**Lawton Chiles High School**

**School Advisory Council Minutes**

**September 25, 2018/CHS Conference Room/6:00PM**

**Voting Members Present:**

Administration: Joe Burgess

Parents: Sabah Bissaininthe, Chris Chaback (DAC representative), Elizabeth Dull, Janis

Edwards, Sabrina Holloman, Terry McCaffrey, Sherry Thacker, Wesley White (Chair)

Faculty: Mike German, Sherri Winsett, Lynn Schuster

Support Staff: Misty Cash

PTO Representative: Michele Reynolds

Community Partners: Martha Cummings, Sherry Lawrance

Parent Liaison: Jessica Oyster

**Voting Members Absent**: Monica Corbett, Ishik Denizman, Shouping Hu, Dean Johnson

Kaitlin Nonnemacker, Nolen Winsett

**Non-voting Members Present:** Callie Pickens, Tonya MacKinlay

**Meeting was called to order at 6:01pm by SAC Chair, Wesley White**

**A quorum of voting members is established**

1. **WELCOME**

* Self-introductions given by each individual present
* Minutes from August 2018 meeting reviewed and approved with amendments

1. **REPORTS TO BE HEARD**
2. PRINCIPALS REPORT- Joe Burgess/Winsett

* New Teacher reception held sponsored by Leon County Schools and The Tallahassee Chamber of Commerce. PALS program in progress to help new staff transition to Chiles. An activity is scheduled each nine weeks
* Football game on September 14 against Florida High held with special theme of Military Appreciation. Special pre-game and half-time recognition to recognize and thank all military and first responders for their service
* Open House held September 17
* Active shooter training was given at Faculty Meeting as required by Sheriff’s department and Leon County Schools. Teachers were given rules to provide safety first with emphasis on finding a safe place as number one priority. Mr. Burgess answered all questions from the committee and discussed specific issues such as lockdown drills, having all outside doors locked during the day and how important it is that students follow instructions given by the staff. Additional training is scheduled
* Mr. Burgess is working on the purchase of emergency kits with an approximate cost of $7000. Kits will be strategically placed in each building on campus. 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. EMS will train staff in the use of these kits once they are available
* Northeast Articulation Committee report given by Mrs. Winsett. The committee met to discuss and implement age appropriate activities to highlight September as National Suicide Prevention month. “Be the Sunshine” theme developed. At the elementary level faculty and staff will emphasize kindness and friendship. At the Middle and High School levels emphasis will be on suicide awareness. All students will be educated about statistics and given information on where to get help. The week of September 24th at Chiles has been designated as Suicide Awareness week with a different “Be the Sunshine Challenge” each day. Examples include: Smile at 10 people you don’t know, thank 3 teachers who have impacted you and wear yellow on Friday 9/28 for suicide awareness. Listserv announcements are being made each morning and t-shirts are being sold for $10 each with proceeds going to the suicide hotline

1. DAC- Chris Chaback

* First meeting of the year was held 9/20
* Superintendent Hanna presented district updates to committee
* Shelly Bell, Director at Lively Tech delivered presentation about programs
* Discussion held regarding district policies on nepotism, favoritism and fraternization
* Strategic plan presented

1. SGA- Burgess

* Homecoming is set for 10/11 with pep rally and dance after the game. Theme is “Halloween Horrors”. T-shirts are being sold. Spirit week will be in conjunction with Homecoming. Daily themes have been announced.
* Request made for an SGA representative to attend PTO meetings if possible

1. SITE- Lynn Schuster

* Representatives from every department that has schoolwide impact met this includes academic, instructional and non-instructional staff
* Three issues addressed

1. Revision of dress code policy
2. Distribution of stipends for faculty and staff club sponsors
3. Distribution of A+ school funds
4. PTO- Michele Reynolds

* First PTO meeting was held 9/10 with approximate 40 people in attendance
* Honor roll lunch is scheduled for 10/22 and will be available to an estimated 1300 students. Deerlake United Methodist Church is sponsoring the event.
* PTO partnering with Yearbook for sales. Current price is $80 and will increase to $95 on October 1.
* Next PTO meeting scheduled for 10/1 at 12noon

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

* Strategic plan edits have been done and document is currently being reviewed

B A+ PLAN- Burgess

* **Mr. Burgess brought the following recommendation from the SITE committee to the SAC for vote:**

**The SITE committee recommends to the SAC that A+ funds be distributed equally amongst all staff employed at Chiles during the 2017-2018 school year to include those staff members no longer at Chiles as long as they left in good standing.**

**Motion presented to the committee for vote, seconded, no discussion, vote unanimous and motion carries.**

1. **NEW BUSINESS**
2. SIP/ GOALS REPORT – Pickens

* SIP is a one-year plan that is primarily focused on academics
* 2017-2018 and 2018-2019 SIP Goals presented to SAC. Goals have been finalized and submitted to District. Awaiting any feedback. Mrs. Pickens stated that the goals may be revised at any time to meet the needs of the school
* SIP was made available for review and discussion at Open House
* **Mrs. Pickens requested the SAC to vote on and approve SIP goals as presented. Motion presented to the committee for vote, seconded, no discussion, vote unanimous and motion carries**

1. SIP BUDGET- Burgess/Pickens

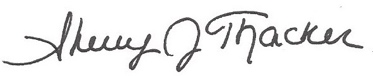
* **Mr. Burgess requested the SAC vote on and approve use of $17,099 for professional staff development. Mr. Burgess further explained that use of this money can be adjusted at any time as needed. Motion presented to the committee for vote, seconded, no further discussion, vote unanimous and motion carries**

1. 20TH ANNIVERSARY CELEBRATION – Burgess

* Event scheduled for Friday, March 8, 2019
* Committee being formed by Ms. Warren and Ms. Tekel to coordinate activities
* Inaugural Hall of Fame class to be announced at celebration with formal introduction and induction to be held at 2020 Homecoming game in conjunction with large banquet

**Next meeting will be October 23, 2018.**

Meeting adjourned at 6:53pm



Secretary

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

October 23, 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.*