

Agenda

HAWKES BLUFF ELEMENTARY SCHOOL

School Advisory Council

(SAC)

5900 SW 160th Avenue

Davie, FL 33331

September 29, 2026 – 1:30 p.m.

Welcome & Introductions	• Welcome and Introductions
Meeting Norms	• 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	• Approval of May and August minutes.
SESIR Events	• None to Report
Accountability Funds	• Available funds: \$0
School Advisory Council Nominations and Vote	• Present the slate of nominations and take additional nominations. Vote for members. • Nominations: SAC Chair: Kathleen Wicker IZONE: Secretary: Natalie Fonseca SAF Rep: Amanda Andrews Community/Parent: Anay Suarez-Ltaif Geraldine Casanova Corrina Cast Lauren Penafiel Bridget Tuttle Allison McKirchy Jamie Asburry Summer Alvarez Justin Leo Bonnie Wilding Nicole Gardner Yasmin Gastelo Jaden Greenwell Natalie Fonseca Alex Grillo Concetta Triglia Lori Presuma Kandis Sudeall Rashina Mondesir Amanda Andrews
Curriculum Updates	• Kids Voting – • Students in Pre-K-5 have completed the FAST ELA/Math Assessment (PM1.) There will be two more assessments this year. We will review the data in October's meeting.
School Improvement Plan	• County Video - The purpose of the video is to provide families and stakeholders with information regarding school performance data and an understanding of school outcomes. • Components of the SIP

	- Review and Development of the Areas of Focus GOALS: Science - By May 2027, the percent of 5th grade students who demonstrate grade level proficiency or above on the Florida Statewide Science Assessment will increase from 73% to 75% Math- By May 2027, the percent of 3rd - 5th grade students who demonstrate grade level proficiency or above on the FAST/Math assessment will increase from 87% to 89% ELA- By May 2027, primary grades (K-2) will increase reading gains from 75% to 77% based on the STAR PM 3 assessment By May 2027, the percent of 3rd-5th grade students who demonstrate grade level proficiency or above on the FAST/ELA assessment will increase from 79% to 81%. SAC By Laws – Vote
Upcoming Dates	- Early Release – October 9 - Teacher Planning Day – October 12 - K-1 Awards – October 19 2-3 Awards – October 20 4-5 Awards – October 21 - Trunk-or-Treat – October 23 - Book Fair – October 26-30 - SAC Meeting (Media Center/1:30) – October 27 - Story Book Parade – October 30
Adjournment	Meeting adjourned at

HAWKES BLUFF ELEMENTARY SCHOOL
SAC Minutes – September 29, 2026

Call to Order:

A meeting of the Hawkes Bluff School Advisory Council was held in the Media Center on September 29, 2026. The meeting was called to order by Kathleen Wicker, SAC Chair at 1:30pm. Natalie Fonseca, SAC Secretary, will record the minutes for this meeting.

Minutes:

Ms. Rogers motioned to approve the minutes of May SAC meeting, with no corrections. Ms. McKirchy seconded. Motion carried. Ms. Andrews motioned to approve the minutes of August SAC meeting, with no corrections. Ms. Gastello seconded. Motion carried.

Old Business:

SESIR Events: none to report

Accountability of Funds: balance of \$0

New Business:

SAC Nominations and Elections:

1. Ms. Wicker presented the slate of nominees for the School Advisory Council (SAC) officers and council members. Ms. Unger-Fink moved to approve the nominations, and Ms. Scrima seconded. The motion was approved unanimously. The nominated SAC officers and council members were elected by an oral unanimous vote.
2. The following SAC officers and council members were approved by an oral unanimous vote:

SAC Chair:	Kathleen Wicker
SAC Secretary:	Natalie Fonseca
I-Zone Representative:	Leah Castillo Yasmin Gastello
SAF Representative:	Amanda Andrews Yasmin Gastello

SAC Parent / Community Members:

- Summer Alvarez
- Amanda Andrews
- Jamie Asbury
- Geraldine Casanova
- Corrina Cast
- Natalie Fonseca
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- Alex Grillo
- Justin Leo
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- Lori Presuma
- Anay Suarez-Ltaif
- Kandis Sudeall
- Concetta Triglia
- Bridget Tuttle
- Bonnie Wilding

3. **SAC Bylaws:** Reviewed, updated and approved by an oral unanimous vote

4. **Curriculum Updates:**

- Ms. Wicker discussed the three assessments throughout the school year; PM1, PM2 and PM3 and where the average students should score for each marker.
- iReady is for grades 2 thru 5 only. Ms. Wicker informed the council that included in the October agenda, Ms. Cunningham will present the PM1. Data and SAC will begin the development of the proposals for the School Recognition Funds.
- A quorum of at least 51% of the council will be required to vote on the proposals. Kids voting coming soon and parents will see their children come home with an "I Voted Sticker."

5. **School Improvement Plan (SIP)**

- Ms. Wicker shared
 - The district developed a **video designed** to provide families and stakeholders with information regarding school performance data and to understand school outcomes.
 - The FAST reports and the school grade model. This year the grading scale will increase. The goals for the 2026/2027 school year are as follows See attached data

Reports

1. **Principal Updates**

- **Fence Status:** Ms. Cunningham reported that the fence is almost completed as they are finalizing the last touches. Mr. Leo reminded Ms. Cunningham about the seating for our Storybook Parade as it relates to the new fence. There will be a designated area for the middle school band and parents.
- **Car Pool Area:** Ms. Cunningham discussed a parent concern about the carpool line.
 - The District Safety Department provided suggestions on simplifying the lane merge. They provided cones to delineate the lanes and a directional arrow to identify where the merger should take place.
 - The Safety Department also provided feedback for all cars to utilize designated parking spaces and not park on the curbs inside the parking lot.
 - It was also suggested to close off one of the parking lot entrances with a chain. We were unable to safely implement this recommendation.
- **Classroom Sizes:** Ms. Cunningham shared that an additional 3rd grade teacher has been hired for class size.

2. **PTA Updates**

- PTA is hosting a Trunk or Treat event on Friday, October 23rd. This will also be the opening night for the Book Fair

Next Meeting Date & Time

The next meeting will be held on Tuesday, October 27 at 1:30PM in the Media Center

Meeting Adjournment

Motion: Ms. Unger-Fink motioned to adjourn the meeting at 2:03PM. Motion carried unanimously.

Submitted by,

Name of Recorder: Natalie Fonseca

Name of Position on Board: SAC Secretary

Approval Date:

- Bonnie Wilding

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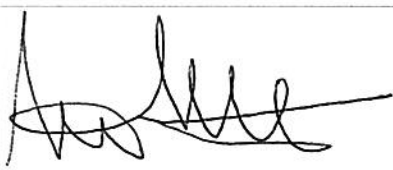
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I-Zone Representative:	Leah Castillo Yasmin Gastello
SAF Representative:	Amanda Andrews Yasmin Gastello

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SAF

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

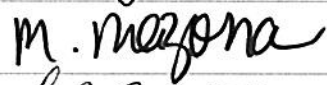
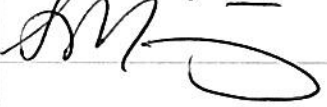
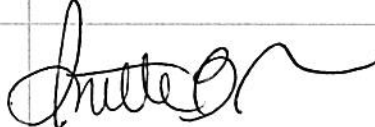
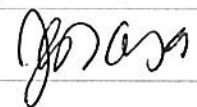
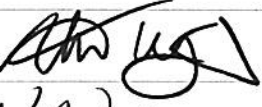
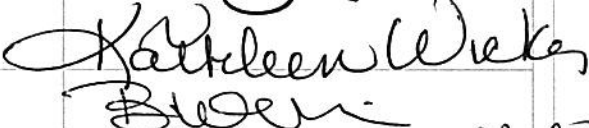
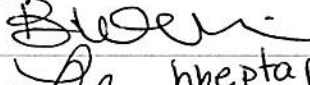
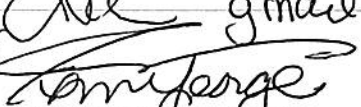
Date: <u>Sept. 29, 2026</u>		Time: <u>1:30</u>			
#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Alvarez, Summer	Parent	No	Yes	
2	Andrews, Amanda	SAF Chair (or designee) Parent of a student at the school	No	<u>Yes</u>	
3	Asbury, Jamie	Parent	No	Yes	
4	Bakal-Scrima, Rebecca	Pre-K (if applicable - parent or certified teacher)	Yes	No	
5	Barnes, Cara	Non-Instructional Support Employees	Yes	Yes	
6	Casanove, Geraldine	ESE Parent of a student at the school	Yes	Yes	
7	Cast, Corrina	Community / Business Representatives, Parent	No	Yes	
8	Cunningham, Melinda	Principal	Yes	No	
9	De la Nuez, Maria	Teacher	Yes	No	
10	Fonseca, Natalie	SAC Secretary	No	Yes	
11	Gardner, Nicole	Parent	No	Yes	
12	Gastelo, Yasmin	ESE Parent of a student at the school	No	Yes	

Suarez-Gtaif, Anay

No

Yes



Date: <u>Sept 29, 2026</u>		Time: <u>1:30</u>			
#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
13	Grillo, Alex	Parent	No	Yes	
14	kemmerlin, jessica	Pre-K (if applicable - parent or certified teacher)	Yes	Yes	
15	Leo, Justin	Gifted Parent of a student at the school	No	Yes	
16	Mazorra, Michelle	Teacher	Yes	No	
17	McKirchy, Allison	Parent	No	Yes	
18	Mondesir, Rashina	Parent	Yes	Yes	
19	penfiel, lauren	Parent	No	Yes	
20	Presuma, Lorri	Parent	Yes	Yes	
21	Rogers, Ivette	BTU Steward (or designee)	Yes	No	
22	Shasa, Jodi	Teacher	Yes	No	
23	Sudeall, Kandis	ESE Parent of a student at the school	No	Yes	
24	Triglia, Concetta	Parent	No	Yes	
25	Tuttle, Bridget	Gifted Parent of a student at the school	No	Yes	
26	Unger-Fink, allison	Teacher	Yes	No	
27	Wicker, Kathleen	SAC Chair	Yes	No	
28	Wilding, Bonnie	Parent	No	Yes	
	Castello, Leah Parent		NO	yes	
	Greenwell, Jack Parent		NO	NO	
	George, Heidi AP		yes	NO	

hbepta president@gmail.com

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 09/29/2026

Amended 09/29/2026

Hawkes Bluff Elementary
SAC Minutes - 5/19/26

Attendance: See signup sheet

Call to Order:

A meeting of the Hawkes Bluff Elementary School Advisory Council was held in the Media Center on May 19, 2026. Chair Kathleen Wicker called the meeting to order at 1:32pm. Deanna Heier will record minutes for this meeting.

Minutes:

Ms. Shasa motioned to approve the minutes of the March SAC meeting, with no corrections. Ms. Unger-Fink seconded. Motion passed.

Old Business:

SESIR Events: none to report

Accountability Funds: balance of \$1,082.81

New Business:

School Improvement Plan (SIP)

Ms Wicker reported that the Leadership team is continually looking at the data to decide what we are going to keep doing next year, adjusting goals and activities for next year as needed.

Ms Cunningham reported preliminary PM3 data. Scores were up in all areas over the prior year. Notably, Math scores were up 6 base points (88% vs 82% proficiency last year). Science FAST test happened today (May 19th) and so the results there are preliminary at 73% proficiency, up 1 base point over the prior year.

Subject	22/23	23/24	24/25	25/26	SIP Goal
ELA	70%	77%	78 %	80 %	80%
Math	83%	84%	82%	88%	85%
Science	50%	76%	72%	73%*	74%

Ms Wicker thanked the School Advisory Committee members for their participation and input throughout the year and encouraged everyone to help recruit additional new members for next year.

Curriculum Updates

Ms Wicker reported that the Reproductive Health lessons are planned for this month for Grades 4 and 5 only and is the same material as was taught last year.

Principal Updates

Ms Cunningham reported that enrollment is slightly down for next year, with 527 students projected to enroll. Based on enrollment for next year, we will have 23 classroom teachers. This is two less classrooms than we had this year. There will be 1 less class in 1st grade (was 5, now 4 total) and 1 less class in 3rd grade (was 4, now 3 total). The reduction in classroom teachers will be met through planned retirements.

Ms Cunningham reported an update in the funding calculation by BCPS for Specials next year. Specials classes are funded based on the number of classrooms (1 Specials per 10 classes). Hawkes Bluff is therefore funded to have 2

Specials plus Media. Ms Cunningham let SAC members know that she is committed to keeping all 3 of our Specials (PE, Music, and Art) in addition to Media and will be funding the 3rd Specials from other areas of the school budget.

PTA Updates

PTA representatives reported that the School Supply kits are available now for purchase.

Ms Cunningham gave her appreciation for the PTA and their help with every school need. She noted that they truly put all fundraising dollars to work.

Next Meeting Date & Time:

The Committee decided not to meet in April due to lack of agenda items.

The next meeting will be held on May 19, 2026 at 1:30pm in the Media Center.

Ms Cunningham will present the budget at the meeting.

Meeting Adjournment:

Meeting adjourned at 1:53pm.

Submitted by, Deanna Heier, SAC Secretary

Approval Date: _____