

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

April 10, 2018

Members in Attendance: **Lynn McNeill**, School Principal; **Eva Copeland**, Assistant Principal; **Sean Sand, Hayden Anderson**, Middle Grades teacher; **Tana Wenzell, Sherry Sakai**, Lower Grades teachers; **Leslie Smith**, Career Service; **Richard Hessey, Jessica Jacome**, Parents; **Charles Stewart** Community/Business Member, **Misty Jones**, Incoming Member.

Meeting called to order at 2:30 p.m. by Sean Sand. A quorum of members are in attendance. Meeting agenda was provided to each member.

First order of business:

Mrs. Mc Neill initiated meeting with a welcome to all members. Incoming member Misty Jones was introduced; she will be replacing former Community/Business member Carol Dougherty.

Ensuing orders of business:

- A. Climate Survey: Parent and student survey results were shared by Mrs. McNeill-handouts provided.
 - a. Parent Survey Results: 69 total responses-approximately 10% of High Springs Community School (HSCS) parent/family population.
 - i. Concerns were raised regarding following survey items:
 - 1. Students treat each other with respect at my school.
 - 2. Access to extra academic help outside classroom when needed: Discussion ensued regarding SAC possibly providing funding for extra academic help, the specific need for Middle School academic help, with suggestions put forth that next school year 2018-19, SAC should consider providing funding for extra Middle School Math tutor. No further motions offered at this time.
 - b. Student Survey Results: 142 total responses
 - i. Concerns were raised regarding the following survey item:
 - 1. My teachers know how I learn best. Discussion ensued regarding how teachers discern the ways that students learn best, and how do students themselves feel they learn best. Suggestion was made by Mrs. McNeill that further investigation into a research-based survey tool that can be given at the beginning of the 2018-19 school year that will allow students to identify learning styles/how they learn best, thus better informing instructional delivery by the teachers.
- B. Minutes from last meeting disseminated to all attending committee members and reviewed. Leslie Smith noted that listed members contained an omission in attendance, and asked that the minutes be amended to include the addition of Leslie Smith, **Career Service** as being in attendance. Charles Stewart made a motion to amend and approve the minutes. Motion to

amend and approve seconded by Leslie Smith. With no further discussion, motion to amend and approve the minutes was unanimous with no abstentions.

- C. SAC 2018-19 Membership: Nomination process for new members for the 2018-19 school year was reviewed by Mrs. Copeland. Nominations are open for new members that include two teachers and two parents, who will rotate responsibilities.
- D. Budget Update
 - a. Expenditure of School Improvement Funds presented by Mrs. McNeill. Handouts provided.
 - i. \$3,412.21 in Advanced Placement/Lottery monies was added.
 - 1. Discussion of monetary expenditures year to date for:
 - a. Printer ink cartridges-\$3,529.72
 - b. Printers/Scanners-\$1,299.88- Sean Sand noted that thanks to SAC funding of new printers/scanners, HSCS is now much closer to all printers/scanners being standardized school wide.
 - c. 3rd grade tutoring stipends/fringe-\$542.20. Noted that this amount does not yet include final teacher payroll.
- E. Funding Request by HSCS Administration: Projector/Screen for Cafeteria
 - a. Proposed Budget Allocation-Amount requested: \$5,000. Request made for a ceiling-mounted projector to be placed in the cafeteria with an automatic roll-down screen above the stage.
 - i. Request includes:
 - 1. Electric auditorium size screen
 - 2. Epson ProG7100 auditorium projector
 - 3. Mounting hardware
 - 4. VGA connection from display point to the projector
 - b. Discussion of funding request:
 - i. Mrs. McNeill noted new equipment will update and replace outdated and cumbersome system that includes a portable projector on a cart and inadequate sized portable screen.
 - ii. The new system will enable HSCS to provide much improved audio and visual (A/V) enhancement for parent inservices and meetings (such as Kindergarten Roundup), staff and teacher professional development, enhancement of student functions (such as Bridging Ceremonies, plays, etc.). Mrs. McNeill made note that the cafeteria serves as our school auditorium.
 - iii. Mrs. Copeland advised the committee that the requested A/V system is the same system that was recently installed at Irby Elementary.
 - iv. Discussion of funding request included Mr. Hessey asking for confirmation of the adequacy in size of the requested screen, projector bulb lumens, and

whether the new wiring that will be required is to be run and installed by SBAC IT department and included in the funding request. Mrs. Copeland verified IT will take care of the installation of all new wiring.

- v. Mr. Stewart asked if this project was typically something that SAC pays for. Mrs. McNeill noted that sometimes PTSA will pay for such projects, but HSCS PTSA does not currently have adequate funds to cover it.
 - vi. Mr. Stewart also asked if there are any plans for future construction/remodeling of the cafeteria that could affect any newly installed A/V equipment. Mrs. McNeill informed the committee that upcoming renovations of kitchen facilities would not affect the area of the cafeteria where A/V equipment is to be installed.
 - vii. Mr. Stewart also asked about the use/disposition of the old projector/ screen. Mr. Sand reassured the committee all old equipment will be put to use elsewhere in the school.
 - viii. Jessica Jacome initiated discussion by asking if \$5,000 would be sufficient to fully meet needs of request.
 - ix. Mr. Stewart shared IT responses to questions he had asked prior to today's meeting.
- c. Motion to approve funding request as submitted made by Jessica Jacome. Motion to approve seconded by Tana Wenzell. Motion was approved unanimously with no abstentions.

F. Funding Request by HSCS Administration: Nicky Folders and Planners for Students

- a. Proposed Budget Allocation- Amount requested: \$2,808.00:
 - Nicky Folders Grades K-2: \$525.00
 - Planners Grades 3-5: \$1214.02
 - Planners Grades 6-8: \$1,068.98
- b. Discussion ensued regarding justification for request. Mrs. McNeill noted the folders and planners enhance the home-school connection between teachers, families, and students. These tools will also enable students to better manage assignments and homework.
 - i. Richard Hessey made note the price is more than requested for planners and Nicky folders last year.
 - ii. Sherry Sakai stated the planners were an invaluable tool that Third grade teachers, students, and families use every day.
- c. Motion to approve funding request as submitted made by Charles Stewart. Motion to approve seconded by Tana Wenzell and Misty Jones. Motion was approved unanimously with no abstentions.

G. With no further business, motion to adjourn the meeting was made by Charles Stewart. Motion of adjournment seconded by Richard Hessey and approved with a unanimous vote and no abstentions. SAC meeting was adjourned by Chairperson Sean Sand at 3:15 p.m.