Coral Cove Academy of the Arts
School Advisory Council (SAC)/School Advisory Forum (SAF)
September 30, 2026
Agenda

SAC Chair: Michele Arguelles
SAC Secretary: Lilli Wawerek

I. Introduction/Approve Minutes from August 2026 Meeting

II. Review of Accountability and Recognition Funds- Michele Arguelles
Accountability: **Rolling Over**
Recognition: **Rolling Over**

III. SAC Video
Referendum Video
SAC Composition Report

IV. Principal's Updates- Stephanie Saban
a. SESIR Incidents- Updated 9/29/26
- Assault/Threat (Non-Criminal)- 0
- Physical Attack- 0

b. K-8 Updates

V. Important upcoming dates

Date	Event/Activity
9/29-10/9	Book Fair
10/2-10/9	Krispie Kreme Fundraiser
10/2	Custodial Appreciation Day
10/7	Book Fair Family Night
10/9	Early Release Day
10/12	No School- Teacher Planning Day
10/14	Middle School SEAS Field Trip
10/15	Hispanic Heritage Night
10/21	Gr.1 Butterfly World Field Trip

VI. Adjournment of SAC Meeting

VII. SAF
Updates
SAF Bylaws

VIII. PTA Updates

IX. Open Forum/Questions

Upcoming Meetings

October 28 @ 7:30 AM
November 18 @ 5:30 PM
January 27 @ 7:30 AM
February 17 @ 5:30 PM
March 31 @ 7:30 AM
May 26 @ 7:30 AM

Coral Cove Academy of the Arts
School Advisory Council (SAC)/School Advisory Forum (SAF)
August 27, 2026
Agenda
Minutes

SAC Chair: Michele Arguelles
SAC Secretary: Lilli Wawerek

I. Introduction/Approve Minutes from May 2025 Meeting
Motion to approve minutes by Indira Rubi and seconded by Marimer Fernandez.

II. Review of Accountability and Recognition Funds- Michele Arguelles
- Carrying over from 2025-2026 not complete yet. Updated amounts will be shared at the October meeting.

III. SAC Bylaws & Composition Report Review- Michele Arguelles
- At our next meeting, we will review the SAC Volunteer Committee Composition Report, which will reflect that the committee is composed primarily of parents and family members.
- Mrs. Arguelles had a unanimous vote to be the SAC Chair.

IV. Principal's Updates- Stephanie Saban
a. SESIR Incidents- Updated 8/27/26 *SESIR Incidents are incidents involving weapons, drugs, fighting, etc. that lead to disciplinary actions. We have had NO SESIR Incidents or referrals this year.*
   - Assault/Threat (Non-Criminal)- 0
   - Physical Attack- 0

b. K-8 Updates
- *Out of all the nearby K-8 schools that recently opened, we have more students enrolled in our 6-8th grades and Kindergarten.*
- *We are bringing back a request to add back VPK to our school to help increase Kindergarten enrollment.*
- *Currently, we only have 2 Kindergarten classes.*
- *We are also offering Spanish, peer-counseling, and creative writing electives.*
- *We will have a club fair during lunch.*
- *Intramural sports for boys basketball and girls volleyball vs. Silver Shores STEAM Academy will start in November, open to all middle school students.*
- *We can't join the Middle School Association for sports yet until we have 8th grade.*
- *Our band schedule is aligned with the Everglades music director's schedule, Mr. Major, so that he can also work with our Band 2 students and vertically align up to high school.*
- *Our audio-visual class is in charge of Morning Announcements and offered to only middle school students just like last year.*
- *The district is looking at closing 13 schools this year and 13 schools next year as part of "Redefining Our Schools".*
- *Jazz Band will be for K-4th, Guitar for 5th grade, and Marching Band for 6th-8th.*
- *K-2nd grade levels are still doing the holiday, and heritage shows throughout the year.*

c. 2026–2027 Digital Teacher and Principal Toolkit

- *In July 28, 2026, the BCPS School District mandated less screen time for younger students in grades Kindergarten and First Grade, less assessments, and no AI chatbots.*
- *Student accommodations/assistive technology will continue.*
- *As per BCPS District, 2nd grade through 7th grade have access to I-Ready. Kindergarten and 1st grade do not.*
- *As per BCPS District, 1st grade through 7th grade still has access to IXL.*
- *As per BCPS District, Kindergarten has no access to computers.*

V. Important upcoming dates

Date	Event/Activity
August 31-September 1	Gr.3-5 FAST Testing
September 2-3	Gr.6-7 FAST Testing
September 7	No School- Labor Day
September 9	Interim Reports Issued
	PTA Meeting #1
September 10-11	Health Screenings Gr. K, 1, 3, 6
September 12	Beauty and the Beast Auditions
September 14	Yearbook Picture Day *Make Up Picture Day is Same Day as Class Picture Day*
September 21	No School- Yom Kippur
September 25	Pastries with Grandparents
September 29	Book Fair Begins

VI. Adjournment of SAC Meeting
Motion to adjourn the meeting by Rita Valentin and seconded by Indira Rubi

VII. SAF Updates

VIII. PTA Updates

IX. Open Forum/Questions

<u>Upcoming Meetings</u>

September 30 @ 7:30 AM
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☆ **SAC Bylaws**

Coral Cove Academy of the Arts (2011) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Coral Cove Academy of the Arts (2011)** 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 One 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 a Chairperson and secretary.
- Section 2. The officers shall be elected annually at the August meeting.
- Section 3: Installation of new officers will be held at the First 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 (**Coral Cove Academy of the Arts (2011)**) School Advisory Council.

Annual Ratification 08/27/2026

Amended 08/27/2026

☆ SAC Sign in Sheet for Coral Cove Academy of the Arts (2011)

Date: 9/30/2026 Time: 7:30 A.M.

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Marisa Liona	No	No	Yes	
2	Cary Dominguez		Yes		
3	CARSHENA ALLISON	NO	YES		
4	Lilli Wawerek	Yes			
5	Diana Flynn	Yes	NO		
6	Stephanie Suban	yes			
7	Maura Dupotey-Rubi	no	yes		
8	Yesenia Moody	NO	yes		
9	Marimer Fernandez	yes	no		
10	LISA INTERIAN	NO	YES		
11	Pamela Hill-Berry	NO	Yes		
12	Kellin Peers	NO	Yes		
13	AQUILA BISHOP HAYES	NO	YES	NO	
14	Michele Arguelles	YES	NO		
15					
16					

	Date: _____		Time: _____		
#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
17					
18					
19					
20					

Coral Cove Academy of the Arts
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September 30, 2026
Agenda
Minutes

SAC Chair: Michele Arguelles
SAC Secretary: Lilli Wawerek

I. Introduction/Approve Minutes from August 2026 Meeting
Motion to approve minutes by Indira Rubi and seconded by Yesenia Moody.

II. Review of Accountability and Recognition Funds- Michele Arguelles
Accountability: Rolling Over
Recognition: Rolling Over

III. SAC Video
Referendum Video
-Reviewed our Coral Cove Academy of the Arts F.A.S.T PM3 Goals which include the goal of every assessment teachers having at least 80% of students meeting proficiency by responding to Tier 1 Intervention.
-We are continually monitoring all students, especially students within our lowest 30% quartile to help ensure students are meeting proficiency.
-Last year we used accountability funds for Extended Learning Opportunities Camps (ELO) that usually take place around January. We plan to do the same this year after monitoring how many accountability funds we have for this year.
SAC Composition Report
-We selected SAC members for our SAC Composition Report, and we will review our final SAC Composition at our next October SAC Meeting.

IV. Principal's Updates- Stephanie Saban
a. SESIR Incidents- Updated 9/29/26
- Assault/Threat (Non-Criminal)- 0
- Physical Attack- 0

b. K-8 Updates
- *Middle school teachers participated in a Middle School Professional Learning Community (PLC) meeting with other schools in the district.*
- *Next year, EOC's for Biology and Algebra will be counted towards our school grade.*
- *Students will have their Book Fair Preview today for our Book Fair running this week and next week.*

V. Important upcoming dates

Date	Event/Activity

9/29-10/9	Book Fair
10/1	*Dine and Donate at Fuddruckers*
10/2-10/9	Krispie Kreme Fundraiser
10/2	Custodial Appreciation Day
10/7	Book Fair Family Night
10/9	Early Release Day
10/12	No School- Teacher Planning Day
10/14	Middle School SEAS Field Trip
10/15	Hispanic Heritage Night
10/21	Gr.1 Butterfly World Field Trip

VI. Adjournment of SAC Meeting
Motion to adjourn SAC Meeting by Indira Rubi and seconded by Yesenia Moody.

VII. SAF
Updates
SAF Bylaws- *reviewed and approved by majority*

VIII. PTA Updates
-Please encourage families to attend our Fuddruckers Dine and Donate Night this Thursday.
-Our Krispy Kreme Fundraiser starts this Friday through next Friday.

IX. Open Forum/Questions

Upcoming Meetings
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November 18 @ 5:30 PM
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