

Draft

Atlantic Technical College and Technical High School

School Advisory Council/School Advisory Forum Joint Meeting

Minutes - MaY 12, 2026

Members: Quorum Met. Sandra Welch, Neeta Rancourt, Neila Atkinson, Dulce Barrios, Laura Maracondes, Aly Petion, Laila Jones, Carol Lindgred, Cindy Mercado, Felicia Starke, Kimberly Johnbaptiste, Rhonda Matos, Rochelle Williams

Attendees: Brian Bush, Hallema Collier, Vicky LaPorte, Simeka Love, Tammy Clabo, Brian Norris, Jim Payne, Catherine Castelli, Nicole Willis, Rebecca Miller, Vedra Roker

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 12, 2026. Chair Neeta Rancourt called the meeting to order at 8:07 AM. Dulce Barrios will record minutes for this meeting.

Minutes:

Laura Maracondes motioned for approval the minutes of March 31, 2026, with no corrections. **Neila Atkinson** seconded the motion. Motion was approved unanimously.

Agenda:

Welcome and Introductions (Commissioner Sandra Welch)

Director's Update (N. Rancourt) – Appreciation was extended to all members for their service throughout the year, recognizing their participation in both the School Advisory Council and the Institutional Advisory Committee. Staff Appreciation Week was celebrated the previous week, and the current week focuses on recognizing external partners and students. An upcoming Spirit Airlines Career Transition Day was announced for Friday, May 15, 2026, aimed at supporting displaced employees with retraining opportunities and potential adjunct instructor recruitment, including a need for an avionics instructor. An update was provided on the ATC Arthur Ashe expansion, which is nearing completion. Plans are underway to relocate departments and prepare new program offerings, with a goal of launching in August, though timelines remain tight. Budget remains stable, with only minor adjustments, a slight decrease on the high school side and a small increase on the post-secondary side, neither of which is significant. High school enrollment is projected to remain strong, while post-secondary funding is based on a three-year average and shows a small, non-impactful decline in certain areas like apprenticeship and on-the-job training. Overall, these fluctuations do not negatively affect the budget. In fact, the total budget shows an apparent increase of about \$2.3–\$2.4 million; however, \$1.4 million of that is due to a change in funding distribution for district-wide software (now funded upfront instead of reimbursed). Excluding that adjustment, there is still nearly \$1 million in actual growth on the workforce side, which is considered positive.

1. Student Comments

- a. *Ali Petion* (BPA) Business Professionals of America had 23 students qualify and travel to Nashville, Tennessee to compete at the nation leadership conference May 6th-11th.
- b. *Laila Jones* (Health Science) In preparation for clinical rotations, the Pharmacy Technician and Dental Assisting programs had the opportunity to visit with our clinical partners. The EKG Technician Program achieved a 94% certification pass rate. For the High School Practical Nursing Program, the licensure pass rate currently stands at 80% for Atlantic Technical College, with two students still pending testing, and 92% for Coconut Creek Technical Academy (CTA).

- c. *Laura Marcondes* (Student Government Association) Yearbooks have arrived. A yearbook signing event is scheduled for Thursday, May 14, 2026, and beverages and snacks will be provided. Planning for the Tech Tiger Invasion is currently in progress. Additionally, SGA members are discussing plans and ideas for the next school year.
2. **Assistant Directors' Updates**
 - a. *Vicky Laporte*— Progress monitoring data, which supports adding a second reading class next year. Our 10th grade had a 94% pass rate with no Level 1 scores, while 9th grade had a 90% pass rate, with some students needing additional support. These students will be scheduled for reading classes when possible or receive targeted pull-out support from our literacy coach to prepare for retesting. We also had strong representation at the National ProStart Conference, where our program was recognized as a Top Nine school and a student earned a \$1,000 scholarship. Enrollment projections are approximately 638 students, with active waitlists that continue to grow as we reassess based on testing data. Additionally, we are seeing increased enrollment from charter and private schools, along with continued student recognitions such as the Straight A Breakfast, Military Children's Day, Academic Signing Day, and our PE teacher being honored at the District Staff of Character Awards.
 - b. *Brian Bush*— ATC serves students across three campuses with day, evening, and Saturday programs. Despite the challenge of reaching everyone, we made a strong effort to show appreciation. Saturday group enjoying activities, ATC items, and snacks. We also hosted a statewide Saturday training for adult education teachers from Broward, Palm Beach, and Miami, using a mini-conference format with rotating sessions. Additionally, through our new partnership with Dave Thomas Education Center, two students received Seminole State Foundation scholarships and will begin the hemodialysis program this fall.
 - c. *Tammy Clabo*- we are currently undergoing extensive construction, which has brought about a great deal of activity across our campus. In addition to numerous SMART projects, we are also managing several school and district initiatives.
 - d. *James Payne*- Opportunity for Employment (Spirit). We are currently seeking qualified individuals for employment opportunities, including instructor positions. Recruitment efforts are being promoted through social media platforms as well as partnerships with CareerSource, the Greater Fort Lauderdale Alliance, and other community organizations.
 - e. *Brian Norris*- Transition Into Employment (TIE) will host its End-of-Year Achievement Celebration on May 20th and 21st. Students who are aging out of the program will be recognized and honored during this special event.
 - f. *Jean Vilus*-- Seven students successfully earned their GED. The Practical Nursing (PN) Pinning Ceremony is scheduled for May 28th at 12:30 p.m. The second floor is currently being packed and cleaned in preparation for upcoming transitions. Efforts are ongoing to increase enrollment in both day and night GED and ESOL programs. Additionally, students participated in a pre-college field trip, during which three campuses were visited.
3. **Business and Economic Development Update (*Nicole Willis*)**- On April 16, 2026, we hosted a successful Spring Career Fair with over 75 companies. Thank you to all staff and volunteers for their support. LinkedIn headshots were also offered with great participation. Our employability workshops continue regularly, providing students with hands-on job readiness activities. We also participated in the development of an AI Playbook to support businesses in using AI effectively. Construction Ready visited our technical programs, and next Thursday May 21, 2026, we will host the Leadership North Broward group for a campus tour. Lastly, I will be presenting a scholarship to a high school student joining our PM program next year.
4. **Business Highlight** – No highlight at this time
5. **SESIR Update (*Brian Bush*)** – No incidents to report

Draft

6. **Announcements (*Commissioner Sandra Welch*)** – Graduation will be held on Wednesday, June 3, 2026, at 2:00 PM at the Broward Center for the Performing Arts. Our ASIN Nursing Program recently received full accreditation for six years with no reporting requirements—a significant achievement. We thank Dr. Hart and all those involved. The CODA accreditation decision for the Dental Program is still pending, with a response expected in June. Additionally, we are preparing for the Culinary Arts program accreditation through the American Culinary Federation, with the next phase scheduled for October.
7. **Adjournment (*Commissioner Sandra Welch*)** – See below.

Meeting Adjournment:

Motion: Laura Marcondes motioned to adjourn the meeting at 8:53 AM. Motion seconded by Aly Petion Motion passed unanimously.

Submitted by,

Dulce Barrios, 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 2026-2027

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.

2025-2026

☐

Proposal #2:

None of the above

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.

2025-2026

☐

Proposal #2:

None of the above

ATLANTIC TECHNICAL COLLEGE STRATEGIC PLAN 2026-2029

Every Moment Matters. Every Person Makes a Difference.



VISION

To change the lives of people from all backgrounds through innovative education.



MISSION

The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

CORE VALUES



Student Success



Excellence



Innovation



Collaboration



Integrity



Equity



Workforce Responsiveness



Continuous Improvement

ENVIRONMENTAL SCAN

The 2026-2029 Strategic Plan was informed by comprehensive data analysis and stakeholder input, including:

- COE Completion, Placement, and Licensure Data
- Enrollment and Demographic Trends
- Labor Market and Industry Demand
- Employer and Advisory Committee Feedback
- Student and Graduate Feedback
- Broward County Public Schools Strategic Plan
- Florida Workforce Development Priorities
- Departmental SWOT Analyses
- Institutional Performance Measures



STRATEGIC PLANNING PROCESS

The planning process began in Fall 2025 and engaged leaders, faculty, staff, students, and community partners.



Spring 2025
Department
SWOT Activities



Fall 2025 -
Spring 2026
Monthly Leadership
Team Meetings &
Department Input



Summer 2026
Plan Drafting,
Review &
Refinement

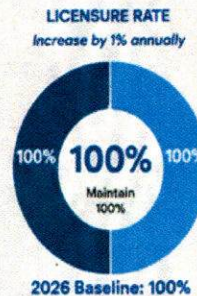
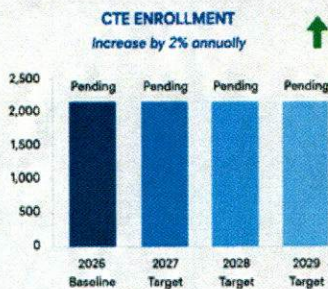


August 2026
Final Approval
& Implementation
Begins 2026-2027

The plan will be reviewed at least annually to ensure continued relevance and alignment with institutional goals.

STRATEGIC DASHBOARD - TARGETS & PROGRESS

■ Baseline (2026) ■ 2027 Target ■ 2028 Target ■ 2029 Target



Note: Baseline data reflects the most recent COE Annual Report (2023-2024). Final 2026 data pending COE release.



GOAL 1

Expand Access to High-Quality Career and Technical Education

STRATEGIC ACTIONS (Key Initiatives)

- Develop seamless from AGE, GED, ESOL & Pre-College programs into CTE pathways
- Highlight student success stories and career progression pathways
- Increase exposure through campus tours, career fairs, and targeted outreach
- Strengthen Marketing and Recruitment
 - Enhance digital marketing, social media, video testimonials, print publications
 - Produce student success stories and alumni outcomes
 - Increase outreach with employers, feeder schools, and community organizations
- Reduce Access Barriers
 - Expand support for transportation, testing fees, technology access, and flexible scheduling
 - Provide financial aid guidance and application assistance



GOAL 2

Promote Student Success Through Completion, Credential Attainment, and Licensure

STRATEGIC ACTIONS (Key Initiatives)

- Expand tutoring services and peer-support opportunities
- Promote study skills, time-management, and test-taking, and academic success workshops
- Increase support for students facing language barriers and special needs
- Improve Student Engagement and Recognition
 - Expand adult student recognition programs
 - Increase extracurricular and campus engagement activities
 - Develop student leadership and mentoring opportunities
- Develop Employability and Soft Skills
 - Integrate communication, professionalism, teamwork, problem-solving, and workplace readiness skills
 - Expand Florida's Shifts initiative
 - Incorporate industry expectations and certifications when applicable



GOAL 3

Prepare Graduates for Career Success and Lifelong Learning

STRATEGIC ACTIONS (Key Initiatives)

- Strengthen relationships with business and industry partners
- Increase advisory committee engagement
- Develop more clinical, internship, apprenticeship, and work-based learning opportunities
- Enhance Career Services and Job Placement
 - Increase career coaching, resume support, and interview preparation
 - Strengthen job placement services
 - Expand networking opportunities and industry-specific partnerships
- Expand Pathways to Postsecondary Education
 - Strengthen dual enrollment and articulation agreements
 - Promote stackable credentials and degree pathways
 - Provide advising for continued education opportunities

STRATEGIC INVESTMENT - ANNUAL BUDGET & SOURCE OF FUNDS



GOAL 1

Expand Access to High-Quality Career and Technical Education

Annual Budget
\$25,000

Source of Funds

- Workforce Education
- Targeted Marketing Materials



GOAL 2

Promote Student Success Through Completion, Credential Attainment, and Licensure

Annual Budget
\$40,000

Source of Funds

- Perkins Postsecondary Grant
- Industry Certification Reimbursement



GOAL 3

Prepare Graduates for Career Success and Lifelong Learning

Annual Budget
\$6,000

Source of Funds

- Workforce Education
- Student Activity & Employability Skills Workshop Materials



MEASURING SUCCESS

We will monitor progress through annual outcome data, dashboards, stakeholder feedback, and continuous improvement processes. Results will guide decisions and drive student success.



OUR COMMITMENT

This plan reflects Atlantic Technical College's commitment to student success every day and everywhere, every employee contribution to student success, and every partner shares in student success.



LOOKING AHEAD

Together, guided by our belief that Every Moment Matters. Every Person Makes a Difference, we will continue to create pathways to opportunity, excellence, and lifelong success.

