**Lawton Chiles High School**

**School Advisory Council Minutes**

**August 28, 2018/CHS Conference Room/6:00PM**

**Voting Members Present:**

Administration: Joe Burgess, Calli Pickens

Parents: Chris Chaback, Teresa Colvin (Chair), Monica Corbett, Janis Edwards, Sabrina

Holloman, Sherry Thacker

Faculty: Kaitlyn Hoskovec, Mike German, Sherri Winsett

Support Staff: Danielle Riddle/Misty Cash

PTO Representative: Michele Reynolds

Community Partners: Sabah Bissaininthe, Wesley White

Parent Liaison: Jessica Oyster

Student: Nolen Winsett (SGA President)

**Voting Members Absent**: Shouping Hu, Kristy Newland, Jennifer Portero,

Lynda Thabes (excused), Lynn Schuster (excused)

**Non-voting Members Present:** Sherry Lawrance, Carey Sweet, Elizabeth Dull, Martha

Cummings

**Meeting was called to order at 6:05pm by SAC Chair, Teresa Colvin**

**A quorum of voting members is established**

1. **WELCOME**

* Self-introductions given by each individual present
* Meeting agenda reviewed and approved as written
* Minutes from April 2018 meeting reviewed and approved as written.

1. **REPORTS TO BE HEARD**
2. PURPOSE OF SAC- Colvin/Burgess

* Chiles SAC Bylaws and Standing orders reviewed and are posted on school website
* Review primary goal of SAC which is to assist administration and focus efforts on improvement of student performance
* Assist with development and approval of School Improvement Plan;
* Approve distribution of school improvement funds with goal to enhance school performance
* Review of voting members and that meetings are open to anyone
* Mr. Burgess thanked members of 2017-2018 SAC for their contribution and sacrifice. Emphasized the importance of collaboration with SAC to meet school goals. Anyone welcome to contact Mr. Burgess at any time with any issue or idea.

1. PRINCIPALS REPORT- Joe Burgess

* The following activities/events have taken place since April meeting: National Honor Society Induction, Relay for Life, End of Year celebrations for sports teams and clubs, Spring athletic signings ceremony, Best and Brightest ceremony, summer camps for sports and band,
* Convocation and Graduation took place in May. 2018 class received more than 17 million dollars in scholarship money
* Mr. Rick Davis has been hired as a transfer from Leon High school to be the basketball coach and assist with mentoring and Opportunities for Improvement
* Mrs. Powell was named Leon County Schools 2017-2018 Teacher of the Year and has been promoted to Assistant Principal at Griffin Middle School
* The IRC is working on a plan to evolve so that their services more closely represent those found at a college library
* Lawton Chiles High School has again earned designation as an A rated school
* PALS class for new Chiles employees to assist with orientation
* Mrs. Winsett is the lead for the senior class sponsors. There is a new vendor this year that increases availability and allows for online purchasing of all graduation items (cap, gown, announcements, fees etc)
* Mrs. Kelli Walker, District Volunteer Coordinator, is working to increase civic and faith-based mentors and partnerships.
* School district has launched a new Student Information System called FOCUS. All teachers and staff are receiving in-service. It has gone on-line for use by the parents and students this week.
* Meeting was held by Mrs. Riddle to educate Booster organizations regarding district policies on the correct handling of money
* Chiles high school hosted the Florida High School Athletic Association meeting
* Mrs. Oyster, parent liaison, worked with the student ambassadors to conduct campus tours for parents and students. Ambassadors also assisted with orientation and 1st week of school homeroom information sessions
* The Interclub council met to allow all club leaders to talk about initiatives and explore opportunities for collaboration as they work toward campus wide goals.
* Third party System Anonymous Alerts app on website. 90% of notifications are legitimate. Mr. Burgess discussed costs and benefits.
* Schedules were mailed home again before the start of school to assist with orientation and decrease anxiety for both students and parents
* Planning in progress for 911 activities
* Military appreciation football game against Florida High scheduled for 9/14
* Open House scheduled for 9/17
* Senior Night scheduled for 9/25
* Northeast Articulation Committee working to increase communication and collaboration with feeder schools
* Mr. Burgess is serving on a FDLE committee to develop training programs for the school resource officers.
* Chiles High Foundation is working to support long term sustainability needs of the school.
* 20th Year Anniversary Celebration set for 3/1 or 3/8. Hall of fame class is being developed
* Mr. Burgess is working on the purchase of emergency kits and staff training for their use. Kits will be available to use until EMS is on scene for any catastrophic emergency where the scene is not able to be secured immediately.

1. DAC- Chris Chaback

* First meeting of the year will be 9/20

1. SGA- Hoskovec/Winsett

* Homecoming is set for 10/11 with pep rally and dance after the game. Theme is TBA.
* Fall Festival Boo Bash is set for 11/2 from 8pm – 12am. Canned food drive to support 2nd Harvest Food Bank.
* Planning underway for Relay for Life in the Spring
* Request made for a SGA representative to attend PTO meetings if possible
* Four freshman representatives were chosen with an interview process rather than an election this year. Interview committee consisted of SGA President and Vice President, along with a panel of teachers who looked at each candidate’s GPA and response to questions.
* Thanksgiving basket collection being coordinated in collaboration with Chiles Cares program to help needy families.
* Mr. Burgess thanked the SGA and the entire Chiles family for their community service and stated how proud he is of the school. Gave example of response and assistance during times when Chiles is open as a Red Cross shelter during Hurricane threats.

1. SITE- Lynn Schuster/Burgess

* No SITE report at this time

1. PTO- Michele Reynolds

* First PTO meeting will be 9/10
* Calendar of PTO meetings given out
* PTO bylaws have been updated and sent to PTO Board for approval
* PTO is working closely with SGA this year
* PTO will be at Open House to assist

1. **OLD BUSINESS**
2. 2019 – 2024 STRATEGIC PLAN – Burgess/Winsett

* Draft copy of strategic plan given to SAC. Mrs. Winsett reviewed the primary goals and how they will be reached.
* Strategic plan not required for accreditation.
* Strategic plan has a comprehensive five year focus and is being adjusted on an ongoing basis to meet school needs. Final plan to be completed by 1/1/19 and will be published on the school website.
* Mrs. Winsett presented two examples of activities that are being implemented to meet goals within the plan; the Northeast Articulation Team and the AP Academy.
* The Northeast articulation team consists of members from Chiles and all feeder schools with the objective to increase communication, compare calendars, and make the progression from school to school easier for parents and students.
* The AP academy will be a Saturday offered workshop for those students needing additional help with study skills, test taking strategies and coping skills to decrease anxiety

1. **NEW BUSINESS**
2. VOTE ON SAC CHAIR FOR 2018-2019 – Burgess/Colvin

* Mr. Burgess called for nominations for SAC chairman. Wesley White nominated by Chris Chaback and appointed by Mr. Burgess.

1. SAC NOMINATIONS PROCESS, MEMBERSHIP VOTE- Burgess/Colvin

* Bylaws and standing orders for election of voting members of the SAC reviewed
* Request for parent representatives has been made via listserv. Currently there are more applicants than open positions. Election to be held in the IRC during Open House
* Faculty and Support Staff positions have been appointed
* One Business partner position open. Mr. Burgess to review.

1. DAC REPRESENTATIVES- Burgess/Chaback

* 2018-2019 representatives will be Chris Chaback and Jennifer Portero

1. SCHOOL GRADES REPORT/SIP GOALS REPORT – Pickens/Winsett

* SIP is a one year plan that is primarily focused on academics
* 2017-2018 and 2018-2019 SIP Goals given to committee
* Mrs. Winsett discussed each of the 4 academic area goals along with barriers and strategies for each
* Draft of SIP will be available for review at Open House and will be posted on school website.
* SIP will be submitted for approval and vote at September SAC meeting

1. A+ DISTRIBUTION- Burgess

* Mr. Burgess explained the process of receiving the A+ money and the team concept philosophy of equal distribution to all Chiles staff and faculty.
* SITE committee will make recommendation of how to disburse money when received and SAC will vote on that recommendation at September meeting.

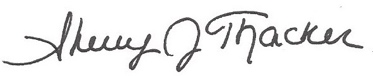
1. BUDGET- Burgess/Riddle

* Budget plan will be brought to September SAC meeting
* Mrs. Riddle reported there is money left in some old internal accounts that may need to be redistributed back to the general fund. The old internal accounts would be balances that are left without activity for two or more years. We are waiting for the current year clubs to establish themselves before making final decision about reallocation of dormant funds.

Mr. Burgess gave a final thank you to all those outgoing SAC members who have served the committee well during their tenure with special recognition to outgoing Chair, Teresa Colvin.

**Next meeting will be September 25, 2018.**

Meeting adjourned at 7:51pm



Secretary

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Signature of person who recorded minutes Role of person who recorded minutes

September 26, 2018

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Date minutes approved by SAC

*Each School Advisory council shall submit meeting minutes to the Superintendent or his/her designee for School Board reference within 72 hours after their approval.*