



CHUCK SHAW TECHNICAL EDUCATION CENTER OF PALM BEACH COUNTY, FLORIDA



Awilda V. Tomas-Andres, Ed.S., M.Ed.
Principal

School Advisory Council Minutes September 19, 2023

Opening:

The regular meeting of the SAC COMMITTEE was called to order at 2:00 pm on Wednesday, September 19, 2022, in the Multipurpose Room (1-121) by Awilda Tomas-Andres, Principal and Ines Sosa, SAC Chair.

ROLL CALL and DETERMINATION of Quorum: A Quorum was determined present

1. Welcome and Introductions

- a. Introductions: Each attendee introduced himself/herself and stated what organization he/she represented, if applicable
- b. Ms. Sosa read CSTECS's Mission and Vision statements.

Ms. Sosa emphasized how our school vision is without bias or discrimination. She additionally explained that there are four (4) SAC meetings per year at CSTECS. Voting members must attend three (3) meetings minimum to maintain voting member status. If a member is not able to come in person to the meeting, an online link via Google Meet will be available at each meeting.

Ms. Tomas-Andres addressed the business partners and community members regarding the importance of participating on CSTECS's SAC. She emphasized how valuable their input is as we move forward in preparing our students for the workforce. Mrs. Tomas-Andres stated, "We need the community business world to participate in SAC meetings"

2. **Approval of Minutes:** The minutes of the last SY23 meeting, April 19, 2023, were reviewed by members present. Motion to approve minutes as presented by Craig Glover, seconded by Joyce Sookram, and were unanimously approved.
3. **Adoption of Agenda:** Today's agenda was reviewed by members present. Motion to approve minutes as presented by Dawn Anderson, seconded by Craig Glover, and was unanimously approved.
4. **SAC Guidelines**
 - a. Ms. Sosa explained the purpose of SAC. SAC is a community composed of school administrators, community business partners/leaders, teachers, and students who gather to make decisions regarding school improvement. In addition, SAC is a place for all to provide input, share ideas and concerns, and to contribute to the needs of our school.
 - b. Ms. Sosa provided an overview of the Sunshine Law (F.S. 286.011). This law requires certain proceedings of government agencies to be open or available to the public.



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- c. Ms. Sosa described the duties that voting members must uphold in order to be in compliance with SAC. These responsibilities include, but are not limited to voting on school improvement goals and making a commitment to attend at least three out of four meetings.
- 5. SAC Bylaws:** CSTEAC SAC Bylaws were distributed prior to the meeting and presented again for discussion. Ms. Sosa provided information stating that the SAC By-Laws were reviewed on September 13, 2023 to ensure alignment with current statutes and School Board Policy (S.B. Policy 2.09(5)(c), and no changes were made. Motion to approve the SAC By-laws as presented was made by Joyce Sookram and was seconded by Dawn Anderson. The By-Laws were approved unanimously.
- 6. Nomination and Election of Officers**
- a. SAC Chair nomination was made by Ms. Tomas-Andres for Ms. Shari Alexios. Nomination accepted. Motion was made by Ms. Tomas for Ms. Shari Alexios as SAC Chair for SY 23-24. Dawn Anderson seconded the motion. The motion was passed and Ms. Alexios will be the SAC Chair for SY23-24.
 - b. SAC Secretary nomination was made by Ms. Shari Alexios for Ms. Ines Sosa. Ms. Sosa accepted the nomination. Motion was made by Ms. Dawn Anderson for Ms. Ines Sosa as Secretary. Nona McKinney seconded the motion. The motion was passed and Ms. Sosa will be the SAC Secretary for SY23-24.
- 7. Data Overview/School Improvement Plan (SIP)**
- a. Review of FY24 SIP
Ms. Alexios, newly elected SAC chair took the floor and introduced Dr. Ziemke to share the target goals of our SY24 SIP.

Dr. Ziemke shared that CSTEAC had outperformed last August's program and improvement across the board. The SIP updates and target goals we reviewed. Dr. Ziemke stated that Ms. Tomas challenged us to attain. a 2% increase by September 2024.

Dr. Ziemke shared FY22-23 Data Review chart. SIP Goal #1: to improve instructional practice relating to student engagement and to improvements in student achievement. She emphasized that data-driven accountability will be implemented and will supplement with extended learning opportunities. The Aztec Learning Software platform was piloted last year, and she was happy to announce that the district purchased the learning platform this year.

SIP Goal #2: positive culture relating to attendance. She stated that teachers received guidelines of the attendance policy and how to monitor students. Ms. Henry, our school counselor, and our data processors are responsible for coding students accordingly when they leave CSTEAC for employment or move out of the area. We are working toward improved job monitoring and coding withdrawal codes appropriately.



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Ms. Tomas-Andres added that there were repeated withdrawals for the same students even though the students re-enrolled. She stated that CSTECC wants to:

- track students before they withdraw
- code the students accordingly when they withdraw for employment
- ensure students understand and value their seat and be more accountable

- b. Ms. Alexios thanked Ms. Tomas-Andres for clarifying what our school would like to see take place to comply with SIP Goal #2. Ms. Alexios motioned for approval of the SIP Goals. Dawn Anderson accepted the motion to approve the SY24 SIP Goals and was seconded by Joyce Sookram. It was noted that the SAC members will be notified of any significant changes to the SIP Goals, as it will be submitted to the district for approval. The motion was carried unanimously and the SIP goals were accepted.

8. In Honor and Memoriam of Ms. Sandra Caruso

- a. Ms. Sandra Caruso was very dear to CSTECC as well as many former students and staff members. She was an active SAC member and advocate for adult education. She made a difference in many of our student's lives. Her Heroes Foundation of America non-profit organization has helped many graduates achieve their educational and career goals.
- b. Ms. Tomas-Andres made a motion to dedicate and name the CSTECC Career Center "The Sandra Caruso Career Center". The motion was accepted by Ms. Shari Alexios and seconded by Ms. Joyce Sookram. The new name proposal will now be presented to the school district and appropriate personnel for approval.
- c. Ms. Tomas showed appreciation and stated once this is approved, a naming ceremony will be scheduled and invitations sent out.

9. Open Forum

- a. Craig Glover from A Better Way Home Care stated how he was looking forward to continuing his partnership CSTECC. He shared that his family business started in 2015, and now they are transitioning to a new location. He stated how honored he and his family are to be able to be in a community where he can contribute his resources and make a difference for many.
- b. Joyce Sookram from UF Nutrition program shared how Ms. Caruso was the first person to advocate for the UF nutrition program to be implemented at the Adult Education Center. Ms. Tomas-Andres expressed how thankful she was that Ms. Sookram and her team have continued to share their nutrition program with our students.
- c. Ms. Leslie Salmon recognized Mr. Stuart Mears for his many years in adult education and wished him farewell in his new endeavors. Ms. Tomas-Andres stated that Mr. Mears was transitioning to Georgia with his beautiful family, and that CSTECC will now benefit to have him as a business partner and advocate. The SAC committee wished him well and expressed how he will be greatly missed.

10. Closing



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Ms. Tomas-Andres thanked everyone for attending the SAC meeting and expressed how she was looking forward to their continued participation in future meetings. She excitedly shared with the SAC the great news that CSTECH was awarded \$80,000 from the state to fund our CTE programs.

11. SAC 23-24 Future Meeting Dates presented by Ms. Alexios

- November 7, 2023
- February 6, 2024
- April 9, 2024

All meetings will take place at 1:50pm in the Multipurpose Room (1-121) at CSTECH.

12. Adjournment

Motion to Adjourn was made by Mr. Craig Glover and seconded by Ms. Dawn Anderson. Motion to adjourn was approved. Meeting was adjourned at 3:00pm by Shari Alexios, SAC Chair

Minutes submitted by:
Ms. Ines Sosa , SAC Secretary
09/20/2023