

- **Welcome/Call to Order**

Ms. Blain welcomed everyone and went over the agenda.

- **Approval of Previous Minutes:**

Ms. Blain passed out the minutes for review. Ms. Guzman motioned to approve minutes, and Mrs. Allison seconded.

- **Croissant Park Elementary Vision and Mission Statement:**

Ms. Blain read Croissant Park Elementary's Vision and the Mission statement into the record.

- **SAC Membership**

Principal – Mrs. Allison

SAC Chair – Ms. Blain

BTU Steward - vacant

ESOL Parent - Tatiana Arango

Pre-K Teacher - Ms. Ashemeade

Non-instructional Support Employee - Ms. Guzman

Community Business Representative – Ms. Angela Oprici

Community School Representative – Rebecca Polldor

ESE Parent - vacant

Gifted Parent – Emily Adams (to be voted on for approval below)

I-Zone Representative - vacant

Parent Representative – vacant (Amber Binford to be voted on for approval below)

SAC Secretary – Connie Bazy

SAF Chair- vacant

Teacher – vacant

Ms. Allison stated our goal is to fill the SAC membership. For you to be on the team, you have to be voted in. If we have a gifted parent, if the student is gifted currently, we have to vote that person from the floor onto the Membership to add her to the list. We can do that after your presentation. If there is anyone else that is new, they need to be voted from the

floor to the membership. That is how we can fill the entire SAC membership and have the proper representation.

The vote took place as follows: Ms. Blain asked approval of the committee for Ms. Adams to be the representative for gifted. (All yeas and no nays.)

Mrs. Allison explained the teachers must vote separately for a teacher representative apart from this group. The email went out to the staff if they are interested, they need to have a separate vote from the group itself. When that person is voted from that group, they can come to this meeting and then it will be ratified on to the membership. The same applies to the non-instructional membership. The non-instructional team must vote as a group and that representative will come to this meeting and will be added. It's a little different from the parent group. It's harder for them to meet as a group. If a parent comes to the meeting, they can always be placed from the floor.

SAC Bylaws – Review and Discussion

Ms. Allison: Next we have our SAC bylaws. They are reviewed each year. A copy of it should be placed in front of you. We are not going to modify it today. Our goal is to take the time to know the parts of it. These are the guidelines that we follow as a group. As you know, by State law, we have to submit this to our School Improvement Plan. This is uploaded with its completion to the district, which reviews it and approves it and then it gets forwarded to the state. There are several sections to it. I will take some time right now to do this so that we understand the bylaws. All schools do follow the same template, but I want to make sure we understand all the sections to it.

It goes over our name, identifies the group itself, the purpose of the group, which is to intentionally facilitate the development of the School Improvement Plan. The SIP is an electronic plan. It used to be a hard copy at one point, which was very thick. It is all online now. It has several components to it. Everyone in this room should have access to the SIP. If you are unaware as to where to find it, go to our website. If you need a hard copy, you can see Ms. Blain or myself, and we can provide you with a hard copy of the document.

Our sole purpose in this group is to manage the School Improvement Plan. The membership of the group, as stated before, we must have 51% parents. It must always be parent heavy. Of the parent group, we need a gen-ed parent, i-zone parent, ESOL parent, ESE parent, gifted parent, and a PreK parent. Those are the groups for the parent groups. Typically, we have one per group. On the school side of it, we would have myself, teacher group, BTU rep or one that represents the teachers. The non-instructional group would include my office staff, custodial, para group, everyone else that is not an instructional staff will be a part of that representative group. That would be for the non-instructional

staff employees. We also have our business representative. ASP has always been gracious to be a part of this group.

On the second page, it summarizes what I just stated. It also discusses the term limits of the members of the group. So as a council, we will have to vote again this year. The next section, Article IV. Officers, it says, the officers shall be elected annually at the August meeting, so we will have to modify or adjust this to September or October. That will be a decision that we will make at our next meeting along with all of our members. The duties of the officer, Article V: we do not have to have a co-chair. The co-chair is optional. It's good practice in case the SAC chair is not there, but it is not a required position.

Article VI. – Meetings: I'm going to quickly scan Section 1 where it says "Guests: All meetings are open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on School Advisory Council issues." This means that the Sunshine Law, we technically cannot be having private discussions outside of this meeting and making decisions outside of this meeting. It must be held in this forum to ensure that the Public is fully aware of everything that is being discussed and shared. Also, if you are absent for a specific amount of time, you can be removed from the group. I do believe we have been very lenient for the most part, but I think it's three times and then we can look for someone else, if you are high in absences.

There are sub committees that can be formed if there is a need. Let's say there is a conversation around playground. There could be a subcommittee formed to discuss the playground. If you want to discuss something on safety, this group could have a subcommittee that focuses on safety. There are additional activities or conversations that could be said and done under this rule. But again, our main function is to always review the School Improvement Plan ensuring that we are following what is written there. At our next meeting, we will spend more time outlining and reviewing the School Improvement Plan.

Article VIII: Utilization of School Improvement Fund. By law, we are given a specific amount of money for each student that walks through the door. We are now in month of September, and I have yet to get the funds from the district. In the past, it would typically be approximately \$5 per student, and those funds are left for us to determine how we would spend it. In the past, we have used those funds to do after school camps, buy equipment, just different things we have decided to do with those funds. If we don't use it, we roll it over to the next year. As of today, we do not know what that balance is. We left a balance of about \$10,000 in the account last year and we have not gotten it yet

SAC training opportunities are available. The School Board does offer meetings. As members, you can join and learn your specific roles.

We follow Roberts Rule of Order. That is something we will also review as to the formats of meetings.

Ms. Blain stated we have a recommendation for gen-ed parent representation from Ms. Pridgen's class, Amber Binford. The floor was opened up and voted on for approval. (All yeas, no nays for approval)

Title I Report – Ms. Bazy.

There were no updates.

SESIR Update – Ms. Monroe

Our students are continuing to learn the CPE way behaviorally. I'm happy to report we have no SESIR incidences.

Principal's Report – Mrs. Allison.

We have picture day tomorrow. At the school, we continue to fill the positions that are vacant. Currently, we have moved one teacher from 2nd grade back to 5th grade. She met the qualifications to return to her position, so she is now placed back in 5th grade. We will now have a 2nd grade position that will be vacant, so we are seeking a teacher to fill that space. We also have had a long time trying to fill our 5th grade positions. All positions are filled or offered to a candidate who is now either working through the process of getting into place for 5th grade. I do know some of our staff members are thrilled about that. We also will be losing our head custodian. He has accepted another position at another location. That transition will happen sometime in October. Ms. Jen, our attendance clerk, that change occurred a couple weeks ago. She also has transitioned to a new position. We will have those two vacancies that will be posted. It has been somewhat of a bumpy ride to get all these positions filled and to ensure our students are not injured by any of the adjustments that are being made campus. But I anticipate within the next few weeks that we should be all good to go for the remainder of the school year.

Regarding academics, I would like to share that we will be starting camps soon. We will be doing camps starting with 3rd, 4th, and 5 graders first. There is a high chance that 2nd graders will be called in, but a little later. We are going to start with math camps then ELA camps and science. There will be several camp opportunities for our boys and girls to participate in.

There will be monthly incentives for our students. Thanks to Ms. Bazy and Ms. McCauley doing the AR incentives. We are also going to be doing incentives with Ms. Blain as she does her math competitions, and we also have Science competitions. We will be putting something in place for ELA and an attendance incentive for boys and girls who are here on a regular basis to improve the attendance on our campus. We have a good 20% of our boys and girls who are not here on a regular basis. We are trying to get those percentages reduced. We need little incentives for them to be encouraged to be here on time. I do know it's not the kids at this time; it's the parents. Sometimes it's difficult to encourage our parents to come with everything else that is going on. We just want to put a little pressure on them to be here on time. We hope to have all these pieces up and running by the end of October.

We have our Fall Festival that is coming around the corner, so I encourage everyone to participate.

Accountability Funds Review and Discussion

Mrs. Allison states we don't have it at the moment. I checked this week and it was not posted.

New Business – no new business

Upcoming School Activities

Important dates and schoolwide events.

- September 24 – Picture Day starting at 8:30-1:30
- September 30 at 6 p.m. – Science Night
- October 28th – Next SAC Meeting

Motion to Adjourn

Motion to Adjourn by Ms. Rebecca Polldor and seconded by Ms. Esther Guzman