

☆ SAC Bylaws

Hawkes Bluff ES (3131) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **Hawkes Bluff ES (3131) 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 **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 (**Hawkes Bluff ES (3131)**) School Advisory Council.

Annual Ratification

Amended

Agenda

HAWKES BLUFF ELEMENTARY SCHOOL

School Advisory Council

(SAC)

5900 SW 160th Avenue

Davie, FL 33331

September 24, 2025 – 1:30 p.m.

| | |
|---|---|
| Welcome & Introductions | <ul style="list-style-type: none"> • Welcome and Introductions |
| Meeting Norms | <ul style="list-style-type: none"> • Treat one another with respect. • Active listening. • Be open-minded with ideas and suggestions. • Respect everyone's time. • No one should dominate, instead everyone is encouraged to participate and share. |
| Approval of Minutes | <ul style="list-style-type: none"> • Approval of May and August minutes. |
| SESIR Events | <ul style="list-style-type: none"> • None to Report |
| Accountability Funds | <ul style="list-style-type: none"> • Available funds: \$0.00 |
| School Advisory Council Nominations and Vote | <ul style="list-style-type: none"> • Present the slate of nominations and take additional nominations. Vote for the 2025-2026 members. SAC Chair: K. Wicker IZONE: A. Halverson and Y. Gastelo Secretary: D. Heier SAF Rep: A. Andrews and N. Thalacker SAC Members: A. McKirchy J. Leo A. Andrews N. Gardner J. Greenwell N. Thalacker Y. Gastelo D. Heier B. Tuttle A. Halverson C. Trigila C. Ramirez A. Grillo P. Tincher C. Simone |
| School Advisory Council By-Laws | <ul style="list-style-type: none"> • Review/Amend/Vote on 2025-2026 SAC By-Laws |
| Curriculum Updates | <ul style="list-style-type: none"> • Writing training for grades 3-5 will begin next week. |
| School Improvement Plan | <ul style="list-style-type: none"> • GOALS: Science - By June 2026, 73% of our 5th grade students will score at or above the proficiency level as measured by the Florida Statewide Science Assessment. (Reflecting a 2% increase) Math - By June, 2026, 83% of 3rd through 5th grade students will score at or above the proficiency level as measured by the F.A.S.T. (Florida Assessment of Student Thinking)/Math. ELA- By June 2026, students in grades K - 2 will increase proficiency by no less than 2%. K will increase from 82% to 84%, First Grade from 71% to 73% and 2nd Grade from 75% to 77%. By June 2026, 78% of 3rd through 5th grade students will score at or above the proficiency level as measured by the ELA FAST (Florida Assessment of Student Thinking). • Components of the SIP • FACE Plan |
| Upcoming Dates | <ul style="list-style-type: none"> • Peace Day – September 26/wear white • No School – October 2 • Early Release – October 10 • Planning Day – October 13/No School • No School – October 20 • Kids of Character and Book Fair/Trunk or Treat – October 24 • Book Fair – Week of October 24 • SAC Meeting -October 28 @ 1:30 in room 218 |

| | |
|--------------------|--|
| | <ul style="list-style-type: none">• Story Book Parade/class parties - October 31 |
| Adjournment | <ul style="list-style-type: none">• Meeting adjourned at |

Hawkes Bluff Elementary

School Advisory Council

Minutes

9/24/25

Attendance: See signup sheet

Call to Order:

A meeting of the Hawkes Bluff Elementary School Advisory Council was held in the Media Center on September 24, 2025. Chair Kathleen Wicker called the meeting to order at 1:30pm. Deanna Heier will record minutes for this meeting.

Minutes:

Ms. Scrima motioned to approve the minutes of the May SAC meeting, with no corrections. Ms. Unger-Flnk seconded. Motion passed.

August minutes will be distributed and voted on at the October SAC meeting

Old Business:

School Advisory Council Nominations and Vote

Ms Wicker presented the following slate of nominations for the 2025-2026 SAC membership:

SAC Chair: K. Wicker

IZONE: A. Halverson and Y. Gastelo

Secretary: D. Heier

SAF Rep: A. Andrews and N. Thalacker

SAC Members: A. McKirchy, J. Leo, A. Andrews, N. Gardner, J. Greenwell, N. Thalacker, Y. Gastelo, D. Heier, B. Tuttle, A. Halverson, C. Trigila, C. Ramirez, A. Grillo, P. Tincher, C. Simone.

A Community / Business Representative is still needed.

The floor was opened for additional nominations. No additional nominations. Ms Wicker called for a vote.

Ms Tincher made a motion to approve the 2025-2026 Membership Slate. Ms Halverson seconded the motion. Voice vote was unanimous in favor of the slate. Motion passed. The 2025-2026 Membership Slate was adopted.

New Business:

School Advisory Council By-Laws

Ms Wicker reviewed the 2025-2026 SAC By-Laws with attendees. No amendments were made.

Ms Tincher made a motion to approve the 2025-2026 SAC By-Laws. Ms Scrima seconded the motion. Voice vote was unanimous in favor of approving the by-Laws. Motion passed. The 2025-2026 SAC By-Laws were adopted.

School Improvement Plan (SIP)

Ms Wicker reviewed the components of the SIP (Executive Summary, Budget, etc). Of note: 1) a new resource is being implemented for Math fluency called XtraMath and 2) the school is focused on ways to decrease absenteeism and tardiness.

- **2025-2026 GOALS:**

- **Science -**

- By June 2026, 73% of our 5th grade students will score at or above the proficiency level as measured by the Florida Statewide Science Assessment. (Reflecting a 2% increase)

- Implementing Science days with class experiments
- Also implementing a new Science curriculum/tool for teachers

- **Math -**

- By June, 2026, 83% of 3rd through 5th grade students will score at or above the proficiency level as measured by the F.A.S.T. (Florida Assessment of Student Thinking)/Math.

- Resources: XtraMath, iReady, Touch Math training

- **ELA-**

- By June 2026, students in grades K - 2 will increase proficiency by no less than 2%. K will increase from 82% to 84%, First Grade from 71% to 73% and 2nd Grade from 75% to 77%.

- By June 2026, 78% of 3rd through 5th grade students will score at or above the proficiency level as measured by the ELA FAST (Florida Assessment of Student Thinking). Reflecting a 2% increase)

- Reviewed goals and strategies to achieve these goals this year
- Implementing a program from UF called UFLI

Next month SAC will be working on School recognition funds (A+ school funds).

Curriculum and Principal Updates

CORE Connections writing training for teachers in Grades 3-5 starting in October. The PTA is helping to fund the initiative.

Ms Cunningham reported that there was a water main break on Stirling that flooded the bus loop and that the school temporarily had no water. The City of Sunrise rerouted the water line to restore running water, but the school remains unable to drink the water until further notice. Bottled water has been sent from BCPS.

Trunk or Treat PTA event is coming up 10/24/25. The PTA will sell spots for the event and collect candy. The Book Fair starts that night and continues the week after with class visits.

The HBE Storybook Parade will take place on Friday, October 31st. The Silver Trail Middle School band will parade and play song requests from each grade.

HBE Clean-up Day is on Saturday, Oct 4th. Family service opportunity. A great way to give back to our school.

Upcoming Dates

- Peace Day - September 26/wear white
- No School - October 2
- Early Release - October 10
- Planning Day - October 13/No School
- No School - October 20
- Kids of Character and Book Fair/Trunk or Treat - October 24
- Book Fair - Week of October 24 <<CORRECTION Week of Oct 27th>>
- SAC Meeting - Tuesday, October 28 @ 1:30 in room 218 <<NOTE Different location>>
- Story Book Parade/class parties - October 31

Open Agenda

Ms Wicker noted a request from the Social Studies committee for ideas to celebrate the 250th anniversary of the signing of the Declaration of Independence. Ms. Shasa proposed having each Class create and sign a mission statement like the Declaration of Independence. Other suggestions were an aerial photograph or montage of a Flag. Students wearing red, white, and blue.

After-school activities are in full swing. Drama auditions started. Robotics club is ongoing. Art Club applications are due Sept 26th to Ms Barrocas.

Next Meeting Date & Time:

The next meeting will be held on Tuesday, October 28, 2025 at 1:30pm in room 218 <<**NOTE different location**>>.

Meeting Adjournment:

Meeting adjourned at 2:14pm

Submitted by, Deanna Heier, SAC Secretary

Approval Date: _____

SA Joint
 ☆ SAC sign in Sheet for Hawkes Bluff ES (3131)

SAJSAF Joint Meeting



| Date: <u>9/24/2025</u> | | Time: <u>1:30</u> | | | |
|------------------------|-----------------------|---|---------------|--------------------------------------|----------------|
| # | SAC Member Full Name | Position | SBBC Employee | Parent of Student | Sign Here |
| 1 | Andrews, Amanda | ESE Parent of a student at the school, SAF Chair (or designee) Parent of a student at the school | No | <input checked="" type="radio"/> Yes | |
| 2 | Bakal Scrima, Rebecca | Pre-K (if applicable - parent or certified teacher) | Yes | No | |
| 3 | Barnes, Cara | Non-Instructional Support Employees | Yes | Yes | |
| 4 | Bourbeau, Richey | Non-Instructional Support Employees | Yes | No | |
| 5 | Cepeda, Roxana | Non-Instructional Support Employees, ESOL Parent of a student at the school | Yes | <input checked="" type="radio"/> Yes | |
| 6 | Cunningham, Melinda | Principal | Yes | No | |
| 7 | Gardner, Nicole | SAF Chair (or designee) Parent of a student at the school | No | Yes | |
| 8 | Gastelo, Yasmin | ESE Parent of a student at the school, I-Zone Representative (must be a parent) | No | Yes | See other page |
| 9 | Greenwell, Jaden | Parent | No | <input checked="" type="radio"/> Yes | |
| 10 | Grillo, Alejandro | Parent | No | Yes | |



Date: _____

Time: _____

| # | SAC Member Full Name | Position | SBBC Employee | Parent of Student | Sign Here |
|---|----------------------|----------|---------------|-------------------|-----------|
|---|----------------------|----------|---------------|-------------------|-----------|

11 Halverson, Amanda

Parent

No

Yes

Amanda Halverson

12 Heier, Deanna

SAC Secretary

No

Yes

D. Heier

13 Leo, Justin

Gifted Parent of a student at the school

No

Yes

14 McKirchy, Allison

Parent

No

Yes

Allison

15 Ramirez, Christina

Parent

No

Yes

16 Rogers, Ivette

BTU Steward (or designee)

Yes

No

17 Shasa, Jodi

Teacher

Yes

No

Jodi

18 Shulman, Sandra

Teacher

Yes

No

Sandra Shulman

19 Simon, Christine

Parent

No

Yes

Christine Simon

20 Thalacker, Nicole

SAF Chair (or designee) Parent of a student at the school

No

Yes

Nicole Thalacker

21 Tincher, Patty

Parent

No

Yes

Patty Tincher

22 Triglia, Concetta

Parent

No

Yes

Concetta Triglia

23 Tuttle, Bridget

Gifted Parent of a student at the school

No

Yes

24 Unger-Fink, allison

Teacher

Yes

No

Allison Unger-Fink

25 Wicker, Kathleen

SAC Chair

Yes

No

Kathleen Wicker

Mazona, Michele K teacher

yes

NO



★ SAC Sign in Sheet for Hawkes Bluff ES (3131)

| | Date: _____ | Time: _____ | | | |
|----|----------------|---------------|-------------------|--------------------|--------------|
| # | Full Name | SBBC Employee | Parent of Student | Community/Business | Sign Here |
| 1 | Gasteb, Yasmin | No | Yes | | Yuin Mustelo |
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