



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

BUILDING MOMENTUM

**Introduction to the Advisory
Process 2021-2022**

Thursday
August 25, 2021
6:30 pm

Meeting Outline



TOPIC 1 Introduction of Advisory Chairs



TOPIC 2 Highlights of the Advisory Council's Accomplishments



TOPIC 3 Purpose & Value of School Advisory Forum & SAF Chairs



TOPIC 4 Roles & Responsibilities of Principals and School Advisory Forum Chairs



TOPIC 5 Election Process for SAF Chair & School Advisory Council Parents

Meeting Outline



TOPIC 6 Communication



TOPIC 7 Cultivate Relationship between
SAC & SAF



TOPIC 8 Meeting Calendars & Establishing
Meeting Dates



TOPIC 9 Principals Check List & Questions



Addendum – Election Process

TOPIC 1 WELCOME

- **District Advisory Council** (2021-2022)
 - Chair: Debbie Espinoza districtadvisorycouncil@gmail.com
 - Introduction of Board members
- **North Area Advisory Council** (2020-2021)
 - Chair: Jeff Bold northareaadvisory@gmail.com
DAC Vice Chair
- **Central Area Advisory Council** (2020-2021)
 - Chair: Maritza Masseria caac.chair@gmail.com
- **South Area Advisory Council** (2020-2021)
 - Chair: Veronica Newmeyer browardsoutharea@gmail.com

Who are the
Advisory
Council
Chairs?

TOPIC 1

PRESENTERS

- Carolyn Krohn - Central Area Advisory Business Rep
- Veronica Newmeyer – South Area Advisory Chair
- Linda Ferrara-Facilities Task Force Vice Chair
- Jeff Bold – DAC Vice Chair -North Area Advisory Chair
- Maritza Masseria – Central Area Advisory Chair

Members
of the
Advisory
Council

TOPIC 1

YOUR FORUM FOR IMPROVING EDUCATION

Ideas, Concerns & Feedback

BROWARD COUNTY SCHOOL BOARD

Requests for Feedback

Flow UP

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

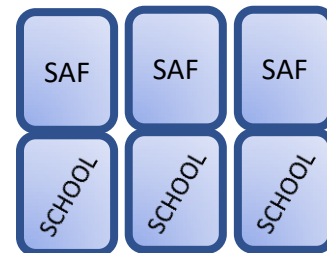
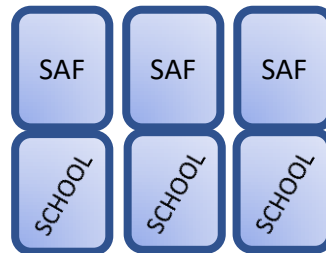
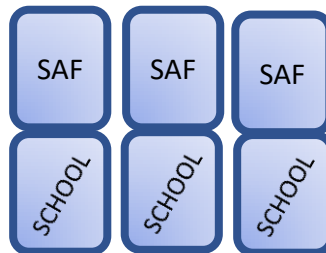


DISTRICT ADVISORY COUNCIL

SOUTH AREA ADVISORY

CENTRAL AREA ADVISORY

NORTH AREA ADVISORY



Flow DOWN

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

TOPIC 2

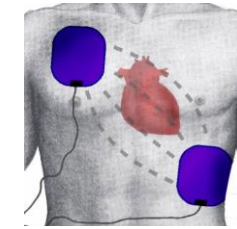
HIGHLIGHTS OF THE ADVISORY COUNCIL'S ACCOMPLISHMENTS



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.

TOPIC 2

HIGHLIGHTS OF THE ADVISORY COUNCIL'S ACCOMPLISHMENTS



Make up Policy (Policy 6000.1)
Homework Policy
Code of Conduct, Discipline Matrix
Calendar
Attendance Committees



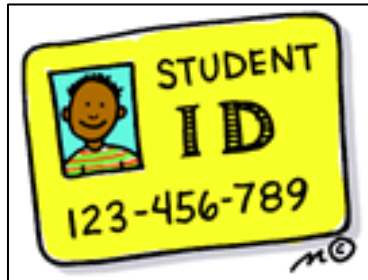
Website Governance
Audit Committee
Technology Advisory
Facilities Task Force



Reporting Absences on
line

TOPIC 2

HIGHLIGHTS OF THE ADVISORY COUNCIL'S ACCOMPLISHMENTS



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.

TOPIC 3

PURPOSE & VALUE OF SCHOOL ADVISORY FORUMS



- 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.
- . [Policy 1.3](#)
- *2024 Strategic Plan – Campaign & Initiatives – Let’s Connect*

TOPIC 3

PURPOSE & VALUE OF SCHOOL ADVISORY FORUMS



- The SAF Chair is part of a team that advocates for children, our schools and our community stakeholders
- Participate in the decision-making process at the school, area and district level
- Meeting other involved parents
- Developing a meaningful relationship with administration

TOPIC 4

Roles and Responsibilities of Principals & School Advisory Forum Chairs

1. 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.

2. Meet

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.

TOPIC 4

Roles and Responsibilities of School Advisory Forum Chairs & Principals

3. 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](#).

4. 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. [\(286.0105 F.S.\)](#)

TOPIC 4

Roles and Responsibilities of School Advisory Forum Chairs & Principals

5. 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](#))

6. Procedural Manual

Print and provide SAF organizational documentation and procedural manual.

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 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!)

Election
Process
for
SAF &
SAC
Parents

- 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.

Election
Process
for
SAF &
SAC
Parents

TOPIC 6

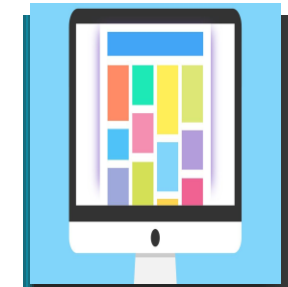
COMMUNICATION



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
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.



TOPIC 7

CULTIVATE RELATIONSHIP BETWEEN SAC & 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

TOPIC 8

Calendar & Setting Meeting Dates

Policy 1164

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.

TOPIC 8

Calendar & Setting Meeting Dates

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.

TOPIC 8

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

Principals Check List

- 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

QUESTIONS
?

THE ADVISORIES THANK YOU FOR PARTICIPATING

It's been a challenging 17 months for everyone involved in the district.

Advisories are here to help you build on and sustain the educational momentum in our schools.

We appreciate your effort in helping us in Building Momentum for the Advisories and countless Volunteers. Support us by supporting your SAF and SAC members.

THANK
YOU

**Coming together is a beginning;
Keeping together is progress;
Working together is success**

Henry Ford

**BUILDING
MOMENTUM**

Area Advisory Websites

Make sure to
sign in to
receive email
notifications

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/>

ADDENDUM – ELECTIONS

Once a nominating committee is named (as per your school's bylaws) the following procedures should be utilized.

1. Send out memo to school parent population (or otherwise advertise to your entire community, a notice that SAF elections will be held at the May meeting of the school year. Request nominations!
2. The Nominating Committee may extend a courtesy call to each of the present SAF officers asking if they wish to stay on as officers for the next school year (again, check your bylaws for limits on terms of office).

Election
Process
for
School
Advisory
Forum
Officers
and
School
Advisory
Council
Parents

3. The Nominating Committee compiles a slate of officers from the names they have received from steps 1 and 2. It is the charge of the nominating committee to slate that candidate who is best qualified for the position. 4. The Nominating Committee makes a courtesy call to each slated officer to inform them of their nomination and reconfirm their acceptance of the nomination.

5. The Nominating Committee presents slate of officers to membership either at a general meeting usually one month prior to the election. (Check your bylaws!)

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6. 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.
7. **If there are** nominations from the floor you can have either an open or closed ballot election. An open ballot is typically taken by a show of hands; a closed ballot is taken by written ballot. You must vote for each position for which there is more than one nominee. Then, you can vote on the remainder of the slate. (For example: there is a nomination from the floor for the position of recording secretary. You must have a vote for the position of recording secretary (either open or closed) and then vote on the remainder of the slate.)

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