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North Area Advisory Council Website: <http://northareaadvisorycouncil.ch2v.com/>

Chair- Danielle Dunfee

**DRAFT – Meeting Minutes – DRAFT**

**4:38 Meeting Called to Order by Chair Danielle Dunfee**

First: Raihanna Ali

Second: Erika Bennett

**Purpose of SAF**

- SAF is mandated per District Policy 1070 (governs all district committees – advisories, task forces) and Policy 1.3 speaks to SAF....SAC is mandated by the State.
- To list a few purposes of SAF: Review School’s Budget, Discuss and share feedback with annual district calendar, Assist with community support for the school and programs
- Voting Members
  - SAC sit on the council’s board – nominated & voted on positions (for ex: every SAC needs an ESOL Rep, an ESE rep, a Gifted Rep, etc.)
  - Voting Members of SAF = any attendee at the meeting that is a Parent\*, Student\*, School Employee\*, Community & Business Member\*
  - \*Specific and current to our school
- “Looping” has been designed to present a topic for consideration where feedback is requested. That topic first goes to DAC -> District Advisory -> SAC & SAF

**Review of Bylaws – our Bylaws are missing from the website for our school & my email address will need to be updated**

**Approval of Meeting Minutes –**

- **May 2025 - <https://www.dropbox.com/scl/fi/52pzlxkhtfnitwl7lyjr1/05.07.25-DBMS-SAF-Mtg-Minutes-DRAFT.docx?rlkey=ackuxzapxp5it2v10mo39hacp&dl=0>**

Motion to approve by Danielle Dunfee

Seconded by Raihanna Ali

Minutes Approved - no edits or opposition.

**ESE Advisory Updates**

- Role of ESE Advisory Council

This is a board-established group that advocates for students with disabilities and their families. They identify issues impacting services, compliance, and policies, and work with the district to resolve them.

  - ESE Reps at all schools are encouraged to attend the ESE Advisory Mtgs every 3<sup>rd</sup> Wed of the month and to follow the forum - Broward ESE on Facebook.
- Backdoor Suspensions

Schools should not call parents to remove a child due to behavior unless there is illness or imminent danger. These removals count as improper suspensions and must stop. The district is addressing this with more training and resources for schools.
- Cameras in ESE Classrooms
  - From '21-'24 the District piloted a camera program in the classroom. Since then, Superintendent Hepburn passed to continue.
  - Cameras ar

e permitted in self-contained ESE classrooms (cluster and SVE). They are not livestreamed; footage is only reviewed if an incident is reported.

- Challenge: Under the Parent Bill of Rights, cameras cannot be activated until all parents in that classroom give written consent — this is causing delays.

- Camera footage is stored for 30 days max (although ESE pushed for 90 days) as 30 is the district norm on all security footage (such hallway security footage) and District server capacity was mentioned as another reason.

- Ongoing District Focus Areas

Class size, behavior support, training, and customer service remain priority concerns across ESE environments.

Parent Reminder: Advocacy matters. As a guiding principle shared in the meeting —

*“Be polite, be persistent, be patient — but do not be patient forever.”*

## □ Focus Updates

- FOCUS is the district’s student information system (replaced the former platform two years ago). It provides:

- Real-time access to grades, schedules, attendance, test scores, and announcements
- Parent access requires a Parent Portal account: [browardschools.com/focus](http://browardschools.com/focus)
- Questions? Danny Tritto’s office – [FocusCommunications@BrowardSchools.com](mailto:FocusCommunications@BrowardSchools.com)
- Testing School Choice through Focus now (including Nova & Magnet schools) – hoping to pass soon!
- Teachers should be adding updates to the assignments & Planner sections of Focus for better parent communication. Esp important is a student doesn’t perform well on that class or assignment to provide feedback/updates to the parents.

- Parent Portal Setup

Parents must create an account or link a student using:

- Parent name & email (must match school records)
- Student name, ID number, and date of birth

*Note: District employees must use a personal email, not their BCPS email.*

- Common Parent Questions/Issues

- “I never heard of it.”  
Many new parents are unaware they must create an account — suggestion was made to automatically send student IDs at registration.
- App vs. Website  
The BCPS Connect app shows limited info; the full FOCUS website has more detailed student data.
- Multiple Parent Access  
Yes — both parents can have accounts if listed as custodial. Legal restrictions are followed when applicable.
- **School Monitoring = Can schools target communication only to parents who haven’t completed the form?  
Yes! Schools can see which parents have not registered and should encourage sign-ups.**

- Back-to-School Forms

- Must be completed in Parent Portal each year before parents gain full access.
- Updates emergency contacts, health info, permissions, and code of conduct acknowledgements.
- Duplicate data entry (parents had to complete these both online + paper copies @ DBMS)

## □ School Lunches

- Free school lunch ended September 22.
- Students without lunch money are being covered by the Principal’s Fund, but questions as to what happens once those funds are gone.
- Schools must provide a substitute meal that does not negatively identify or stigmatize the student. (Previously, the schools were providing students without lunch money two pieces of white bread with a slice of cheese.)
- Schools should work with counselors to help families apply for free/reduced lunch and assist newly enrolled families unfamiliar with the process.

☐ **School Banners**

- All should've been removed from school fences by now because the District has a new banner policy.
- Max size is 4 ft x 8 Ft.
- Main Focus: Consistency
- Mandated Tagline at the bottom of each banner, "Thank You to Our Partner in Education"
- Every banner style/template each school chooses must be consistent for all banners- same color scheme (with the company logo being the exception), same size, and logo for the sponsor in the same spot for all.
- \*\*Banners about the school's internal events or an award your school got are the exception and do not apply to this new banner policy. These new guidelines are meant for businesses that sponsor the schools.
- School banners are not meant to be advertisements, they're a thank you for supporting our schools.

☐ **Announcements**

**2025-2026 SAF Meeting Dates**

- November @ 3:30pm Joint Meeting with SAC
- Dec - None
- **Jan 20<sup>th</sup> – 3pm**
- **Feb 25<sup>th</sup> @ 7-7:45am**
- March @ 3:30pm Joint Meeting with SAC
- **April 1<sup>st</sup> – 3pm – Can SAF go BEFORE SAC to encourage students to the meeting?**
- **May 6<sup>th</sup> @ 3:30pm Joint Meeting with SAC**

☐ **Meeting Called to Adjourn**

First: Mr. Lubin

Second: Ms. Erika Bennett