

Atlantic Technical College and Technical High School  
School Advisory Council/School Advisory Forum Joint Meeting  
Minutes - May 6, 2025

**Members:** Quorum Met. Paola Belidor, Sofia De Los Santos, Philippe Jean-Bart, Gerald Lopez, Andrea Nguyen, Neeta Rancourt, Kimberly Rosas-Gonzalez, Bevlyn Sagon, Tammy Triolo, Sandra Welch, Rochelle Williams, Nicole Willis

**Attendees:** Daniel Bond, Brian Bush, Cathy Castelli, Hallema Collier, Debbie Evangelista, Jennifer Jennings, Laila Jones, Vicky LaPorte, Simeka Love, Rhonda Matos, Rebecca Miller, Brian Norris, Jim Payne, Millie Puddie, Felicia Starke, Logan Whitaker

**Call to Order:**

A meeting of the Atlantic Technical College & Technical High School Advisory Council was held in Room 122 of Atlantic Technical College on May 6, 2025. Chair Commissioner Sandra Welch called the meeting to order at 8:02 AM. Nicole Willis will record minutes for this meeting.

**Minutes:**

Philippe Jean Bart motioned to amend the January 28, 2025, meeting minutes to state the request for School Accountability Funds to be transferred to School Recognition Funds in the amount of \$388.72 to cover A+ Recognition Bonus for an Ashe Security Staff member who was omitted from the original distribution of funds : Rochelle Williams seconded the motion. Motion was approved unanimously.

Sofia De Los Santos motioned for approval the minutes of March 4, 2025, with the corrections. Philippe Jean Bart seconded the motion. Motion was approved unanimously.

**Agenda:**

1. Welcome and Introductions (Commissioner Sandra Welch)
2. Approval of Minutes (Commissioner Sandra Welch) - Sofia De Los Santos motioned to approve the amended minutes. The motion was seconded by Philippe Jean-Bart.
3. SAC Fund Balance (Cathy Castelli) – The current balance is \$1502.87.
  - a. Ear Buds for Reading Class (\$416.39) – Sofia De Los Santos motioned to approve. Seconded by Philippe Jean Bart. Motion was approved unanimously.
  - b. Florida Teens Read Books (\$655.64) – Kimberly Rosas-Gonzalez motioned to approve. Seconded by Sofia De Los Santos. Motion was approved unanimously.
  - c. Non-Fiction Books to Not Exceed (\$430.84) – Hallema Collier motioned to approved. Seconded by Sofia De Los Santos. Motion was approved unanimously.
4. SAF Update (Tammy Triolo) – Herff Jones is the vendor for this year's caps and gowns. Jostens is the vendor for the class rings.
5. SIP Update (Cathy Castelli) – Progress Monitoring 3 (PM3) testing will take place this week. Progress Monitoring 2 (PM2) scores have already been met.
6. Director's Comments (Neeta Rancourt) – Graduation will be held on May 29, 2025. It will be a joint ceremony for high school and adults students. A grant has been submitted for dual enrollment (AIT/ Main Campus, PCA /Dave Thomas Education Center. The award amount is between \$400.000 to \$500,000. An early admission initiative was launched, and a very good response was received. The award is a \$1000 scholarship for high school seniors. Over 100 students have applied for opportunities beginning in August and January.
7. FY 26 Atlantic Technical College and Technical High School Budget) – Neeta Rancourt – Provided an overview of the projected 2025-2026 school budget. Funding decisions were made carefully due to the current legislative process. The session has been extended until June 6, 2025. There will be no positions cut at ATC. Enrollment is projected to be 496 students for 9-12 grades. Postsecondary enrollment is

7962.57. The largest enrollment is in the apprenticeship department. The total projected allocation is \$29,684.020. The grand total is \$38,227.994 including fringe benefits and other funding. *Vicky LaPorte* – Provided review of course additions (core and electives) for the 2025-2026 school year. *Sofia De Los Santos*, high school representative, explained the benefits of the addition of the Research elective. The School Accountability funds are not expected for the new school year as in the past. The School Recognition Funds award process will start at the beginning of the year.

8. Student Comments

- a. *Sofia De Los Santos* (*Student Government Association*) – BCPS Days Capitol Trip- Students met with Florida legislators and officials to learn about government policies and procedures. *Swim Central* – Ms. Kelly continues to assist new swimmers and has included the use of a GoPro camera in order for students to see their form. Senior Class – Prom sells have ended, and event materials are in the process of being ordered.
- b. *Paola Belidor* (*Machining Technologies*) – The students visited Pompano Precision in April. Several students have attained internships and permanent employment. Students participated in the SkillsUSA state championships and competed in various categories.
- c. *Kimberly Rosas-Gonzalez/Andrea Nguyen* – *Web Development* - The students have completed the introduction for the graduation video. *Network Support Services* – Students are studying for certification exams. *Database Application and Development*– Learning SQL and other languages.
- d. *Gerald Lopez* – Students will be starting their clinical assignments. EKG students are preparing to take the certification exam.

9. Assistant Directors' Updates

- a. *Vicky LaPorte* – *Testing* – Provided a review of the SAT testing percentages for 11<sup>th</sup> Grade. Additional exams are scheduled such as Advanced Placement, Progress Monitoring 3, End-of-Course Exams, Florida Civics Literacy Exams, senior exams, and industry certifications. *Awards and Successes*– The enrollment is full for the upcoming Freshmen class. A magnet Senior was named Best-In-Class Senior one of five district-wide. The student has also had perfect attendance since kindergarten. Students from ATC attended the One Blood luncheon to honor their hard work in making the blood drives a success. The Supervisor of Elections office held a voter registration drive sponsored by the Teen Political Forum. The drive resulted in 184 new registrations. Senior Signing Day will be held on May 6, 2025.
- b. *Brian Bush* – HOSA elected the officers for next year. CODA visited for accreditation of the Dental Assisting program. Medical Coder and Hemodialysis students have started clinical assignments. The other programs are preparing for the certification exams. The first round of Practical Nursing NCLEX scores have been received. 100% of those who attempted to exam passed.
- c. *Dr. Tammy Clabo* – No report at this time
- d. *Brian Norris* – *Culinary Arts* – The students catered the Annual Congressional Art competition at Nova and also toured the FIU Culinary Arts program in April. *Business and Information Technology* - Forty BPA students are eligible to compete in the National Leadership Conference in early May. Medical Administrative Specialist students toured Broward Health Medical Center and spoke with staff and industry members. The Werb Development program hosted the president and owner of SoFia Web Studio. *Office of Student Affairs*- Counselors led CTE sessions at Community Schools South. *TIE* (*Transition into Employment*) – April was Autism Acceptance Month. Some students had their artwork on display at Artists with Autism event held at Festival Flea Market. NBC6 interviewed the participating artists. TIE student, Kennedy, displayed her artwork during the SAC/SAF meeting. The Center of Autism and Related Disabilities donated \$500.00 for use towards the purchase of bus passes.
- e. *Jean Vilus* (*James Payne*) – AGE has an enrollment of 515 students. Wells Fargo recently awarded a \$5000 Florida Literacy Grant towards a financial literacy program for students. One of the PN cohorts completed the program and held a pinning ceremony on April 23, 2025. Fifteen PCA complete the program on May 2, 2025, and registered to sit for the Certified Nursing Assistant exam.

10. Best Practices in Inclusive Education (BPIE) – *Debbie Evangelista*– Provided a review of survey and the following suggestions were submitted: 1) Increase the number of magnet teachers in attendance in IEP meetings. 2) Increase technical teacher knowledge of the support for students with disabilities.

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11. Business and Economic Development Update (*Nicole Willis*) - Spring Career Fair 2025 was well attended with 80 companies registered to attend. The Career Fair Prep Sessions held before the event were of benefit to the students. The event featured Professional Profile Pics, and interview and application centers. Reports of positive outcomes have been received from students and employers. ATC continues to participate in community partners focused on education attainment and economic development.
12. Business Highlight – No highlight at this time.
13. SESIR Update (*Brian Bush*) – No incidents to report.
14. Announcements (*Commissioner Sandra Welch*) – Commended staff and students for jobs well done.
15. Adjournment (*Commissioner Sandra Welch*) – See below.

**Meeting Adjournment:**

Motion: Sofia De Los Santos motioned to adjourn the meeting at 9:16 AM. Motion seconded by Tammy Triolo. Motion passed unanimously.

Submitted by,  
Nicole Willis, Secretary

Approval Date:

## ★ SAC Bylaws

### Atlantic Technical College and High School (2221) SCHOOL ADVISORY COUNCIL BY-LAWS

## ARTICLE I. NAME

The name of this Council shall be the **Atlantic Technical College and High School (2221) 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 (Atlantic Technical College and High School (2221)) School Advisory Council.

Annual Ratification 09/30/2025

Amended mm/dd/yyyy

**Atlantic Technical College and Technical High School**  
**A+ Recognition Funds Ballot 2025-2026**  
**Please vote for 1 proposal ONLY. Ballots with MULTIPLE selections will be void**



**Proposal #1:**

100% of the money awarded to Atlantic Technical College and Technical High School as A+ School Recognition funds will be divided evenly among Atlantic Technical College and Technical High school employees who were employed during the 2024-2025 school year as full-time contracted employees, full-time non-contracted teachers with magnet high school students, contracted employees who worked less than 100% and will be awarded according to the percentage worked, and full-time assigned to Atlantic Technical College and Technical High School: CSM, Security Specialist, Campus Monitors, and Guardians. All awards will be subject to income taxes.



**Proposal #2:**

None of the above

**Atlantic Technical College and Technical High School**  
**A+ Recognition Funds Ballot 2025-2026**

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**Proposal #2:**

None of the above