



The School Board of Broward County, Florida
District Advisory Council – Virtual TEAMS Meeting
DRAFT MINUTES

Wednesday, August 25, 2021 6:30 pm-8:30 pm

DAC Website: browarddistrictadvisory.ch2v.com/

Email: Districtadvisorycouncil@gmail.com

Chair – Debbie Espinoza

Recording Secretary – Brie-Anne Pendlebury

Communications Chair – Dee Defoe

Vice Chair – Dalia Latife

Corresponding Secretary – Linda Ferrara

The chair, Debbie Espinoza, welcomed everyone to our first DAC meeting of the year. This meeting was held virtually via Teams. *Meeting etiquette was reviewed: (Keep mics and phones on mute; Chat window should only be used for questions, Use the Raise Hand feature to speak) PLEASE COMPLETE THE ATTENDANCE FORM IN THE CHAT. One question per attendee per speaker, if there are still questions, they will be sent to the vice chair or recording secretary, forwarded to the appropriate presenter and replies will be presented at the next DAC meeting.*

Meeting was called to order at 6:30 PM.

Housekeeping

Attendance Requirements: We need to meet quorum every meeting in order to conduct business. If you miss 3 consecutive meetings or 4 in total, you cannot vote and must be reappointed.

Please fill out attendance form in the chat.

Sunshine Law and Ethics Training (10 minutes for returning members; 45 for new members) <http://browardschools.com/Page/41329>

Sign-up to receive emails on the DAC website <http://browarddistrictadvisory.ch2v.com/>

Presentation

Introduction of Advisory Officers and Chairs

District Advisory Council Chair: Debbie Espinoza districtadvisorycouncil@gmail.com

North Area Advisory Council Chair: Jeff Bold northareaadvisory@gmail.com

Central Area Advisory Council Chair: Maritza Masseria caac.chair@gmail.com

South Area Advisory Council Chair: Veronica Newmeyer browardsoutharea@gmail.com

Carolyn Krohn Central Area Advisory Business Rep

Linda Ferrara-Facilities Task Force Vice Chair

Your Forum for Improving Education

Ideas, concerns and feedback flow UP from school to SAF to Area Advisory and potentially on to District Advisory and the School Board. Requests for feedback flow DOWN. This is how the School Board and District Advisory gauge support for important issues.

Highlights of the Advisory Council's Accomplishments

- Advocated for posting accurate information on school's websites
- Advocated for not using social security numbers to identify children.
- Advocated for defibrillators in every high school.
- Make up Policy (Policy 6000.1) Homework Policy
- Code of Conduct, Discipline Matrix
- Calendar
- Attendance Committees
- Website Governance
- Audit Committee
- Technology Advisory
- Facilities Task Force
- Reporting Absences online
- Equity in replacing student ID's
- Vaping Policy language
- Anti bullying policy language
- SAC 1403 – School Accountability Funds
- Increasing Dual Enrollment opportunities
- Informing parents on legislative initiatives.
- Monthly updates from district staff on testing requirements.

Purpose & Value of School Advisory Forums (SAF) and the SAF Chairs

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 SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council. The SAF Chair is part of a team that advocates for children, our schools and our community stakeholders. Highlights include: participating in the decision-making process at the school, area and district level, meeting other involved parents developing a meaningful relationship with administration.

Roles & Responsibilities of Principals & School Advisory Forum Chairs

Elections

All School Advisory Forum Officers and School Advisory Council parents need to be elected by their peers. (*See Election Process on slide 15 and the addendum for Elections.*)

Important: SAF Chair's name and contact information supplied to Office of Service Quality (OSQ) by August 31st, but no later than September 15th.

SAF Training to be held September 22, 2021.

Once elected, the SAF Chair and Principal should meet to open the line of communication. The goal of every School Advisory Chair and their Principal is to work collaboratively in finding solutions to school concerns.

Area Advisories

Important information is conveyed at your Area Advisory meetings. It is important to attend this meeting as information to and from the Area Advisory Council should be shared with the school community. Attendance is important, especially when it comes to the Looping Process.

Advertise, Agenda, Minutes

SAF Chairs and meetings fall under Sunshine Law. Meetings must be advertised, agenda's prepared and minutes be taken. In the meeting with the SAF chair let them know who to contact to have their meetings advertised on the school website/marquee, who will upload their information onto the SAC Upload Center and who will be making their copies. ([286.0105 F.S.](#))

Access

All information is transmitted electronically. Advisories understand that not all parents have access to a computer, having one available will help the Chair with their job. ([policy 1164, 2b](#))

Procedural Manual

Print and provide SAF organizational documentation and procedural manual

Election process

- 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 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 presents slate of officers to membership either at a general meeting usually one month prior to the election. (Check your bylaws!)
- The Nominating Committee conducts the elections. They present the slate at the election meeting and ask for nominations from the floor. If there are no nominations from the floor the slate can be voted on as is - one vote for the entire slate.
- If a person is asked/approached/tapped on the shoulder to be the School Advisory Forum Chair, make sure that it is advertised that an election will be held at the first/next meeting. This is a good time to fill any other positions open.

Communication

Communication link with parent community (newsletter, website, Facebook, Twitter, etc.) Provide SAF the ability to utilize the school's social media platforms to inform and engage the community. The SAF Chair is a member of SAC. Role: provide report at SAC meeting, share information, open line of communication. Principals to provide contact person to make copies of agenda & minutes to their school. Two joint meetings with School Advisory Council and School Advisory Forum

Cultivate relationship between SAC and SAF

- SAC & SAF Chairs should discuss what will be covered in their two joint meetings.
- Sharing of information
- Joint training in...
 - 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

Calendar and establish meeting dates

DAC will:

- sequence DAC, Area and school site meetings to allow for appropriate looping; forward information to each Area Chair;
- Area Chairs will forward to School Advisory Chairs and Principals.
- Each School Advisory Chair will have access to a computer
- School Advisory Chair collaborates with principal to put item on the next agenda. post notice on DAC website with link to SBBC website; collect feedback from SAC and SAF meetings via the Area Advisory Chairs;
- synthesize and prepare feedback for final discussion at the next scheduled DAC Meeting; and
- share feedback and/or position with the Board through Board Reports process.
- Establishing meeting dates per policy 1165.

Meetings will be scheduled as follows:

DAC typically meets the second Wednesday of the month

Area Advisories typically meet Wednesday or Thursday of the third week

SAC and SAF's would then meet the fourth or first week of the month.

Reminder: Physical quorum must be present in order to conduct business.

Note: Holidays and School Board meetings are taken into consideration when the dates are set.

Principals' Checklist

- Elections
- Forward SAF contact information to OSQ
- Meet with SAF Chair
- Provide hard copy of SAF Manual
- Advise who to contact to advertise, copy and post on website

Area Advisory Websites

District Advisory Council

<http://browarddistrictadvisory.ch2v.com/content.asp?PageID=0>

North Area Advisory Council

<http://northareaadvisorycouncil.ch2v.com/>

Central Area Advisory Council

<http://centralareaadvisorycouncil.ch2v.com/>

South Area Advisory Council

<http://southareaadvisory1.ch2v.com/>

Mark Your Calendars

- *DAC Meeting September 22, 2021 6:30 pm @ KC Wright*
- *South Area - September 29, 2021*
- *Central Area - September 30, 2021*
- *North Area - September 30, 2021*

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