## **High Springs Community School**

## **School Advisory Committee (SAC) Meeting Minutes**

Nov. 7, 2017

Members in Attendance: Lynn McNeill, School Principal; Eva Copeland, Assistant Principal; Sean Sands, Hayden Anderson, Middle Grades teacher; Tana Wenzell, Sherry Sakai, Lower Grades teachers; Leslie Smith, Career Service; Jessica Jacome, Richard Hessey, Amy Barry, Parents; Charles Stewart, Carol Doherty, Byran Williams Community/Business Members.

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

First order of business: Welcome by Mrs. McNeill. Regarding discussion from last meeting, Mrs. McNeill noted to the committee that several community members had been contacted about their intention to continue involvement with SAC. Mrs. Williams is still interested in remaining a SAC member, but was unable to attend today's meeting.

Minutes from last meeting was disseminated to all attending members and reviewed. Sherry Sakai made a motion to approve the minutes from the Sept. 19, 2017 meeting as written with no corrections. Charles Stewart seconded the motion. With no discussion, motion was approved with a unanimous vote and no abstentions.

## Ensuing orders of business:

- A. School Recognition Funds- Based on earning an "A" school grade, High Springs Community School (HSCS) was awarded 2017 School Recognition Program (SRP) funding in the amount of \$87, 388.00.
  - a. Section 1008.36, Florida Statutes rules for how funding amount are required to be spent were reviewed by Mrs. McNeill with the committee. Funding must be used for the following:
    - i. Non-recurring bonuses to faculty and staff
    - ii. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance
    - iii. Temporary personnel for the school to assist in maintaining and improving student performance.
  - b. SRP funds are placed in District non-internal accounts until SAC determines how funding will be disbursed. If SAC, school faculty and staff cannot agree on funds disbursement, 100% of all SRP funds will go to teachers by Feb. 11, 2018.
  - c. SRP funds process at HSCS: All teachers and staff are provided an opportunity to offer input as to disbursement of funds. A ballot was created in October, 2017 from faculty and staff input. Faculty and staff voted for Option 1 of the ballot: Utilize the same formula that was used the last four years HSCS received SRP funds. Teachers here for the 2016-17 school year receive 1.5 shares. Educational Support Personnel here for the 2016-17 school year receive 1.0 shares (prorated based on the number of hours worked/day). New teachers, EDEP workers, and Food Service will receive set amounts

for each group; these groups will be allocated on a 1:1:3 ratio; \$100, \$100, and \$300, respectively for each individual.

- i. A copy of the ballot was provided to each attending SAC member. Ballot was reviewed and explained to SAC members. Discussion of ballot followed, led by Charles Stewart asking for further explanation of how shares are determined. Carol Doherty inquired as to the dollar amount to be awarded to teachers and ESPs as designated by Option 1. Mrs. McNeill estimated teachers would receive approximately \$700 and ESPs would receive approximately \$500.
- d. Motion to accept faculty and staff's vote and approve Option 1 was offered by Charles Stewart. Motion was seconded by Richard Hessey. Motion was approved with a unanimous vote and no abstentions.
- B. Budget Update-A Raptor Scanner was purchased and has been very beneficial to the efficiency of the front office staff.
- C. Funding Request by Administration on behalf of the faculty for the purchase of ink cartridges to support daily teaching in the classrooms was put forth for consideration.
  - a. The proposed ballot allocation requested ink for each printer accessed by teachers so that their school budget money could go to other needed supplies for their classroom. Total amount requested: 71 ink cartridges for a total of \$2,366.39 as determined by school Site Tech Sean Sand.
  - b. Discussion of funding request ensued: Richard Hessey raised the issue about whether amount requested was adequate to meet the needs of teachers. Members voiced support to add to the amount requested to meet the needs of teachers for the rest of the 2017-18 school year. Discussion to replace older printers with newer, more efficient printers led to a suggestion to also apply funds requested to replace older printers and provide ink for the rest of the year. Also discussed was an additional need for a dedicated scanner/printer for Student Services.
  - c. Motion was made by Carol Doherty to increase the funding amount to \$8,000.00 for new printers, a scanner, and to double the ink order. Motion was seconded by Charles Stewart. Motion was approved with a unanimous vote and no abstentions.
  - d. Gratitude on behalf of all the teachers was expressed by Tana Wenzell.
  - e. Discussion was initiated by Charles Stewart to clarify the final evaluation report of projects funded by SAC. Recipients of approved funds will submit a final evaluation of projects documenting final results based on the goals and objectives set forth in the proposal.
- D. School Improvement Plan (SIP)-Mrs. McNeill advised the members that HSCS's School Improvement Plan has been approved by the superintendent and is awaiting approval by the School Board members. The SIP is no longer in draft form, but continues to be a live document pending final approval by the School Board.
  - a. Motion to adjourn the meeting was made by Richard Hessey, and seconded by Charles Stewart. Motion was approved with a unanimous vote and no abstentions.
- E. SAC meeting was adjourned by Chairperson Sean Sand at 3:08 p.m.