

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

Sept. 11, 2018

Members in Attendance: **Lynn McNeill**, School Principal; **Jenni Roberson**, Assistant Principal; **Sean Sands**, **Sherry Sakai**, **Amy Sumner**, **Elizabeth Sheward**, Teachers; **Leslie Smith**, Career Service; **Amy Barry**, **Heather Caballero**, **Richard Hessey**, Parents; **Charles Stewart**, Community Member.

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

Welcome provided by Mrs. McNeill, with an introduction of individual SAC members.

Orders of business:

- A. Minutes from SAC Meeting of May 29, 2018 disseminated and reviewed. Motion to approve minutes as written with no corrections made by Richard Hessey (seconded by Leslie Smith). Motion to approve was unanimous with no abstentions.

- B. Election of 2018-19 SAC Officers:

Chairperson: Sean Sand (Nominated by Sherry Sakai, motion seconded by Richard Hessey)

Vice Chairperson: Leslie Smith (Nominated by Sean Sand, motion seconded by Charles Stewart)

Secretary: Sherry Sakai (Nominated by Leslie Smith, motion seconded by Amy Sumner)

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

Ensuing orders of business:

- C. Introduction of Assistant Principal Jenni Roberson.
- D. Mrs. Roberson announced possible dates for subsequent SAC meetings for school year 2018-19 (each meeting to be held at 2:30 p.m.). Dates were submitted for discussion. Motion to approve tentative meeting dates put forth by Sean Sand, (seconded by Mr. Stewart); Vote to approve dates was unanimous with no abstentions.
 - a. Approved meeting dates for school Year 2017-18:
 - i. Nov. 13, 2018
 - ii. Jan. 15, 2019
 - iii. March 19, 2019
 - iv. May 14, 2019
 - v. June 2019, date to be determined later, if needed
- E. 2018 FSA scores/School Grade:
 - a. Mrs. McNeill gave a visual presentation based on Dept. of Education website re: breakdown of points as used in awarding school grades based upon FSA scores of High Springs Community School (HSCS) students in English Language Arts (ELA), Math, 5th Grade Science, 7th Grade Social Studies/Civics State examination scores, and a formula based on number of students taking and passing Accelerated courses.
 - b. High Springs Community School (HSCS) earned a school grade of "A".

- i. 2018 ELA scores increased 3% over prior year scores
 - ii. 2018 Math scores decreased 3% over prior year scores.
 - c. HSCS was among the top six schools in Alachua District scores with 70% and above showing proficiency.
 - d. HSCS Civics scores recognized and lauded by other schools in the district.
 - e. Lowest quartile of ELA and Math students did not show as much gain as hoped/expected, although HSCS exceeded both State and District averages across all tested areas.
 - i. Amy Barry initiated discussion about the breakdown of students in the lowest quartiles, asking whether students are counted in more than one quartile category. Mrs. McNeill answered yes, thus necessitating a strong focus by HSCS during the 2018-19 school year to increase proficiencies of the lowest quartile, thereby helping increase scores/proficiency across all categories.
 - f. Mrs. Roberson presented analysis of striking data from the FSA Writing portion of ELA scores (Writing makes up 20% of total ELA score). Breakdown of data:
 - i. Data shows weakness of HSCS students in areas of evidence and elaboration, as well as focus, purpose, and organization. Students were shown to be stronger in writing conventions. Data breakdown exposes a need for an HSCS K-8 plan that will address Writing Standards deficiencies.
 - g. Mrs. McNeill discussed the 2018-19 K-8 Plan that will include:
 - a. Professional development for teachers that will incorporate support from District Writing Coaches.
 - b. Focus on rubrics to move students toward proficiency (research pointing to a strong correlation between proficiency in Writing and Reading proficiency).
 - c. Continuation of the TQE (Task, Questioning, Evidence) Math Initiative, with a focus on lowest quartile of students.
 - i. Assistant principal Emery Bishop will write an Education Foundation grant to provide continued funding for the initiative that will include support from Ed Nolan.
 - 1. Discussion initiated by Mrs. Barry, asking if ESE teachers are included in TQE training. Mrs. McNeill affirmed they were included.
 - 2. Mrs. Caballero initiated discussion regarding SAC's funding of the TQE Initiative at its inception several years ago.
- F. Mrs. McNeill noted that eleven experienced teachers and four new teachers were hired for the 2018-19 school year, including more male teachers being added to the faculty. Mrs. McNeill also noted that HSCS is experiencing a more positive atmosphere this school year. Mr. Hessey inquired about the total number of students being served by HSCS this school year, with Mrs. McNeill noting that HSCS is past capacity, with almost 1,000 students, necessitating the addition of another portable classroom.

- G. SAC By-Laws were disseminated to all members in attendance, and reviewed by Mrs. McNeill.
 - a. Points of discussion:
 - i. Mr. Stewart: Are By-Laws complete? Mrs. McNeill stated that By-Laws are complete for HSCS and that more detailed By-Laws are available to be viewed on the SBAC website.
 - ii. Mrs. Caballero: Is it possible for PTSA to liaison with SAC? Mrs. McNeill noted that PTSA is always welcome to attend SAC meetings. Meetings are open to the public and are widely advertised.

- H. Budget Update:
 - a. Budget Part 1: Expenditure of School Improvement Funds for past school year 2017-18 was reviewed by Mrs. McNeill.
 - i. Budget points of discussion:
 - 1. Curriculum Planning Stipends/Fringe included 3 grade-level teaching teams/total of 15 teachers.
 - 2. Projection system for Cafeteria is ready to be installed. PTSA also purchased and installed a new sound system for the cafeteria.
 - b. Budget Part 2: Expenditure of School Improvement Funds (to date) 2018-19:
 - i. Balance from 2017-18 School Year: \$38,612.68.
 - ii. Purchase Description and Funding Source:
 - 1. Student Planners for Kindergarten-2nd Grades \$525.00
 - 2. Student Planners for 3rd-8th Grades 2018-19 school year \$2,352.32
 - 3. Ink Cartridges \$233.01
 - 4. Curriculum Planning Stipends/Fringe \$1,605.28
 - 5. Projection System for Cafeteria \$4,168.23
 - iii. Ending balance: \$29,728.84.

- I. Funding Requests
 - a. Funding Request for purchase of 6 Document Cameras (\$395 each) for K-4 Classrooms- total amount of \$2,370-submitted by Nancy Ensminger.
 - i. Point of Discussion by Mr. Stewart: Are the models being purchased supported and compatible with HSCS current operating system? Mr. Sand noted the new document cameras are compatible.
 - ii. Motion to fully fund the request put forth by Charles Stewart (seconded by Ms. Sheward).
 - iii. Vote to approve motion was passed by unanimous vote with no abstentions.

 - b. Funding Request for purchase of 3 Document Cameras (\$395 each)-total request of \$1,185- for Middle School Classrooms- submitted by Judith Weaver.
 - i. Motion to fully fund the request put forth by Mrs. Caballero (seconded by Mr. Stewart).
 - ii. Vote to approve motion to fund request was passed by unanimous vote with no abstentions.

- c. Combined K-4 and 5-8 funding request for purchase of WIN TV device connections in the amount of \$1,625.00 through Amazon to replace outmoded tube TVs. WIN TV devices will enable classes with no TV (or outmoded TV) to view closed circuit broadcasts via computer PCs that connect directly to Brightlink projectors.
 - i. Points of discussion per Mr. Hessey, Mrs. Caballero, Mr. Sand, Mr. Stewart, Mrs. Roberson and Mrs. McNeill:
 - 1. Cost of installation/shipping; Is Amazon an approved vendor? Mr. Korn (District IT support) will work with manufacturers to make sure HSCS receives good deal on devices. Installation will be done by district IT department. Amazon is an approved vendor.
 - 2. Are coaxial cables that are currently in place adequate for wiring needs- can Mr. Korn verify adequate cabling?
 - 3. Can feasibility of cabling/installation be determined before funding of request is made? Should motion be tabled until feasibility is determined? There are already 2 WIN TV device in use on campus.
 - ii. Motion to approve funding in the amount of \$1,625 contingent upon determination of adequate cabling/wiring for purchase made by Mr. Hessey (seconded by Mr. Stewart). Motion passed with unanimous approval, no abstentions.
- d. Funding request made by teacher Sarah Rendek for 1-year allocation of Achieve 3000 online student licenses and professional development training for teachers in the amount of \$1,280. Will enable students of lowest quartile to practice on differentiated Lexile Reading levels, and is tailored to students' individual needs.
 - i. Points of discussion by Mrs. Barry, Ms. Sheward, and Mrs. Caballero:
 - 1. Confirmation that Achieve 3000 will be used as individualized instruction.
 - 2. Achieve 3000 is very engaging and text is beneficial to students.
 - 3. Discussion as to whether the cost of \$42 per student is efficient use of funding-determined it will address the needs of the lowest quartile of students.
 - ii. Motion to fully fund request made by Mr. Stewart (seconded by Mrs. Barry). Motion passed unanimously with no abstentions.
- e. Funding request in the amount of \$400 by teacher Sean Sand for Ticket to Read, an online K-8 Reading program that teaches and builds reading skills at the individual level with adaptive instruction. The amount requested will provide use for up to 25 students.
 - i. Points of discussion by Mrs. Caballero, Mrs. Sumner, Mrs. Sakai, Mr. Sand, and Mrs. McNeill:
 - 1. Clarification on which students will use the program-ESE students who are the included in the lowest quartile of students.
 - 2. What is the cost for a school-wide license as opposed to cost for 25 students and is there a maximum limit of students who can use it for the school-wide license? \$3,500 per year for school-wide license and no limit.

