



Margate Elementary School Advisory Council

SCHOOL ADVISORY COUNCIL

Agenda and Minutes
Agenda

F.S.001.452, SB Policy 1403, Robert's Rules of Order

Sunshine Law Requires:

Name of Organization: Margate Elementary
Name of Group: School Advisory Forum (Council)
Location: 6300 NW 18th Street Margate, Florida 33063
Type of meeting: General Meeting
Date & Time: October 1st, 2025– 7:30 a.m.

Florida Statute & Robert's Rules of Order for Setting an Agenda:

F.S. 1001.452 (1) (d) (1)

1. Call to order

a. Chair verifies that quorum has been met – only needed if voting on an item on the agenda

2. Introductions –

- Mrs. Shannon Mills- SAC Chair and Math Coach
- Mr. Schroeder- Principal
- Mrs. Donna Rucker- Assistant Principal
- Mr. Bill Hartner- Assistant Principal

F.S.1001.452 (1) (d) (5)

3. Approval or correction of previous month's minutes

4. Reports/Information:

Balance of School Accountability Funds- \$0

Balance of School Recognition Funds- \$0- we are waiting for the funds to carry over

- **Review of SESIR Data-Report can be accessed at www.browardschools.com/Page/38107**

Presentation:

12.5

- Welcome New Members



Margate Elementary School Advisory Council

SCHOOL ADVISORY COUNCIL

- SAC Composition review and approve Agenda and Minutes
- SAC Bylaws and SAC Robert's Rules of Order
- Forms Link- Let us know what topics you'd like to address at SAC

Margate Elementary School Advisory Council

WE WANT YOUR INPUT!

Please fill out this FORMS link to let us know what topics, or what questions you have that you would like us to add to our School Advisory Council Agendas.

<https://forms.office.com/r/8ZH60BuiRn>

- Administration Updates
- Upcoming SAC Meeting Dates

MARGATE ELEMENTARY YOU ARE INVITED!

Become a member of our School Advisory Council.

What is the School Advisory Council?
The School Advisory Council (SAC) is a team of people representing various segments of the community: PARENTS, teachers, administrators, support staff, business/industry people and other interested community members. The purpose of SAC is to assist in the preparation and evaluation (developing and evaluating) the results of the School Improvement Plan.

Join us for our 1st meeting, August 25th at 2:20 p.m.

MOST MEETINGS ARE ON MONDAY AFTERNOONS:

Meeting Dates:

- September 22nd at 2:20 p.m.
- October 27th at 2:20 p.m.
- November 16th at 2:20 p.m.
- December 16th at 6:00 p.m.
- January 26th at 2:20 p.m.
- February 23rd at 2:20 p.m.
- March 6th at 6:00 p.m.
- April 27th at 2:20 p.m.

SCAN HERE FOR TRANSLATION

If you are interested in joining please contact:
Shannon Mills, SAC Chair
shannonmills@browardschools.com

MARGATE ELEMENTARY
5300 NW 15TH STREET
MARGATE, FL 33068
754-322-6900
www.browardschools.com/margateelem

- Questions/Concerns

5. Announcement: Next Meeting, October 27th, 2025 at 2: 20 p.m.
6. Motion to Adjourn



Margate Elementary School Advisory Council



Agenda and Minutes **Minutes**

F.S.001.452, SB Policy 1403, Robert's Rules of Order

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- SAC Composition review and approve

We reviewed the composition and the parents approved the composition.

- SAC Bylaws and SAF

SAC Bylaws were reviewed and approved. 1st Motion by Hayley Geraine 2nd Motion by Melissa Adams

- Forms Link- Let us know what topics you'd like to address at SAC

Margate Elementary
School Advisory Council

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shannon.mills@browardschools.com

MARGATE ELEMENTARY
6300 NW 15TH STREET
MARGATE, FL 33063
754-322-6960
WWW.BROWARDSCHOOLS.COM/MARGATEELCM

• **Questions/Concerns**

- 5. **Announcement: Next Meeting, October 27th, 2025 at 2: 20 p.m.**
- 6. **Motion to Adjourn**





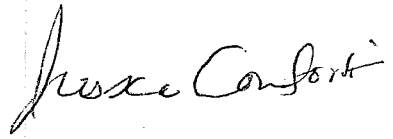



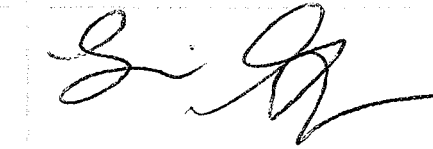
1st Motion- Nicole Browne

2nd Motion- Kesha Roberts

★ SAC Sign in Sheet for Margate ES (1161)

Date: 10/1/25

Time: 7:30am

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Adams, Melissa	Parent	No	Yes	
2	Bowden, Annette	ESE Parent of a student at the school	No	Yes	
3	Browne, Nicole	I-Zone Representative (must be a parent)	No	Yes	
4	Case, Michelle	Teacher	Yes	No	
5	Conforti, Jessica	Non-Instructional Support Employees	Yes	No	
6	Dellatorre, Venus	Teacher	Yes	No	
7	Dominique, Cynthia	Gifted Parent of a student at the school , SAF Chair (or designee) Parent of a student at the school	No	Yes	
8	Garvia, Luisa	Parent	No	Yes	
9	Geraine, Hayley	SAC Secretary	Yes	No	
10	Gomez, Michelle	Community / Business Representatives	No	No	
11	Gruver, Lisa	SAF Chair (or designee) Parent of a student at the school	No	Yes	

☆ SAC Bylaws

Margate ES (1161) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Margate ES (1161)** 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)

- ▷ 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.