

West Broward High School
School Advisory Council (SAC)
500 NW 209th Avenue
SAC Meeting Agenda
September 22, 2026 at 3:30 pm
Media Center

1. Call to Order
2. Attendance
3. Approval of Minutes (May 2026, August 2026)
4. Principal Updates
5. New Business
 - a. SAC Officer Elections
 - b. SAC Composition Nominations/Elections
 - c. SAC Bylaws
6. Funding request: IXL
The English department requests no more than \$6,700.00 to cover the cost of 900 IXL licenses to support ELA student achievement.
7. Funding request: NHS tutoring
National Honor Society requests no more than \$4,800.00 to cover the cost of faculty supervision for 120 tutoring sessions to be held throughout the school year. These funds will be used to pay 4 teachers at a cost of \$40.00 per hour.
8. Questions/Comments
9. Next Meeting Date & Time: October 20, 2026 @ 3:30pm
10. Meeting Adjournment

*Meeting to be immediately followed by School Advisory Forum (SAF)

SAC Composition Positions

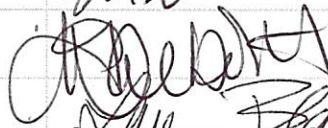
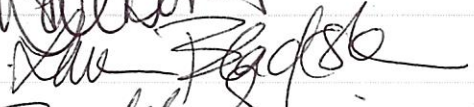
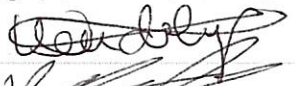
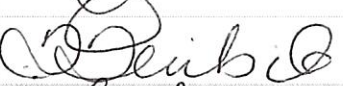
SAC Officers	
SAC Chair or Co-Chairs	SAC Secretary

Parents		
I-Zone Rep	ESOL Rep	Gifted Rep
SAF Chair	ESE Rep	Community/Business Rep
Parents		

Staff	
Principal	Non-Instructional
BTU Steward	Teachers

Students

☆ SAC Sign in Sheet for West Broward HS (3971)

Date: <u>9/22/26</u>		Time: <u>3:30 pm</u>			
#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Michele Marmo	Y	N	WBHS	
2	Jennifer Alberti	Y	Y		
3	Lane Black	N	Y		
4	Rosa Melissa Garcia		Y		
5	Sarah Zorn-Milner	Y	N	BZ1	
6	Chelsey Smith	Y	Y		
7	Natalie Allen	Y	Y		
8	Wendolyn Andrus	N	Y		
9	Ryan Allen	N	N		
10	~~Cynthia~~ Cunicelli-Carlton	Y	Y		
11	BONSTE	Y	N		
12	Dionna Berry	Y	N		
13	Tara Terribile	Y	Y		
14	Andrea Garcia			Y	
15	Helen Dorris		Y		
16					
17					
18					
19					
20					

West Broward High School
SAC Minutes (May 19, 2026)

Call To Order:

A meeting of the (West Broward High School) School Advisory Council was held in the (Media Center at 500 NW 209th Ave Pembroke Pines, FL 33029 on February 24, 2026).

Micah Moreno called the meeting to order at 3:34 pm. Laura Blackshaw recorded the minutes for this meeting.

Attendance: Quorum met.

Approval of Minutes (February and March 2026): Motion to approve by Ms. Allen and seconded by Ms. Ventura. Motion carried unanimously- Show of hands.

1. Call to Order
2. Attendance
3. Approval of Minutes (February and March)
4. Principal Updates
 - a. Last week of testing; improved all areas except Geometry. English up by 20 pts, Algebra up more than 19 points. Up in US History, 2nd place behind Cooper City High School. Biology loss of 3 points.
CTE is an 81 as our school score, which will show up next year. (68 this year)
 - b. Grad rate: 99%. Geometry brought down our overall score, so big focus on improving Geometry scores for next year.
 - c. A school rating. Continue ELA improvements and algebra. Different team-teaching styles for the math department and making sure the curriculum aligns better with the EOC.
 - d. All Broward County schools but 1 dropped in math. This year's math EOCs had had more than usual numbers of graphing and word problems.
 - e. US History FACT class: college credit through state of Florida, also an acceleration point. Already have 2 sections of math FACT classes here now.
 - f. Finishing make ups and AP exams. AP scores should be out in late July, and then AICE in August.
 - g. Working on next year's schedule and budget
 - h. Budget was cut for support facilitators and roles. Chose to keep all and made adjustments in the budget
 - i. Cuts in VPK program: one less Teaching Assistant in the class.
5. Old Business
 - a. Customer Service Survey: Still need more parent and student surveys. Closes soon.
6. New Business
 - a. 2026-2027 Budget Projections
 - i. Presentation given by Ms. Moreno

Accountability Funds Currently Available: \$31,310.17
School Environmental Safety Incident Reporting (SESIR) data
<https://www.browardschools.com/Page/38107>

- ii. SAC and SAF actively participate in budget preparations. Projections now, but things will change during the first funding period, which is in October.
- iii. 2211 total FTE units, which is not the total number of students. There is an
- iv. 8,727, 076 total budget projected allocation, slightly less than next year.
- v. Art: 2, PE, Band/Chorus: 3
- vi. Losing one facilities serviceperson for next year
- vii. Projected accountability funds for next year: \$0
 - 1. No monies have been allocated yet, normally should be \$5 per student but hasn't been paid since Covid.
 - 2. Anticipate A Plus funds for the school to spend for next school year.
 - 3. School budgets close on April 15, and not Accountability Funds can be spent after that date.
 - 4. 4-5 teacher orders on backorder, need packing slips by June 30, so the district won't cancel the orders. For example, Vet program has things on backorder. Delay lies in the fact that Vet program uses vendors that are not preapproved by the district. We have the only Vet program in the county.
 - 5. Summer guidance money, not reflected in Accountability Funds, but was approved. So, accountability funds should be about half of the \$31,310.17 listed.
 - 6. One Chorus class for next year. Fifteen kids in the class. Placing surplus teachers first and may get an elementary school certified music teacher due to the school closings.
- b. SAC Nominating Committee
 - i. 2 current elected officers and 1 general member needed.
 - 1. Ms. Allen nominates Ms. Moreno; Ms. Ventura nominates Ms. Allen. Ms. Allen nominates Ms. Ventura. Ms. Dozois motioned to approve and seconded by Ms. Blackshaw. Motion carried unanimously.
- c. SAC Composition Open Positions
 - i. Elect during second meeting of the school year
 - ii. Encourage and recruit incoming parents to join SAC.
- d. SAF Updates
 - i. No updates from last month
- 7. Questions/Comments:
 - a. From May's SAT scores, we got 2 more kids who earned Bright Futures scholarships.
- 8. Meeting Adjournment:

Motion made by Ms. Allen : and seconded by Ms. Zorn : at 4:01 pm _____. Motion carried Unanimously
 - Show of hands.

Accountability Funds Currently Available: \$31,310.17
 School Environmental Safety Incident Reporting (SESIR) data
<https://www.browardschools.com/Page/38107>

West Broward High School
SAC Minutes (August 25, 2026)

Call To Order:

A meeting of the (West Broward High School) School Advisory Council was held in the (Media Center at 5:03pm 500 NW 209th Ave Pembroke Pines, FL 33029 on August 25, 2026).

Micah Moreno called the meeting to order at 5:03 pm. Laura Blackshaw recorded the minutes for this meeting.

Attendance: No Quorum, need to have elections to fill vacancies.

1. **Call to Order**
 - a. **Openings on SAC**
 - i. **Will have a meeting to elect the rest of the positions**
 - ii. **Tardy policy started on Monday**
 - iii. **Car line and traffic flow is improving**
 - iv. **PM1 for ELA 9-10 and retakes: Sept 10**
2. **Attendance-informal meeting, no quorum**
3. **Principal Updates**
 - a. **Ms. Sterling is sending all the Parentlink updates: monthly and weekly Bobcat Blast**
 - b. **August 25th and 26th is Picture Day**
 - c. **Students: Wear your ID every day, Tardy Policy is in place**
 - d. **Club Rush in cafeteria at 5:30 today**
 - e. **6-8pm for Open House**
 - f. **PTSA memberships and PE uniforms for sale in Media Center at 5:30pm**
4. **SAF Updates- none**
5. **Questions/Comments:**
 - a. **Senior Sunrise- try to re-do due to mosquitos- no date yet. Shift to Senior Sunset?**
 - b. **Senior calendar will come out soon**
 - c. **Homecoming is Sept 18**
 - d. **No events in Auditorium on weekends due to budget cuts**
 - e. **Prom: May 1, possibly at Margaritaville. Have to wait 10 days for contact to be approved.**
 - f. **Senior Exams: May 17th-May 20th**
 - g. **Grad Bash- April 16**
 - h. **Senior Awards- April 21**
 - i. **Senior Takeover Day: May 12th**
 - j. **Cap and Gown pick up: May 21**
 - k. **In December, Graduation date announced- probably May 24th or 25th**
 - l. **Senior Top 10% students voting between a dinner or a field trip**
 - m. **Top 10 Senior class can park in faculty lot with painted parking spots**
6. **Meeting Adjournment: 5:21pm, no motion**

Accountability Funds Currently Available: \$31,310.17
School Environmental Safety Incident Reporting (SESIR) data
<https://www.browardschools.com/Page/38107>

☆ SAC Bylaws

West Broward HS (3971) SCHOOL ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this Council shall be the **West Broward HS (3971) 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 PT/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 **(West Broward HS (3971))** School Advisory Council.

Annual Ratification

Amended

SAC Funding Request: IXL for ELA

Requested Amount: Approximately \$6,700

The ELA Department respectfully requests SAC funding to purchase IXL for the 2026–2027 school year.

Last year, our students experienced significant growth in ELA, and IXL was one of the key instructional tools used to provide targeted, standards-based practice. Teachers used IXL alongside FAST data to identify skill gaps and provide differentiated support.

Why We Need IXL

IXL will allow us to:

- Ⓜ Target specific Florida B.E.S.T. ELA standards based on student needs.
- Ⓜ Provide intervention for Level 1 and 2, Lowest 30%, ELL, and SWD students.
- Ⓜ Support students who are close to reaching proficiency.
- Ⓜ Monitor student progress throughout the year.
- Ⓜ Use student data during PLCs, small groups, and intervention to adjust instruction.
- Ⓜ Build upon the strong ELA growth achieved last year.

Measuring Success

We will measure the effectiveness of IXL by monitoring FAST PM1, PM2, and PM3 growth, proficiency, learning gains, Lowest 30% learning gains, and IXL skill mastery.

Request

We respectfully request approximately \$6,700 from SAC to continue IXL for ELA. This investment will allow us to continue a strategy that supported strong student growth while providing teachers with the targeted data and practice needed to move more students toward proficiency.

Our goal is simple: continue what worked, target learning gaps early, and accelerate ELA achievement.

Best regards,

Chelsea Smith, Literacy Coach

ELA Team