**Buck Lake Elementary School Advisory Committee Meeting Minutes
November 14, 2024
Location: Buck Lake Elementary School Media Center**

1. **Welcome & Introductions**
	1. Participants included Principal Wetherington, Danielle Jessup (parent), Daniel Zeruto, Sarah Herrera, Dr. Sheetal, Robin Looper, Jan Widner, and Cindy Rodriguez. It was noted that a quorum was present.
	2. Principal Wetherington reviewed the purpose of SAC, objectives and expectations of the participants. It was recognized that all participants have served on SAC previously.
	3. Principal Weatherington shared that the positions for Recorder and Chairperson are up for the current year. It was suggested that an email be sent to committee members with the request to consider open positions and a vote be taken at the next meeting.
2. **Approval of Committee Bylaws**
	1. A copy of the School Advisory Council Bylaws was shared with committee members. Committee members took a few minutes to review the bylaws. No suggested changes were made at this time. A motion was made by Principal Wetherington to accept the bylaws as presented. Danielle Jessup seconded the motion. No further discussion. Motion passed.
3. **Review and Approval of the School Improvement Plan (SIP)**
	1. Copies of the School Improvement Plan (SIP) were distributed to committee members. Principal Wetherington reviewed the two proposed Areas of Focus and reason for recommendation. Principal Weatherington informed committee members that teachers are working strategically in these areas, and with the approval of the School Improvement Plan, this will also help. Progress monitoring is implemented now as early as Kindergarten, so intervention and other areas or improvement, can be addressed earlier. There was also discussion around the history of Buck Lake Elementary’s school grade. It was suggested that the plan be emailed to all SAC members, allowing those not present at the meeting an opportunity to review and provide input. An email vote will be completed later.
4. **Vote on Distribution of School Recognition Funds**
	1. Principal Wetherington distributed a ballot that included 3 options for distribution of School Recognition Funds. The funds are to be used for nonrecurring bonuses to faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist the school in maintaining or improving student performance. The school staff and SAC must decide how to spend the funds. As recommended by the majority of faculty and staff, Principal Wetherington moved to proceed with Option 1, distribute the funds to all eligible faculty and staff equally. Daniel Zeruto seconded the motion. There was discussion from some to consider a tiered system in the future. There was also discussion around the potential of implementing emotional programs; potentially something that can be funded by other means. Motion passed.
5. **Community Development Presentation by Mr. Wilcox**
	1. Mr. Wilcox with Leon County Commission, presented on community development initiatives and resources available through the Leon County Commission. There was discussion around potential growth in the Buck Lake area.
6. **Brainstorming Session for School Improvement**
	1. Much of this discussion occurred during item 3, review of the SIP. There was a recommendation to increase communication to parents of the school. Also, to consider a separate email for marketing and activities, as opposed to more important information/action needed coming from Principal Wetherington directly.
7. **Next Steps and Action Items**
	1. Principal Wetherington reminded committee members to keep an eye out for emails with requests to fill positions and approve the SIP.
	2. The next meeting will likely be scheduled in January.
8. **Adjournment**
	1. The meeting adjourned at 6:30 PM.

*Minutes respectfully submitted by Danielle Jessup.*