

**COLBERT MUSEUM MAGNET
SCHOOL ADVISORY COUNCIL (SAC)
MEETING AGENDA**

Date: September 24, 2026

Time: 2:00 PM

Location: Media Center

I. Call to Order

II. Welcome and Introductions

III. Purpose of the School Advisory Council

IV. SAC Membership and Representation

V. Confirmation of Positions

The following leadership positions will be presented for confirmation:

- SAC Chairperson: Ms. Shanteisha Howell
- SAF Chairperson: Ms. Charelle McNeal

VI. Review of SAC Bylaws

Members will review the purpose of the SAC bylaws, including membership requirements, elections, terms of service, meeting procedures, attendance, voting, and decision-making responsibilities.

VII. 2026–2027 Meeting Calendar

VIII. Principal's Corner

The principal or administrative designee will provide brief schoolwide updates.

IX. Questions and New Business

Members and guests will have an opportunity to ask questions, share concerns, and identify topics for future meetings.

X. Adjournment

**COLBERT MUSEUM MAGNET
SCHOOL ADVISORY COUNCIL (SAC)
MEETING MINUTES**

Date: September 24, 2026

Time: 2:00 PM–2:30 PM

Location: Media Center

Presiding Officer: Ms. Shanteisha Howell, SAC Chairperson

Attendance

- Ms. Shanteisha Howell, SAC Chairperson
- Ms. Charelle McNeal, SAF Chairperson
- Administrators, staff members, parents, and other school stakeholders present

I. Call to Order

The meeting was called to order by Ms. Shanteisha Howell at 2:00 PM.

II. Welcome and Introductions

Ms. Howell welcomed the members and guests and thanked everyone for participating in the first SAC meeting of the 2026–2027 school year.

III. Purpose of SAC

The purpose and responsibilities of the School Advisory Council were reviewed. Members were informed that SAC assists with the development, review, and evaluation of the School Improvement Plan and provides input concerning school improvement priorities and available funds.

IV. SAC Membership and Representation

The council reviewed SAC membership requirements, including the requirement that at least 51% of members must not be employed by Broward County Public Schools. The importance of maintaining representation from parents, teachers, staff members, administrators, and community stakeholders was discussed. The following positions were voted on:

1. Principal- Dorsett McLeod
2. SAC Chairperson- Shanteisha Howell
3. SAC Secretary- Benjamin Fallado
4. BTU Steward- Cassandra Lazo
5. SAF Chairperson- Charelle McNeal
6. Parent Representatives- Wildacassandra Tany
7. Teacher Representatives- Ashley Lohnes
8. ESE Representative- Giselle Crespo

9. ESOL Representative- Lucine Toussaint
10. Gifted Education Representative- Susana Kocking
11. Pre-K Representative- Susana Kocking
12. Non-Instructional Staff Representative- Maria Lopez
13. Community or Business Partner- Charmaine Morgan
14. IZone Representative- Wildacassandra Tany

V. Confirmation of Leadership

The following leadership positions were confirmed:

- SAC Chairperson: Ms. Shanteisha Howell
- SAF Chairperson: Ms. Charelle McNeal

VI. Review of SAC Bylaws

The SAC bylaws were introduced and reviewed. Discussion focused on membership, attendance, elections, meeting procedures, voting responsibilities, and the expectations of council members. No amendments were proposed during the meeting.

VII. 2026–2027 Meeting Calendar

The following tentative meeting dates were presented and discussed:

- September 24, 2026 – Combined SAC & SAF Meeting
- October 29, 2026
- November 19, 2026
- December 17, 2026
- January 28, 2027
- February 25, 2027
- March 18, 2027
- April 29, 2027
- May 27, 2027 – Combined SAC & SAF Meeting

The members agreed to accept the proposed meeting calendar. It was noted that all dates remain subject to change.

VIII. Principal's Corner and School Updates

Brief schoolwide updates were shared concerning academic priorities, student progress monitoring, family engagement, communication, and upcoming school activities, i.e. EIE Academic Night, Trunk or Treat, and Fall Festival. Families were encouraged to remain involved and maintain communication with teachers and school administration.

IX. Questions and New Business

Members and guests were provided an opportunity to ask questions and share suggestions. No additional formal action was taken.

X. Adjournment

The SAC meeting was adjourned at 2:30 PM. Cassandra Lazo second the motion.

The School Advisory Forum meeting immediately followed.

SAC & SAF SEPTEMBER ATTENDANCE:

9/24/26, 2:08 PM Broward County Public Schools: BCPS Central V2.0

☆ SAC Sign in Sheet for Colbert ES (0231)

Date: 9/24/2026 Time: 2:10 P.M.

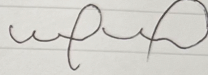
#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Cassandra Lazo	yes			Cms88
2	Terrence Horne Jr	yes			
3	KerryAnn Brown	yes			KerryAnn
4	Danasia Peets	yes			Danasia
5	SuSana Kocking		yes		SK
6	Samuel P. Potts	yes			Samuel P. Potts
7	Aamiya Forbes	yes			Aamiya Forbes
8	Shanta Appleton	yes			Shanta Appleton
9	Wilda-Cassandra	yes	yes		Wilda-Cassandra
10	Lisette Concepcion	yes			Lisette Concepcion
11	Lindsay Leggett	yes			Lindsay Leggett
12	Charelle McNeal	no	yes		Charelle McNeal
13	Damia Fletcher	no		Sunshine	Damia Fletcher
14	Jennifer Weissman	yes	yes		Jennifer Weissman
15	Vaculyn P. P.	yes			Vaculyn P. P.
16	Dorsett McNeal	yes	no		Dorsett McNeal

https://web01.browardschools.com/ospa/ospa-central2/sac-composition-school-sign-in-sheet-print.asp?school_number=0231&print_data=n

1/2

9/24/26, 2:08 PM

Broward County Public Schools: BCPS Central V2.0

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
17	Maria Lopez	Yes			
18					
19					
20					

https://web01.browardschools.com/ospa/ospa-central2/sac-composition-school-sign-in-sheet-print.asp?school_number=Q231&print_data=n

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COLBERT MUSEUM MAGNET SCHOOL ADVISORY FORUM (SAF) MEETING AGENDA

Date: September 24, 2026

Time: 2:30 PM

Location: Media Center

I. Call to Order

The meeting will be called to order by Ms. Charelle McNeal, SAF Chairperson.

II. Welcome

III. Purpose of the School Advisory Forum

IV. Confirmation of SAF Chairperson

- SAF Chairperson: Ms. Charelle McNeal

V. Review of SAF Bylaws

VI. 2026–2027 Meeting Calendar

VII. Parent and School Communication

VIII. Questions and New Business

IX. Adjournment

COLBERT MUSEUM MAGNET SCHOOL ADVISORY FORUM (SAF) MEETING MINUTES

Date: September 24, 2026

Time: 2:30 PM–2:45 PM

Location: Media Center

Presiding Officer: Ms. Charelle McNeal, SAF Chairperson

Attendance

- Ms. Charelle McNeal, SAF Chairperson
- Ms. Shanteisha Howell, SAC Chairperson
- Administrators, staff members, parents, and other school stakeholders present

I. Call to Order

The School Advisory Forum meeting was called to order by Ms. Charelle McNeal at 2:30 PM, immediately following the SAC meeting.

II. Welcome

Ms. McNeal welcomed the parents, staff members, administrators, and guests attending the first SAF meeting of the 2026–2027 school year.

III. Purpose of SAF

The purpose of the School Advisory Forum was reviewed. SAF provides families and community members with a forum for communication, collaboration, and discussion of matters affecting the school community.

IV. Confirmation of SAF Chairperson

Ms. Charelle McNeal was confirmed as the SAF Chairperson for the 2026–2027 school year.

V. Review of SAF Bylaws

The SAF bylaws were reviewed and discussed. The discussion included the purpose of SAF, membership and participation, the responsibilities of the chairperson, meeting procedures, and opportunities for parent input. No amendments were proposed.

VI. 2026–2027 Meeting Calendar

The following tentative meeting dates were reviewed:

- September 24, 2026 – Combined SAC & SAF Meeting
- October 29, 2026
- November 19, 2026
- December 17, 2026
- January 28, 2027
- February 25, 2027
- March 18, 2027
- April 29, 2027
- May 27, 2027 – Combined SAC & SAF Meeting

Those present agreed to follow the proposed calendar. Members were advised that dates may be adjusted if necessary.

VII. Parent and School Communication

The importance of maintaining open communication between families, staff members, and school administration was discussed. Parents were encouraged to participate in future meetings and share matters affecting the school community.

VIII. Adjournment

The SAF meeting was adjourned at 2:45 PM. Second by Ms. Wildacassandra Tany.