

★ SAC Sign in Sheet for Maplewood ES (2741)

Date: 9/25/25

Time: 2:30

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Angela Scott ✓			Title I Liaison	
2	Alan Jablonowitz ✓			BTU representative	
3	CHRISTIAN GODEY ✓		NO	fixation	
4	Kimberly Hornmann ✓				
5	Rachel Wabukanda ✓				
6	Kristine Beebe ✓				
7	Jen Rose ✓			Member	
8	Mariela Castaneda ✓				
9	Savanna Maldonado ✓				
10	Jordina Thompson ✓				
11	Rose Heina ✓			member	
12	Priscilla Moore ✓				
13	Tamara Repole ✓				
14					
15					
16					
17					
18					
19					
20					



Maplewood Elementary
Title I
School Advisory Council Meeting
Agenda
September 25, 2025
2:30 pm



1. Welcome..... SAC Chair: Erika Bretz
2. Role Call of SAC/SAF Members..... SAC Chair
3. Review/Approve SAC minutes May..... SAC Chair
4. Overview of SAC/SAF..... SAC Chair
5. SAC Membership SAC Chair
 - By-Laws
 - SAC Composition
6. School Improvement Plan..... Mrs. Bretz and
Ms. Castranovo
7. Safety..... Mr. Godoy
8. School Environmental Safety Incident Reporting (SESIR) Mr. Godoy.
 - 0 incidents
9. School Accountability Funds SAC Chair
10. Title I Monthly Updates.....SAC Secretary: Ms. Scott
11. Principal's Report..... Ms. Orr
12. Adjournment.....SAC Chair



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School Advisory Council (SAC) School Advisory Forum (SAF)

What is SAC?

The School Advisory Council otherwise known as SAC is made up of teachers, staff members, parents, partners, and members of the community. The SAC Committee is responsible for providing input that helps guide school-wide decision-making related to school improvement, program adoption, uniforms, and other topics that relate to school culture.

What is SAF?

The School Advisory Forum (SAF) provides an opportunity for stakeholders to discuss and recommend actions on a variety of school issues. SAF shall foster and promote communication between its stakeholders, the school, and the Area Advisory Council. The SAF brings forth recommendations, concerns, and interests to and from their Area Advisory Council

2025-2026 Meeting Schedule

09/25/25 @ 2:30 p.m.	12/04/25 @ 2:30 p.m.	03/05/26 @ 2:30 p.m.
10/23/25 @ 2:30 p.m. (SAF- Joint Meeting)	01/22/26 @ 2:30 p.m.	04/23/26 @ 2:30 p.m.
11/06/25 @ 2:30 p.m.	02/26/26 @ 2:30 p.m.	05/21/26 @ 2:30 p.m. (SAF- Joint Meeting)

Together may we
give our children
the roots to grow
and the wings to fly.



Maplewood Elementary School

"Together Everyone Achieves More"

Camille Orr



SAC Meeting

05/29/2025

Attendance:

Members:	Attendees:
Erika Bretz Maria Castranovo Sarah Jeannot Camille Orr Erica Ortiz Jen Rose	Mercedes Speid-Whyte Christian Godoy Tara Bazinsky

Call to Order:

A meeting of the Maplewood School Advisory Council was held at Maplewood Elementary School on May 29, 2025. Ms. Bretz, called the meeting to order at 2:32 PM Jen Rose second. Maria Castranovo will record minutes for this meeting.

Minutes:

Jen Rose motioned to approve the April minutes, Ms. Castranovo seconds.

School Improvement Plan –

Testing update – Ms. Bretz/Ms. Orr

- 97% of students took math PM 3
- 99% of students took reading PM 3
- 100% of students took science end of the year test
- ELA proficiency increased from 60% to 70%
- 3rd grade ELA achievement increased from 53% to 65%
- Learning Gains of the lowest quartile ELA increased from 65% to 77%
- Math proficiency increased from 62% to 65%
- Math learning gains decreased from 69% to 56%
- Math learning gains lowest quartile decreased from 67% to 51%
- Science proficiency increased from 59% to 82%

Title One – No new updates

Safety – Mr. Godoy

- Backpacks started today – it is a precautionary measure to ensure the safety of all students
- Referrals are reported as number of incidents (0-1, 2-5, over 5) and office district referrals
- Maplewood’s referrals are 99% core effectiveness
- Referrals mainly are documentation which usually leads to conferences with the students and their parents.
- Maplewood’s main referrals this school year unruly disruptive behaviors, battery low level (more of a concern hitting each other), bullying, and inappropriate touch.
- Top bracket for incidents locations where the cafeteria, recess, and bathrooms. Cafeteria and recess switched order of most referrals for this year compared to last year.

- We started this year off addressing students about touching/hitting each other but will continue to educate students in different ways to handle issues that arise
- Main reason for low referral rates is due to the success of the game room which we need to update with different games to keep the students excited
- Plan for next year is continuing to work on resiliency of students, different support from guidance counselor, grade level Zen dens, building trust relationships between staff and students as well as district mandated programs.
- SESIRS none reported to state or local law enforcement

Accountability funds: \$1936.08

- Would like to use funds for staff trainings. Because we had a quorum vote was taken:
 - Erika Bretz - yes
 - Maria Castranovo - yes
 - Sarah Jeannot - yes
 - Camille Orr - yes
 - Erica Ortiz – yes
 - Jen Rose – yes

Principal's Report – Ms. Orr - Presented projected budget for 2025-2026 (not actual budget)

Actual budget may be increased or decreased based on the number of students who report to school in the fall based on the October FTE Survey. The budget is based on positions not people so people may be moved to other positions for which they qualify or are certified in.

* **Instruction:** Teacher allocation 18

* **Support:** Literacy Coach, Science Coach

* **Special Revenue:**

Title 1: Decrease of 3 positions

IDEA: increase in Speech.5/decrease in Support Facilitators .5

* **Elective Teachers:** Currently have art, physical education, music, media clerk (not a special which needs us to have a media specialist but is an opportunity for students to select/check out books)

Electives are funded based on the number of classrooms. This year 0-24 classrooms are funded 2 specials. Since we currently are projected to have 18 general education classes which our 3 special programs are included in one of them and our 5 pre-K classes are not counted towards our class counts but do go to specials we needed to cut one special. I followed Broward County School Boards policies and procedures along with Broward Teachers Union contract for reducing staff. I reached out to the teachers to see if someone wanted to do a voluntary transfer. When no one wanted to I then went based on seniority. The teacher with the less seniority was Mr. Alberto our music teacher. So next year Maplewood's two specials will be art and music. Since our scholars love music so much we Coach said he would continue our chorus program since he was a music teacher.

***Special Programs:** 3 teachers, 3 ESPs, .5 Speech pathologists

***Instruction Support:**

ELA/Reading Instructional Coach – support allocation funded

Science Instructional Coach – Grant Funded/Title

ESE Specialist

2.5 ESE Support Facilitators

***Other Support:**

Administration – no change 1 Principal and 1 Assistant Principal

Clerical – 1 office manager, 1 information management technician, 1 registrar, 1 general clerk

Education Support Professionals (ESP) – funding source: ASD, IDEA, UA, etc. decrease 1

ESE ESP

Security – no change 1 school safe officer, 2 campus monitors

Custodial – 1 head custodian, 1 assistant head custodian, 3 facilities serviceperson

A+ Funds – Family Day (September-October) It will be on a Saturday. We will invite 6th and 7th grade students to come back for it. We need volunteers for the planning committee. Please email me if you are interested in helping.

Next Meeting Date & Time:

Next meeting to be announced.

Meeting Adjournment: Ms. Bretz motioned to adjourn at 3:15 PM Ms. Rose seconds.

Submitted by,

Maria T. Castranovo

Approval Date:

9/25/25 approved

Maplewood ES (2741) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Maplewood ES (2741) 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 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 and secretary.
- Section 2. The officers shall be elected annually at the meeting.
- Section 3: Installation of new officers will be held at the 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 **Co-Chairpersons** shall preside at all meetings of the Council and will be an ex-officio member(s) of all committees except the nominating committee. The **Co-Chairpersons** 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 **Co-Chairpersons** or designee shall represent SAC at Area Advisory meetings and as a voting member of the school's School Advisory Forum (SAF). The **Co-Chairpersons** will represent the SAC at District meetings

- and/or workshops and may choose a designee to attend as necessary. The SAC **Co-Chairpersons** 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 **Co-Chairpersons** or by notice of any three (3) members in writing to the **Co-Chairpersons**.
- 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 **Co-Chairpersons** 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 **Co-Chairpersons** 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 (**Maplewood ES (2741)**) School Advisory Council.

Annual Ratification

Amended