



School Advisory Forum Orientation
2022-2023

District Advisory Council +
Central Area Advisory Council +
North Area Advisory Council +
South Area Advisory Council =

BUILDING MOMENTUM

December 19, 2022
Broward County Public Schools

Orientation Outline

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Advisory Contact Information
The Forum for Improving Education
Who We Are
Benefits of Advisory

TOPIC 2 INSIGHTS

Purpose
Role
Duties
Meetings

TOPIC 3 HOW DO I GET STARTED

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Sunshine
Robert's Rules of Order
Information Needed For Your Meetings

Orientation Outline

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Agenda

Minutes

Minutes

TOPIC 5 ELECTIONS

Process

TOPIC 6 COMMUNICATION

Looping

Checklist

SAC AND SAF RELATIONSHIP

What's Next?

WELCOME

District Advisory Council (2022-2023)

- Chair: Chuck Harper districtadvisorycouncil@gmail.com

North Area Advisory Council (2022-2023)

- Chair: Cynthia Dominique northareaadvisory@gmail.com

Central Area Advisory Council (2022-2023)

- Chair: Dee Defoe caac.chair@gmail.com

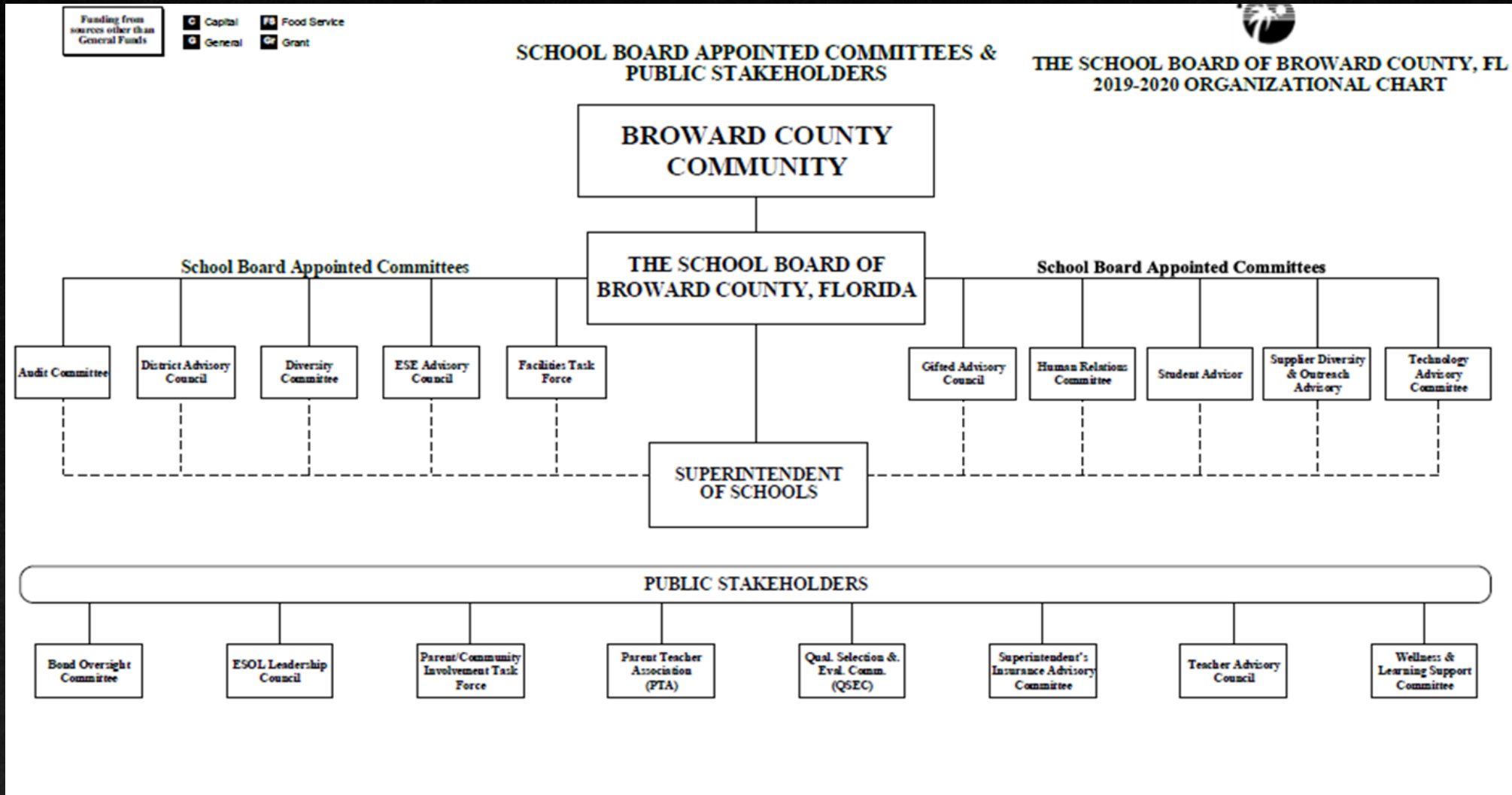
South Area Advisory Council (2022-2023)

- Chair: Carmelo Borges browardsoutharea@gmail.com

Who
can I
contact?

TOPIC 1

THE FORUM FOR IMPROVING EDUCATION



WELCOME TO THE REGIONAL OFFICES

North Regional Office 754-321-3600)

- North Regional Superintendent Dr. Jermaine Fleming
- jermaine.fleming@browardschools.com

Central Regional Office 754-321-3000

- Central Regional Superintendent Darius Adamson
- Darius.adamson@browardschools.com

South Regional Office 754-321-3200

- South Regional Superintendent Alan Strauss
- Alan.strauss@browardschools.com

Associate Superintendent Office 754-321-3800)

- Non-Traditional/Associate Superintendent Dr. Valerie Wanza
- Valerie.wanza@browardschools.com

Who can I
contact at
the
Regional
Offices ?

<https://www.browardschools.com/domain/25281>

TOPIC 1 THE FORUM FOR IMPROVING EDUCATION

Ideas, Concerns & Feedback

BROWARD COUNTY SCHOOL BOARD

Requests for Feedback

FLOW UP

FLOW DOWN

from School to SAF to Area Advisory and potentially on to District Advisory and the School Board

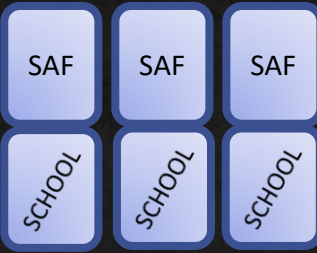


DISTRICT ADVISORY COUNCIL

SOUTH AREA ADVISORY

CENTRAL AREA ADVISORY

NORTH AREA ADVISORY



This is how the School Board and District Advisory gauge support for important issues.

You care...

- About your child
- About your school
- About wanting to be involved in the decision-making process at the school, area and district
- About promoting involvement

We are part of a team that advocates for children, our schools and our community stakeholders

- **Advisory has:**
- Advocated for equality for all students and schools in policies
- Advocated for online transactions
- Advocated for defibrillators in every high school
- Advocated for the “HERE COMES THE BUS” app
- Advocated for the visual alarms for the deaf and hard of hearing

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TOPIC 1

AS ADVOCATES

We keep stakeholders up to date on issues and solicit their views that might not otherwise be heard

We are made up of persons of wide-ranging interests and expertise who want to participate

We serve as a way to build public consensus on issues before elected officials make a decision

We assist in the development of policies and programs and influence change from the grassroots level

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TOPIC 2

INSIGHTS INTO ADVISORY



Purpose of a
School Advisory
Forum



The Roles of a
School Advisory
Forum Chair



The Duties of a
School Advisory
Forum Chair



TOPIC 2

PURPOSE

Every school shall have a School Advisory Forum (SAF) that shall foster and promote communication between its stakeholders, the school, and the Area Advisory Council.

The Chair and Vice Chair shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service. Officers should be elected per their school bylaws.

The Chair cannot be a Broward County Public School employee at the school where they are employed. Policy 1.3 (A) & (B2)



TOPIC 2

THE ROLE OF A SAF CHAIR

As an elected SAF Chair we facilitate the group and do not claim to represent every parent or community member at our school; we simply provide a means by which the community can discuss concerns at your school that are not only addressed by the School Advisory Council (SAC).

- Be supportive of the school and assist with finding solutions to concerns being raised at the school level.
- Do not shy away from bringing something to the attention of your principal or SAF members.
- Remember we work together and we are not always going to agree on issues.
- **Never blindside your principal.**

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TOPIC 2

THE DUTIES OF A SAF CHAIR

- All duties will be advisory in nature, none of which will conflict with any of the powers and duties reserved by law, policy, or administrative guidelines to the principal.
- Assist in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
- Address parent/community concerns; work with the administration to solve problems and to initiate desirable change.
- School Advisory Forums and its officers are prohibited from using their titles and/or positions to endorse, or give the impression of endorsing, candidates for public office.
Policy 1.3

TOPIC 2

DUTIES INCLUDE ATTENDING MEETINGS



DAC will sequence DAC, Area and school site meetings to allow for appropriate looping; (Policy 1164)

Required meetings

- Area Advisory Council
- School Advisory Forum (SAF)
- School Advisory Councils (SAC)

Other Informative meetings:

- District Advisory Meetings (DAC)
- Other District Committees (TAC, FTF, ESE, ESOL, Diversity, Gifted, etc.)
- Regular School Board Meetings
- School Board Workshop
- City/Community or Education Advisory Boards

TOPIC 2

SCHOOL ADVISORY COUNCILS (SAC)

School Advisory Forum (SAF) chairperson or designee shall represent SAF as a voting member at School Advisory Council meetings.

As a SAC member you have a vote on the expenditures of the School Accountability funds.

Actively participate with the School Advisory Council in identifying the educational needs and priorities of the school.

Indicate awareness of the program and plans for the school by the signature of the chairperson on the budget when it is submitted for district budget preparation.

Participate in joint training opportunities with the School Advisory Council.

In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly with the School Advisory Council.



TOPIC 2

AREA ADVISORY COUNCIL MEETING

Area Advisory Councils meet the third week of the month.

School Advisory Council's meet the fourth or first week of the month.

- School Advisory Forum Chair or designee shall represent SAF as voting member of the Area Advisory Council meetings
- District staff presents topics on district policy and procedures
- SAF Chairs bring information back to their schools
- SAF Chairs bring the input from their groups to the Area Advisory Council
- Area Advisory Councils provide a forum for School Advisory Forum Chairs to bring forward issues or concerns raised at their schools
- Participate in the Looping Process (Policy 1164)



TOPIC 3

HOW TO GET STARTED



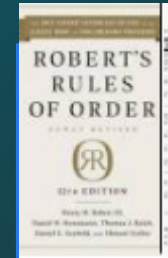
Guidelines

Policies &
Procedures

Bylaws



Sunshine
Law



Robert's
Rules of
Order



TOPIC 3

GUIDELINES, BY LAWS, SUNSHINE LAW AND ROBERT'S RULES OF ORDER

The School Advisory Forum shall use guidelines developed by the district, develop and adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, and conduct meetings according to the current edition of Robert's Rules of Order. Policy 1.3 (11)

**HOW
TO
GET
STARTED**

Additional training on ethics is available at:

<https://www.browardschools.com/Page/41329>

The training module is approximately 45 minutes.

- Meetings must be advertised prior to the meeting date/time using the vehicle that works successfully at your school
- The membership of the SAF shall determine the date/time of the meetings. Keep in mind the meetings are to be held either the fourth or first week of the month in order for me to give feedback to the Area Advisory
- When developing your agenda, meeting times should be consistent
- All meetings shall be conducted in the “Sunshine” (i.e., open to the public)
- The membership of the School Advisory Forum (SAF) shall be representative of the school community to include parents or guardians of students enrolled in the school, students of the school, business partners of the school, community members and business people. Participation from all ethnic, religious, cultural and socioeconomic backgrounds is welcomed and encouraged.

**HOW
TO
GET
STARTED**

- No full or part-time (as defined as one who receives benefits) School Board employee shall hold the position of chairperson in the school where they are employed
- The chairperson and other officers shall be elected by the advisory forum membership
- The SAF must assume all responsibilities assigned to it by School Board Policy 1.3
- SAF shall not collect dues
- SAF shall not be fundraisers
- Each SAF must attend or, send a representative to the Area Advisory Council meetings

**HOW
TO
GET
STARTED**

Every school must have a set of Bylaws.

If you cannot find your school's bylaws a template is available in the SAF Manual or at:

[School Advisory Forum Bylaws Template](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAF%20Bylaw%20Template%201.pdf)

<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13618/SAF%20Bylaw%20Template%201.pdf>

Bylaws set the rules for the organization

Objectives

Officers

Duties

Meetings

Voting

Amendments

**HOW
TO
GET
STARTED**

TOPIC 3

WHAT DOES IT MEAN TO “FALL UNDER SUNSHINE LAW” ?

- Governmental Proceedings at state and local levels are subject to the Sunshine Law, this includes Advisory Boards
- Meetings must be open to the public
- Public notice of meetings required
- Official minutes must be recorded
- Place of meeting must be easily accessible

(Note: Entire decision-making process must be conducted in an open manner)

**HOW
TO
GET
STARTED**



TOPIC 3

ROBERT'S RULES OF ORDER

- Robert's Rules of Order are guidelines on how to run a meeting
- The meeting structure according to Robert's Rules of Order is dictated by an agenda
- An agenda is a list of items to be discussed in chronological order
- Creating an agenda also protects a new item from being added once the meeting has begun and helps maintain the flow of the meeting

**HOW
TO
GET
STARTED**



MEETING CHECKLIST FOR ADVISORY CHAIRS

PREPLANNING

_____ Review Policy 1.3

_____ Review School Bylaws

_____ Fill out volunteer form [Volunteer Application](https://www.browardschools.com/Page/32044)

(<https://www.browardschools.com/Page/32044>)

_____ Prepare an agenda

**HOW
TO
GET
STARTED**

TOPIC 4

COMPONENTS OF A MEETING

Agenda

Required
Prepare
Guide

Minutes

Required
Outcome
Motions

Motions

Purpose
Proposal
Action

SAF Chairs and meetings fall under Sunshine Law. ([286.0105 F.S.](#))

Meetings must be advertised, agendas prepared and minutes be taken.

The Principal will advise the SAF chair who to contact to have their meetings advertised on the school website, marquee, social media outlets and ParentLink, who will upload their information onto the SAC Upload Center and who will be making their copies.

COMPONENTS OF A MEETING

An agenda has three main purposes:

- It clarifies your objectives in holding the meeting
- It helps participants prepare for the meeting
- It provides a guideline during the meeting

Specific or generic items to be considered and order of discussion may be placed on the agenda.

**COMPONENTS
OF A
MEETING**



TOPIC 4

WHAT GOES ON AN AGENDA

Name of Organization:

ABC Elementary School

Name of Group:

School Advisory Forum Minutes

Location:

123 Elm Lane, Ft. Lauderdale FL 33333

Type of meeting:

General Meeting

Time:

September 22, 2022 – 7 P.M

Call to order:

Note the time the meeting was called to order.

Introductions:

If the group is small then everyone can introduce themselves.

Approval of minutes:

The chairperson can obtain unanimous consent immediately if no one has any comments or amendments, or after corrections are made.

COMPONENTS OF A MEETING



TOPIC 4

WHAT GOES ON AN AGENDA

- Reports:** Principal Report and any other Committee that has an item to report on .
- Presentation:** Information from the Area Advisory can be presented for discussion at this time or guest speaker.
- Unfinished Business:** Information from the last meeting that was not resolved.
- New Business:** Present issue(s) from Area Advisory Council when feedback has been requested. Is there any further business to come before the meeting?
- Public input:** Any questions or issues that come from public input does not have to be addressed at this time. It can be stated that it may be put on next month's agenda.
- Announcement:** Announce the date and time of your next meeting.
- Adjourn:** Note time the time the meeting is adjourned.

COMPONENTS OF A MEETING



Record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws. Policy 1.3 (12)

Document major decisions (motions) and ensure that the participants agree with your understanding of the decision.

If you're in doubt, speak up to clarify whether a decision has been made.

Minutes must be uploaded onto the [SAC Documentation section of the School Improvement portal.](#)

COMPONENTS OF A MEETING

TOPIC 4

MINUTES

Name of Organization: ABC Elementary School
Name of Group: School Advisory Forum Minutes
Location: 123 Elm Lane, Ft. Lauderdale FL 33333
Type of meeting: General Meeting
Time: September 22, 2022 – 7 P.M

Role of Participants: i.e. Principal gave a report
Discussion items: This should include a description and potential outcome
Include the Motion and results of the motion
List of participants: Sign in Sheet

- Generally include only what was done, not what was said.
- Finalize the minutes in a timely fashion.
- Get them to the chair as they may be needed for an Area Advisory Meeting.

COMPONENTS OF A MEETING

What is the purpose of making motions?

A motion is a formal proposal by a member to do something. Motions are the basis of the group decision-making process. They focus the group on what is being decided.

1. A motion is made at a meeting when a desired action is requested.
2. Motions can start at a school.
3. If the body votes in favor of the motion and it requires additional action, it passes to the principal or the area for consideration.
4. At a School Advisory Forum meeting a topic brought to the table is often discussed and a result of that discussion is formulated into a motion.

**HOW
TO
GET
STARTED**



The Chair recognizes the member wanting to make a motion.

- It is suggested that the presenter put the motion in writing.
- Making the Motion:
 - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - Another member will second the motion or the Chair will call for a second.
 - When a second has been made the Chair will open the floor for discussion.
 - An amendment can be made anytime while the motion is on the floor, the amendment must have a second to proceed.
 - The amendment must be voted on first. Then the main motion.
 - If there is no second to the motion, it is lost. There is no further discussion.



VOTING RIGHTS:

- Meetings are open to all, but voting rights are granted only to members who are parents or guardians of students who are enrolled in the school or matriculating to the school the following year, students of the school, employees of the school and business partners of the school. To vote at any meeting, members must sign in, present proof that they meet the voting membership requirements, if requested.

Policy 1.3 (D)

COMPONENTS OF A MEETING

TOPIC 4

MOTIONS

Flow of a motion made at a School Advisory Forum meeting:

MOTION

- **Principal**

MOTION

- **Area Advisory Council**
- **District Advisory Council**
- **District Department**
- **School Board Members & Superintendent**

COMPONENTS
OF A
MEETING

TOPIC 4

MOTIONS

The SAF Chair presents the motion at the Area Meeting. If the Area Advisory Council membership approves the motion, the Area Chair brings the motion to the District Advisory Council.

- The Area Chair presents the motion to the DAC membership for consideration. If the motion passes, the DAC Chair either forms a subcommittee to further investigate and the the motion is presented to the School Board Members and the Superintendent.
- The motion is then tracked by the Chief of Staff or his designee. The Chief of Staff sends the motion to the appropriate department head. The Chief of Staff has 21 days to respond as to the status of the motion.

COMPONENTS OF A MEETING





ELECTION PROCESS

Please see the School Advisory Forum Manual for further details.

**COMPONENTS
OF A
MEETING**

TOPIC 5

ELECTIONS

- The Chair and Vice-chair shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service.
 - The **Chair cannot** be a Broward County Public School employee at the school **where they are employed**. (*Refer to By Laws*)
- Elections must be advertised and should be held at a meeting (in April or May), where the most parents attend. (Example: Open house, School Advisory Forum or before a PTA/PTO, Band Booster meeting, SAC, NOT during the meeting.)
- The Nominating Committee will present a slate to membership. Or nominations can be taken from the floor.
(*Check your bylaws!*)

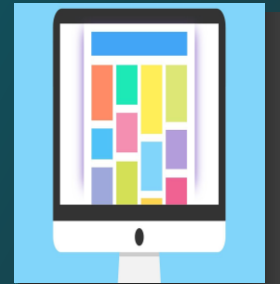
ELECTION PROCESS FOR SAF PARENTS

TOPIC 6

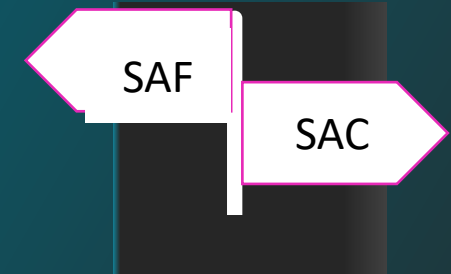
COMMUNICATION



LOOPING



CHECK LIST



SCHOOL ADVISORY
FORUM

&

SCHOOL ADVISORY
COUNCIL

TOPIC 6

THE PUBLIC ENGAGEMENT LOOP “LOOPING” – POLICY 1164

1

“Looping” has been designed for use only when a major initiative or new district wide program is under consideration

2

Information is presented at a District Advisory Council Meeting

3

The information is then presented to the Area Advisories SAF Chairs

6

The Area Advisory Chairs provide their feedback/motion to DAC

5

The SAF chairs return to their Area Advisory with their feedback/motion

4

SAF Chairs go back to their school and vet the information with their community

7

DAC brings forward a motion that is read at a School Board Meeting

8

The motion is catalogued by the Chief of Staff and forwarded to a department for a response

9

A response is provided within 21 days

TOPIC 6

PLAN THE MEETING CHECKLIST

The School Advisory Forum Manual provides information on these topics.

Topics covered are:

PLAN THE MEETING

- Meet the principal
- Meeting dates established and advertised
- Contact guest speaker
- Agenda development and distributed

TOPIC 6

PLAN THE MEETING CHECKLIST

OPERATE THE MEETING

- Start on time
- Guidelines should be established and conveyed to group as the meeting begins
- Discuss one item at a time and move on (avoid getting side-tracked)
- Get input from the group
- Summarize decisions
- Review follow-up responsibilities and deadlines

FOLLOW UP

- Minutes should be shared and posted in a timely manner
- Make sure speakers/presenters are thanked



TOPIC 6

SAC AND SAF RELATIONSHIP

SAC & SAF Chairs should discuss what will be covered in their two joint meetings.

Sharing of information

Joint training should occur on the following topics...

What is a School Advisory Council Member

- Review Bylaws & Policy 1403

What is a School Advisory Forum Member

- Review Bylaws & Policy 1.3
- Review & sign School Budget

School Accountability Funds

Review of the School Improvement Plan



TOPIC 6

SAC AND SAF RELATIONSHIP

Joint training should occur on the following topics...

- SAC Composition
 - Roles of each Rep
- What is a School Advisory Council & it's role
 - Review Bylaws & Policy 1403
 - A+ Funds
 - Waivers
- Review of the School Improvement Plan (SIP)
 - How are School Accountability Funds incorporated into the SIP
 - How do parents become active participants
- Review & sign School Budget

SAC & SAF
Chairs should
discuss what
will be
covered in
their two
joint
meetings

The School Advisory Forum Manual

https://browarddistrictadvisory.ch2v.com/Content/22_429/DocumentStore/25/SAF%20Manual.pdf

Get Involved

<https://www.browardschools.com/Page/32540>

TOPIC 6

Moving Forward

Future Trainings

February? - April?

Future Topics

SAC Budget

Best Practices

Utilizing District departments:

Family and Community Engagement (FACE)

Area Advisory Responsibility

DAC Advisory Representatives Responsibility

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TOPIC 6

Moving Forward

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THANK YOU

We would like to take this opportunity to thank you for your dedication and commitment to the students of Broward County Public Schools.

YOU MAKE A DIFFERENCE!