



Website



District Advisory Council
The School Board of Broward County



Follow us on
Facebook!

Agenda

Wednesday, September 29th 2025, 6:15 pm - 8:45 pm
(Second Session 10/6)

Remote on Teams

School Advisory Forum (SAF) Training Minutes

Date: September 29, 2025

Time: 6:00–9:00 PM

Location: Virtual (Microsoft Teams)

1. Call to Order & Welcome

Meeting commenced at **6:00 PM** via Teams.

Welcome remarks were provided by **DAC Chair** and **District staff** from the Office of Advisory Councils. Purpose of the session: to review responsibilities, procedures, and best practices for School Advisory Forums (SAFs) for the 2025–2026 school year.

2. Overview of the Advisory Framework

- **Governance Structure:** SAFs are governed by **Policy 1.2** and **Policy 1401**, operating under the School Advisory Council (SAC) and District Advisory Council (DAC).
- **Purpose:** Serve as a communication bridge between school communities and the School Board.
- **Composition:** Includes parents, staff, students (secondary), community members, and the principal or designee.
- **Meetings:** Must follow **Florida Sunshine Laws**, be publicly noticed, and allow open attendance.

3. Roles & Responsibilities



District Advisory Council

The School Board of Broward County

- **SAF Chair:** Leads meetings, ensures agendas and minutes are prepared, attends Area and District Advisory meetings.
 - **SAF Vice Chair:** Supports Chair and may serve as alternate at higher-level meetings.
 - **Secretary:** Records accurate minutes and attendance.
 - **Principal:** Ensures staff support and compliance with board policies.
 - **Voting:** Each school gets one official vote at Area and District Advisory meetings, regardless of how many representatives attend.
-

4. Meeting Procedures & Documentation

- **Agendas:** Must be posted at least **48 hours in advance** on the school's website and in a visible location on campus.
 - **Minutes:** Must be taken for every meeting and approved at the following meeting.
 - **Quorum:** A quorum must be established before voting on motions.
 - **Attendance Tracking:** Required for compliance; consistent absence may lead to leadership review.
 - **Virtual Meetings:** Allowed if properly noticed and open to the public.
-

5. Sunshine Law & Ethics Compliance

- Meetings must remain open and transparent.
 - Members cannot discuss business outside the meeting ("no backroom deliberations").
 - **Public Records:** Emails, chats, and meeting notes are considered public records.
 - **Ethics Training:** Required annually for all advisory officers and members (available through the Committee Training Portal).
-



District Advisory Council

The School Board of Broward County

6. Communication Channels & Reporting

- SAFs report issues and recommendations to their **Area Advisory Council** and the **District Advisory Council (DAC)**.
 - Reports should reflect consensus and official motions, not personal opinions.
 - Each SAF Chair should register on the [DAC website](#) for updates and meeting reminders.
-

7. Budget & Resource Coordination

- **SAC vs. SAF Roles:**
 - SAC manages the school improvement plan and related funds.
 - SAF focuses on broader community and district-level issues (e.g., safety, facilities, academics).
 - **Title I & Grants:** SAF chairs encouraged to coordinate with principals on how Title I funds impact family engagement.
-

8. Common Compliance Issues

- Missing minutes or agendas posted late.
 - Inaccurate membership lists.
 - Failure to post meeting recordings or summaries.
 - Not maintaining quorum during votes.
 - Inconsistent attendance at Area/District meetings.
-

9. Best Practices

- Rotate speakers and share updates from other committees.



District Advisory Council

The School Board of Broward County

- Use QR codes for agenda questions.
 - Encourage student voice and parent participation.
 - Submit motions in writing for recordkeeping.
-

10. Questions & Open Discussion

Participants asked about:

- Clarifying voting eligibility when both Chair and Vice Chair attend Area meetings.
 - Proper documentation for virtual attendance.
 - Process for posting minutes and reports to the public website.
 - Handling community concerns not directly tied to school operations.
-

11. Action Items

- Ensure all schools post **agendas and minutes** publicly and maintain documentation for audit purposes.
 - Chairs and Secretaries must complete **ethics and sunshine law training** by **second Area meeting**.
 - Submit updated **SAF contact lists** to Area Advisory by **October 15, 2025**.
 - Schools should verify their SAF link on the school website directs to the correct public page.
-

12. Adjournment

Training concluded at **9:00 PM**.

Participants were thanked for their service and reminded of the upcoming **DAC General Meeting on October 8, 2025 (KCW Building)**.