

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

Jan. 15, 2019

Members in Attendance: **Lynn McNeill**, School Principal; **Jenni Roberson**, Assistant Principal; **Sean Sand, Hayden Anderson**, Middle Grades teacher; **Elizabeth Sheward, Amy Sumner, Sherry Sakai**, Elementary Grades teachers; **Richard Hessey, Heather Caballero, Sharon Martensen**, Parents; **Leslie Smith**, Career Service.

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

First order of business: Welcome and Happy New Year by Mrs. McNeill

Ensuing orders of business:

- A. Minutes from last meeting disseminated to all attending members and reviewed. Amy Sumner offered a motion to approve the minutes from the Nov. 13, 2018 meeting as written with no corrections. Leslie Smith seconded the motion. With no further discussion, minutes were approved with a unanimous vote and no abstentions.

- B. Contract Language Waiver-presented by Jenni Roberson
 - a. Waiver of contract language is needed because HSCS (High Springs Community School)'s situation of being both an elementary and a middle school is unique to the school district and necessitates a variance in contract's student contact hours language. Motion to approve language waiver made by Heather Caballero. Motion to approve seconded by Leslie Smith. Motion approved with a unanimous vote and no abstentions.

- C. HSCS Building Bonus Projects-presented by Mrs. McNeill
 - a. HSCS has been allotted \$50,000 in funding for aesthetic campus facility improvements with stipulations that limit use of funds. Funds cannot be used for:
 - i. School Safety updates (separate state funding is already being allotted for campus safety updates)
 - ii. Technology
 - iii. Construction projects such as those that might involve any concrete replacement would necessitate one or more years before project could be completed, thus such projects may not be included. Consequently, although a covered walkway around bus loop was originally considered, it was subsequently deemed unfeasible.
 - b. Mrs. McNeill identified as a priority the need to replace the current street-side marquee with an electronic LED marquee. Points of discussion:
 - i. Current marquee must be manually changed by custodians using a ladder at street side. Discussion ensued regarding safety hazard issues to school staff while climbing on a ladder to change marquee letters. Changing marquee is

labor-intensive for the custodians and takes a great deal of time away from other much-needed duties.

1. Changing information manually also inhibits timely public communication of school information.
 2. New LED marquee would:
 - a. facilitate changing of information directly from the front office and would allow immediate changes should the need arise
 - b. Be more visible from the street
 - i. Discussion clarified LED display would be double-sided and in color
 - ii. Electricity is already available to the marquee
 3. LED Marquee prices vary-quoted cost to install LED at HSCS \$28,248-final cost could be less.
- c. Class sets of furniture are needed due to increasing student population that has required the addition of several new classrooms in the 2018-19 school year. There is limited availability of needed furniture at HSCS and SBAC District.
- i. Specific furniture needs were identified:
 1. 12 rectangular tables
 2. 24 Middle School desk/chair combinations
 3. 24 Elementary desks24 Elementary chairs
 4. 10 conference room chairs to replace old/inadequate chairs currently in use
 5. Outside picnic tables for 4th and 5th Grades
 - ii. Total expenditure for furniture estimated at \$13,000-\$14,000.
- d. Points of discussion clarified:
- i. Any funds that are not initially used from original \$50,000 allotment will not be returned to SBAC and will remain available to HSCS as needs arise.
 - ii. Funding allotment cannot be used to provide air conditioning for the gymnasium
 - iii. Adequacy of funding furniture needs if LED marquee is also included
- e. Motion to approve Building Bonus Projects funding purchase of an LED marquee and identified furniture needs made by Leslie Smith. Amy Sumner seconded the motion. Motion was approved with a unanimous vote and no abstentions.

D. Budget Update given by Mrs. McNeill-

- a. Expenditures:
 - i. WinTV materials expenditure was delayed due to conflicts within the District's Skyward system. Approval to purchase WinTV materials has been granted by District in the amount of \$1344.78.
 - ii. Stools for Middle School Media Center-price had a small increase due to shipping charges-total expenditure: \$998.30
 - iii. Daphne Mahn is working to acquire PVC pipes to construct whisper phones for Mrs. Daley.
 - iv. Laptop for Cafeteria Presentation system has been ordered; awaiting arrival.

- E. Funding request in the amount of \$3,742.50 made by Emery Bishop for Professional Development training for K-8 teachers related to the five-year TQE Mathematics Instructional Model.
- a. Funding request is to cover a shortfall in funding from TQE grant by Alachua Education Foundation. The Alachua Education Foundation Catalyst for Change grant will only fund \$3,000 of amount needed for continued implementation of the TQE Mathematics Model.
 - b. Funding request will enable Ed Nolan and DNA Mathematics to train HSCS teachers to be facilitators of the TQE Mathematics Model program. This is a continuation of SBAC District's "Train the Trainers" concept of professional development which will be used to train teachers new to HSCS in implementation of the TQE Mathematics model.
 - c. Request will fund 3 days of training: 2 days for facilitators; 1 day for new teachers.
 - d. Points of discussion:
 - i. Mrs. McNeill explained the TQE model process.
 - ii. Student data from 2017-18 school year supports the HSCS use of the TQE Model as opposed to following District's Math pacing guide.
 - iii. Having Ed Nolan do the professional development training is a valuable use of funds. DNA Mathematics usually implements the program within an entire school district, not a single school as they did with HSCS.
 - iv. Site facilitators are paid a stipend if training occurs outside regular instructional hours.
 - e. Motion to approve funding request in the amount of \$3,742.50 made by Sherry Sakai. Motion to approve seconded by Leslie Smith. Vote to approve was unanimous with no abstentions.
- F. Funding request in the amount of \$1,000 made by Sean Sand to pay for ink cartridges for printers that are utilized by HSCS teachers.
- a. Point of discussion: HSCS is required to order ink cartridges through the District's Office Depot program.
 - i. Heather Caballero asked if HSCS is eligible to participate in an Office Depot rewards program that provides a 2% refund of purchases to HSCS. Administration will further discuss this program with Debbie Mathews.
 - b. Motion to approve funding request in amount of \$1,000 made by Richard Hessey. Motion to approve seconded by Amy Sumner. Vote to approve the motion was unanimous, with one abstention by Sean Sand.
- G. Funding request in the amount of \$3,295.00 made by Sherry McElroy on behalf of the Third Grade Team to fund a license for Reflex Math software that will provide an additional Math resource for students in grades K-5.
- a. Points of discussion:
 - i. Clarification that funding would definitely provide access to software program for all K-5 students, not just 3rd grade students.

- ii. Software will provide much needed individualized Math fact fluency practice to promote mastery of foundational Math skills and strategies.
 - b. Motion to approve funding request in the amount of \$3,295.00 made by Richard Hessey. Motion seconded by Heather Caballero. Vote to approve the motion was unanimous, with abstentions by Amy Sumner and Sherry Sakai.
- H. Funding Request by Administration in the amount of \$2,196.12 for Third grade tutoring for students who are currently not meeting Grade Level Expectations in ELA (English Language Arts-Reading). Requested funds will provide:
 - a. 2 teachers, 2 times per week, 1 hour per session
 - b. 8 weeks of tutoring (16 sessions total) plus 8 hours of planning
 - c. \$28.00 stipend/hour + 17.67% fringe benefits=\$32.94/hr.
 - d. \$32.94/hr X 24 hrs X 2 teachers = \$1581.12
 - e. Instructional materials: approximately numbering 30@\$20.50/unit = \$615.00
 - f. Point of discussion:
 - i. Prior success noted in 2017-18 school year with tutoring- majority of students who were tutored passed 3rd grade FSA Reading Assessment.
 - g. Motion to approve funding request made by Leslie Smith. Motion seconded by Elizabeth Sheward. Motion approved with a unanimous vote and no abstentions.
- I. Further business:
 - a. Lockdown
 - i. Heather Caballero requested additional information regarding most recent Lockdown/Lockdown procedures be made available to parents.
 - 1. Heather Caballero offered to contact Priest Theater to provide location for parent information meeting
 - 2. Mrs. McNeill offered support and noted that School Resource Officer Larry Downing was already working with PTSA President Julie Macklin to set a parent meeting that would provide information on the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Alert Program that students and teachers have been trained to use.
 - 3. Discussion of events of most recent Lockdown/Active Shooter situation ensued.
 - a. Mrs. McNeill noted that Casey Hamilton (SBAC District Security Chairperson) was very impressed by HSCS teacher, student, and staff response.
- J. Motion to adjourn the meeting was made by Leslie Smith. 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 3:30 p.m.