

High Springs Community School
School Advisory Committee (SAC) Meeting Minutes

Sept. 19, 2017

Members in Attendance: **Lynn McNeill**, School Principal; **Eva Copeland**, Assistant Principal; **Sean Sands**, **Hayden Anderson**, Middle Grades teacher; **Sherry Sakai**, Lower Grades teacher; **Leslie Smith**, Career Service; **Jessica Jacome**, **Richard Hessey**, **Billie Quinone**, Parents; **Charles Stewart**, Community Member; **Carol Doherty**, Community/Business Member.

Meeting called to order at 2:32 p.m. A quorum of members were in attendance. Meeting agenda was provided to each member.

First order of business: Elect SAC officers.

Election of Officers:

Chairperson: Sean Sand (Nominated by Sherry Sakai)

Vice Chairperson: Jessica Jacome (Nominated by Sean Sand)

Secretary: Sherry Sakai (Nominated by Leslie Smith)

Each nomination was voted upon and approved with a unanimous vote and no abstentions.

Ensuing orders of business:

- A. Discussion and confirmation of email addresses of attending SAC members.
- B. Discussion and approval of the minutes from the School Advisory Council Meeting of June 6, 2017. Motion made by Richard Hessey to approve minutes as written with no corrections; Vote to approve was unanimous with no abstentions.
- C. Mrs. Copeland introduced possible dates for subsequent SAC meetings for school year 2017-18 (each meeting to be held at 2:30 p.m.). Dates were submitted for discussion. Motion to approve tentative meeting dates put forth by Carol Doherty; Vote to approve: unanimous with no abstentions.
 - a. Approved meeting dates for school Year 2017-18:
 - Nov. 7, 2017 at 2:30 p.m.
 - Jan. 30, 2018 at 2:30 p.m.
 - April 10, 2018 at 2:30 p.m.
 - June date to be announced (TBA)

- D. Discussion of School Improvement Plan (SIP):
 - a. Mrs. McNeil advised Council members that SIP is currently in draft process.
 - b. SIP focus for this school year:
 - i. ELA (English/Language Arts) and Math achievement
 - ii. Reducing number of out of school suspensions

- E. Discussion of 2017 FSA scores:
 - a. FSA scores of High Springs Community School (HSCS) students were among highest percentage of scores of Alachua county students.
 - i. FSA ELA scores were about the same as prior year 2016
 - ii. FSA Math scores: percentage of students on grade level or above rose to 76%, which was above the 62% goal that was set by Superintendent of Schools
 - 1. Mrs. McNeill attributed increase of FSA Math scores to the Math Initiative that was funded by SAC and implemented during prior school year 2016-17. Mrs. McNeill noted that money paid by SAC to fund and support the Math Initiative was instrumental in facilitating increased student achievement in Math.
 - 2. Math Initiative to be continued through the 2017-18 school year to support gains made with increasing student proficiency in Math.
 - 3. Mrs. McNeill indicated schools are awaiting the superintendent's directive identifying target percentages of student achievement for 2017-18 FSA scores.
 - iii. FSA Science scores soared with an increase of 20% over prior year's scores. HSCS students had some of the highest Science scores in the Alachua district.

- F. The school district is providing teachers with a Professional Development coach. Sonja Reeves has extensive teaching experience and will be available one day a week to support all teachers in effectively planning and implementing curriculum.

- G. Imagination Station (IStation) is a new web-based Reading and Math learning tool for elementary students through 5th grade that will replace Fast Forward and Reflex Math.

- H. Mrs. McNeill shared that in all ELA classrooms, teachers will be focusing on differentiating instruction to meet the needs of students of all ability groups.

- I. SAC By-Laws were disseminated to all members in attendance. SAC By-Laws were reviewed by Mrs. McNeill.
 - a. Point of discussion: A need was identified for an additional parent to replace previous member to maintain quorum.
 - b. Second point of discussion was raised about the number of current SAC members attending meetings, focusing on community participation being smaller than the number of participants in years past. Mrs. McNeill made note that current SAC members are comprised of four parents, four teachers, and more than four community members, some of whom were absent from today's meeting.

- c. Third point of discussion was raised about how the community is informed of date/time of SAC meetings.
 - i. Mrs. McNeill noted that meetings are advertised in parent newsletters, on the school's marquee street sign, and on the school's website.
 - ii. Mrs. McNeill will contact members who were absent from today's meeting to ascertain their interest in attending/participating in future SAC meetings.

- J. Budget Update:
 - a. Budget Part 1: Expenditure of School Improvement Funds for past school year 2016-17 was reviewed by Mrs. McNeill.
 - i. Point of Discussion: Unspent teacher Lead Money in amount of \$576.57 was NOT added back to the budget at district's discretion.
 - ii. Ending School Improvement Funds balance for 2016-17 was \$41,796.63.
 - b. Budget Part 2: Expenditure of School Improvement funds for current school year (to date) 2017-18:
 - i. Balance forward from 2016-17 School Year: \$41,796.63.
 - ii. Approved Allocated Monies (may include lottery, advanced placement monies, and/or others): \$10,311.00.
 - iii. Total Beginning Balance: \$52,107.63.
 - iv. Purchase Description/Amount:
 - 1. Kindergarten and First Grade Teacher Curriculum Planning/ \$1,073.94
 - 2. Middle School Media Class Set of Books/ \$179.70
 - 3. Document cameras (4 for each Media Center)/\$3,950.00
 - 4. Grades 3-8 Planners for 2017-18 school year/\$2,143.73
 - v. Ending balance as of 9/19/2017: \$44,760.26.

- K. SAC Funding Requests
 - a. Mrs. Copeland introduced a funding request in the amount of \$500.00 from the Front Office Staff to purchase a second Raptor Scanner to facilitate processing/checking in of visitors and volunteers.
 - i. Point of Discussion: Discussion of funding request followed to clarify that vendors for the scanner/software purchase and integration are dictated at the district level.
 - ii. Motion to fully fund the \$500.00 request was put forth by Charles Stewart.
 - iii. Vote to approve motion to fund request was passed by unanimous vote with no abstentions.

- L. Motion to adjourn meeting was made by Richard Hessey, and seconded by Carol Doherty.
 - a. SAC meeting was adjourned by Chairperson Sean Sand at 3:09 p.m.