



# NORCREST ELEMENTARY

A Title 1 School  
School Advisory Council Meeting (SAC)

When: Thursday September 25, 2025

Time: 5:30 PM

Location: Cafeteria

## **School Advisory Council**

- I. Welcome Introductions
- II. SAC Responsibilities/ Bylaws/ Decorum
- III. Membership Requirements/ Recruitment
- IV. Meeting Dates
- V. 25-26 SIP Plan Overview
- VI. Upcoming Events
- VII. Principal's Report
  - a. Accountability Funds- Last year's balance - \$2,358.03
- VIII. Open Agenda
- IX. Next meeting date: October 23, 2025 in the media center!

# Norcrest Elementary

SAC Minutes - 5:30 pm - 09/25/2025 .

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**Attendance:** 5 council members present 2 non- council members present

Met quorum: Yes

## Call to Order:

A meeting of the Norcrest Elementary School Advisory Council was held in the Cafeteria on 09/25/2025. Chair Whittney Hunt called the meeting to order at 5:30pm. Member Chantal Guiterrez will record minutes for this meeting.

## Old Business:

- Review Minutes
  - First Meeting of the 2025-2026 school year, no minutes to review

## New Business:

- Welcome Introductions
  - Ms. Hunt led an introductions and an icebreaker to get to know the attendees.
- SAC Responsibilities/ Bylaws/ Decorum
  - MS. Hunt played a brief 3 minute video that gave a comprehensive overview of what SAC entails
  - Ms. Hunt reviewed bylaw requirements such as:
    - Each School Advisory Council shall adopt bylaws establishing procedures for:
    - Requiring a quorum (51% or more of the total membership) to be present before voting can take place.
    - Notifying SAC members in writing of any matter that is scheduled to come before the council for a vote at least three (3) full business/workdays in advance.
    - Scheduling meetings when parents, students, teachers and community members can attend.
    - Replacing any member who has two (2) unexcused, consecutive absences from advertised SAC meetings.
    - Recording minutes of meetings.
- Membership Requirements/ Recruitment
  - The SAC membership must be representative of the ethnic, racial and economic community served by the school.
  - The majority (at least 51% or more of the total membership) of SAC members must be non-school district employees with a minimum of one (1) representative for each group

(teachers, education support employees, students, parents and other business/community citizens).

- Each peer group shall elect their respective representatives in a fair and equitable manner at a scheduled general meeting
- Meeting Dates
  - September 25th
  - October 23rd
  - November 20th
  - January 22nd
  - February 26th
  - March 26th
  - April 23rd
  - May 28th
  - **Joint SAF Meeting Dates**
  - October 23rd
  - February 26th
- 25-26 SIP Plan Overview
  - Ms. Hunt gave a comprehensive overview of all the components within the SIP.
  - Each meeting we will have guest speaker to dive deeper on each specific plan. Plans include:
    - Title 1
    - Equity
    - Reading K-12
    - MTSS (multi-tiered system of support)
    - LSW (life skills and wellness)
    - Attendance
    - School counseling plan
    - SPBP (school-wide positive behavior)
    - BPIE (best practices in inclusive education)
    - FLDOE SIP
    - FACE (family & community engagement)
    - PLC (professional learning community)
- Upcoming Events
  - October 2nd – No School
  - October 3rd- Picture Day
  - October 6th – 10th – Book Fair
  - October 10th- Early Release Day
  - October 13th – No School/ Report Cards Issued
  - October 14th – Literacy Night
  - October 20th – No School
  - October 23d- Next SAC/SAF Meeting
- Principal's Report
  - a. Accountability Funds- Last year's balance - \$2,358.03

**Open Agenda**

- A community representative from Deerfield Beach Cares spoke about the different non-profit programs that could partner with the school to meet our community needs.

**Next Meeting Date & Time: October 23, 2025 @5:30 in the media center.**

**Meeting Adjournment:**

**Motion** Mrs. Hunt motioned to adjourn the meeting at 6:05pm . Motion carried unanimously.

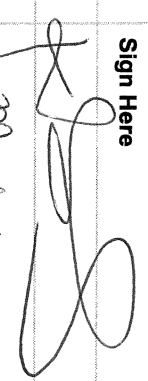



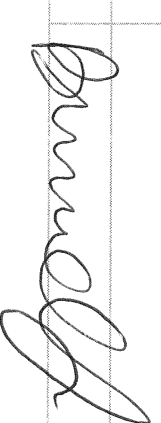
Submitted by,

Whittney Hunt (Chair),

Approval Date: \_\_\_\_\_

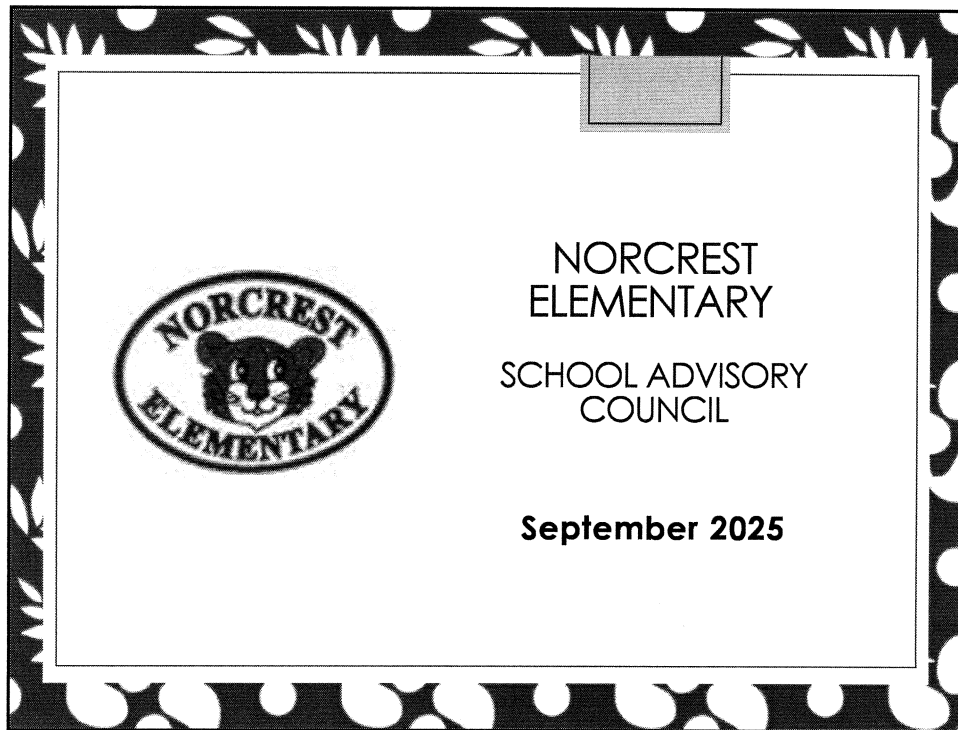


## ★ SAC Sign in Sheet for Norcrest ES (0561)

| Date: <u>9/25/25</u>   |  | Time: <u>5:30pm</u> |   |  |
|------------------------|--|---------------------|---|--|
| SAC Member Full # Name | Position   | SBBC Employee       | Parent of Student                       | Sign Here  |
| 1 Bushey, Katie        | Parent   | No                  | <input checked="" type="checkbox"/> Yes | <br>Katie Bushey      |
| 2 Castillo, Maximo     | Principal  | Yes                 | No                                      | <br>Maximo Castillo   |
| 3 Chapman, Jessica     | Gifted Parent of a student at the school   | No                  | Yes                                     |  |
| 4 Guiterrez, Chantal   | Parent   | No                  | <input checked="" type="checkbox"/> Yes | <br>Chantal Guiterrez |
| 5 Hunt, Whitney        | SAC Chair  | Yes                 | Yes                                     | <br>Whitney Hunt       |
| 6 Orozco, Colleen      | ESE Parent of a student at the school  | Yes                 | Yes                                     |  |
| 7 Pirtle, Rebecca      | Community / Business Representatives   | No                  | Yes                                     |  |
| 8 Rock, Roxanne        | Parent   | No                  | Yes                                     |  |
| 9 Toller, Tina         | Teacher  | Yes                 | No                                      |  |
| 10 Torres, Leandra     | Pre-K (if applicable - parent or certified teacher) ,<br>BTU Steward (or designee) | Yes                 | No                                      |  |
| 11 Zabadal, Brandi     | I-Zone Representative (must be a parent)   | No                  | <input checked="" type="checkbox"/> Yes | <br>Brandi Zabadal      |

## ★ SAC Sign in Sheet for Norcrest ES (0561)

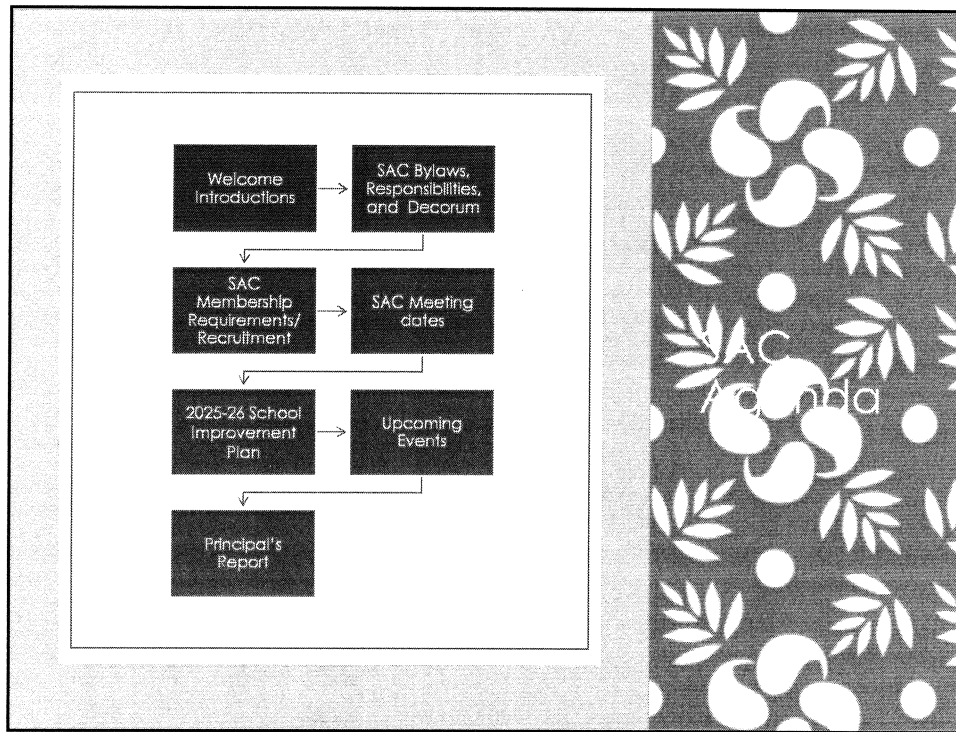
| Date: <u>9/25/25</u> |                  | Time: <u>5:30pm</u> |                   |                    |            |
|----------------------|------------------|---------------------|-------------------|--------------------|------------|
| #                    | Full Name        | SBBC Employee       | Parent of Student | Community/Business | Sign Here  |
| 1                    | Christina Murphy | ✓                   |                   |                    | C Murphy   |
| 2                    | Norma Hedelund   | ✓                   |                   |                    | N Hedelund |
| 3                    |                  |                     |                   |                    |            |
| 4                    |                  |                     |                   |                    |            |
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## SAC Responsibilities

- 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.
- **School Advisory Council functions shall include:**
  - To facilitate the development of the School Improvement Plan (SIP)
  - To monitor implementation of the SIP
  - To evaluate the effectiveness of the SIP
  - To provide assistance in the preparation of the school's annual budget
  - To make recommendations as to the alignment of instructional staffing and instructional materials to support the SIP

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## SAC BYLAWS

### Each School Advisory Council shall adopt bylaws establishing procedures for:

- Requiring a quorum (51% or more of the total membership) to be present before voting can take place.
- Notifying SAC members in writing of any matter that is scheduled to come before the council for a vote at least three (3) full business/workdays in advance.
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- Recording minutes of meetings.

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## SAC Membership

- The SAC membership must be representative of the ethnic, racial and economic community served by the school.
- The majority (at least 51% or more of the total membership) of SAC members must be non-school district employees with a minimum of one (1) representative for each group (teachers, education support employees, students, parents and other business/community citizens).
- Each peer group shall elect their respective representatives in a fair and equitable manner at a scheduled general meeting

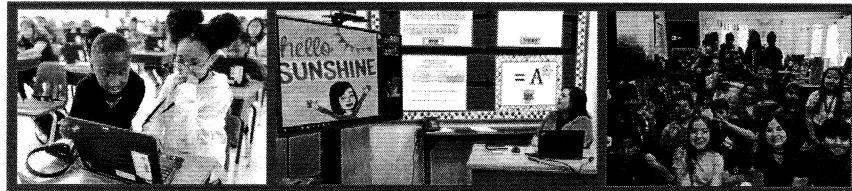
| Minimum Standards for SAC Representation        |   |  |
|---|---|--|
| BTU Steward (or designee)                       | I-Zone Representative (must be elected by SAC)  | Principal  |
| SAC Chairperson(s) (must be elected by SAC)     | Non-Instructional Support Employees   | Parents  |
| Community/Business Representatives              | Pre-K (if applicable) (parent or certified teacher)   | Teachers (classroom teachers, guidance counselors, ESE specialists, academic coaches, media specialists, etc.)   |
| Community School Representative (if applicable) | ESE Parent of a student at the school (parent of ESE student; required if 10 or more ESE students)          | SAC Chairperson (or designee) (parent of a student at the school, but shall not be employed by the School Board of Broward County at the school where they will serve. |
| I-Zone Representative (must be elected by SAC)  | Pre-K (if applicable) (parent or certified teacher)   | ESOL Parent of a student at the school (parent of ESOL student; required if 10 or more ESOL students)  |
| Non-Instructional Support Employees             | Gifted Parent of a student at the school (parent of Gifted student; required if 10 or more Gifted students) | Students (required for high school & adult/technical centers, optional at the middle school)   |

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## Meeting Dates

- September 25<sup>th</sup>
- October 23<sup>rd</sup>
- November 20<sup>th</sup>
- January 22<sup>nd</sup>
- February 26<sup>th</sup>
- March 26<sup>th</sup>
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## School Improvement Plan



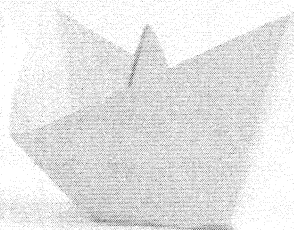
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## S.I.P (School Improvement Plan)

**Each meeting we will have guest speaker to dive deeper on each specific plan**

- Plans include
  - Title I
  - Equity
  - Reading K-12
  - MTSS (multi-tiered system of support)
  - LSW (life skills and wellness)
  - Attendance
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## Upcoming Events

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- **PTA will go over other PTA sponsored events!**

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# Principal's Report

|  |   |   |
|--|---|---|
| SEPTEMBER<br>ATTENDANCE<br>AWARENESS MONTH | PM1 TESTING   | WALK TO READ                                    |
| ELO<br>CAMP (OCTOBER)                      | OCTOBER 6-<br>17 DISABILITY<br>HISTORY AND<br>AWARENESS MONTH | TITLE I<br>SUPPLEMENTAL<br>ACTIVITIES: \$19,303 |
| PARENT<br>INVOLVEMENT:<br>\$3,846          | THE ART LAB<br>"HANDS-ON, STEM-<br>AND ART-BASED<br>PROGRAMS  | CITY OF POMPANO<br>BEACH ROTARY<br>MEETING      |

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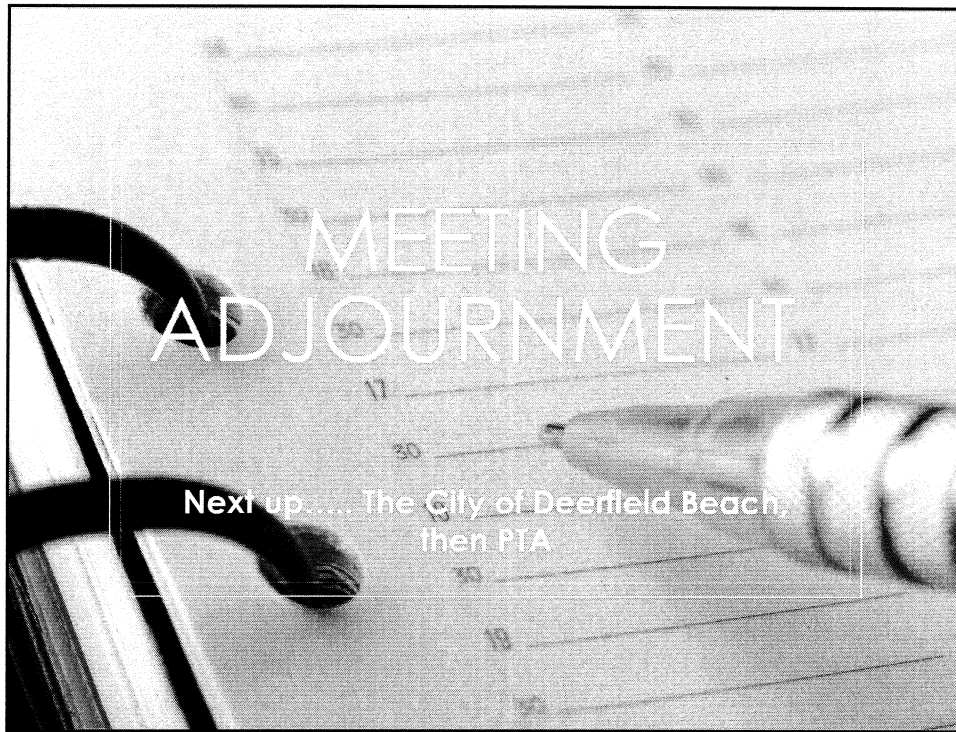
# OPEN AGENDA

ANY QUESTIONS, COMMENTS, CONCERNS?

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