

**Lawton Chiles High School
School Advisory Council Minutes
September 24, 2019/CHS Conference Room/6:00PM**

Voting Members Present:

Administration: Joe Burgess, Calli Pickens
Parents: Sabah Bissainthe, Shouping Hu, Chelsea Peabody, Rachel Seman-Varner, Dean Johnson, Terry McCaffrey, Carey Sweet, Sherry Thacker, Wesley White (Chair)
DAC representatives: Chris Chaback, Jennifer Portero
Faculty: Lynn Schuster, Peter Prato
Support Staff: Nicola Miller
Student - SGA: Patrick Long
PTO Representative: Penney Baughman, Michele Reynolds
Parent Liaison: Jessica Oyster
Community Partners: Brooke Pautsch

Voting Members Absent:

Parents: Sabrina Holloman (excused), Kelly Sciba (excused)
Faculty: Mike German (excused)
PTO Representative: Jenny Maddox (excused), Jenny Gruenewald (excused)
Community Partners: Martha Cummings (excused)
Student – SGA: MC Musselwhite (excused), Cassidy Branch (excused)

Guests:

Mitchell Peabody
Tonya MacKinlay
Earl Campos
Portia Campos
Monica Corbett
Danielle Riddle
Misty Cash

**Meeting was called to order at 6:01 pm by SAC Chair, Wesley White
A quorum of voting members is established**

1. WELCOME

- Agenda approved as written
- Minutes from August 2019 meeting reviewed and approved

2. REPORTS TO BE HEARD

A. SIP PLAN- Burgess/Pickens

- SIP full document was made available for review and discussion to Chiles community at Open House on September 16
- SAC provided summary report of SIP
- Mrs. Pickens presented purpose and process for development of SIP. Goals will be reviewed and changed as needed to accommodate needs of students

- **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**

B. PURPOSE OF SAC- White/Burgess

- SAC provided with copy of Standing Rules and Purpose of SAC
- Standing Rules, Bylaws and meeting minutes are published on school website
- Mr. Burgess emphasized that all SAC meetings are open to the public and that discussion is encouraged

C. PRINCIPALS REPORT- Burgess

- New front gates have increased efficiency of off campus lunch exit as off campus lunch passes are checked as students exit at the gate rather than in the parking lot
- Fall club rush took place; student driven event to help them “shop” for extracurricular activities
- InterClub council (ICC) which includes the student leaders of all on campus clubs have established monthly meetings to discuss participation with school initiatives.
- Chiles is a hurricane/pet shelter. All staff receive American Red Cross training
- Cafeteria will be getting some aesthetic updates
- It is required that all students receive five hours of mental health education. Curriculum is currently being worked on. To decrease interruption to instruction time, training will occur on same day for entire student body. Any student that is absent will be scheduled for a make-up; no exemptions
- Fall sports activities are underway. Students are being encouraged to maintain academic activities and reach out to their teachers for assistance as needed
- Monthly faculty meetings are held at 2pm and 3pm to minimize disruption to teaching schedules and accommodate faculty involved in 7th period classes/activities
- Anonymous alert system has successfully been in use since 2015. Cost is approximately \$1/student
- 7th period Sewing Club working on service project in collaboration with Refuge House
- School holiday, Monday September 30
- Teacher Planning day, Monday October 14

D. DAC- Chaback/Portero

- Purpose of DAC is to provide an open forum for parents, school staff and district administrators, to discuss issues affecting our students and classrooms so that recommendations can be made to School Superintendent and School Board
- First DAC meeting of the school year was held 9/19/19
- Superintendent Hanna presented district updates to committee to include discussion regarding district-wide transportation issues that occurred at beginning of school year

- Leon county School Board member, Darryl Jones was present to review and discuss purpose and role of SAC
- School start times discussed
- DAC meeting minutes will be made available on Leon County Schools Website
- Next DAC meeting is 10/10/19 at 6pm

E. SGA- Prato/ Patrick Long

- Excellent student leaders; working on ways to support them and increase knowledge of leadership strategies and project development skills
- Three students from SGA participated in monthly Student DAC meeting at Leon High School.
- SGA students assisted with Montford Middle School Open House
- SGA met with SITE committee to request 3rd pep rally this year
- Coordinated Constitution Day on campus 9/17. “Ring around the Wolf”
- Coordinated National Suicide Awareness activities for the month of September. Covered the campus with positive messages; sticky notes and banners
- Working on Freedom week activities that highlight the Declaration of Independence and celebrate freedom. Multiple speakers to include military, VFW and Mayor Dailey. Creation of “Freedom Banner”. Artifact from the World Trade Center will be on campus this Friday.
- Future activities; Homecoming, United Way, Prom

F. PTO- Reynolds/Baughman

- Annual budget has been approved
- Partnered with Yearbook class to assist with Yearbook fundraiser. Discounted price until 10/2 for both yearbook and senior ads. All online this year
- First honor roll lunch on 10/23 sponsored by Deerlake United Methodist Church
- Partnered with SGA to work on school initiatives
- Next PTO meeting 10/7/2019

G. SITE- Burgess/Schuster

- Ms. Schuster reviewed purpose and composition of SITE committee; Cross section of faculty/staff that address issues with school wide impact
- Made recommendation to Mr. Burgess for stipend to be provided to club sponsors
- Working with SGA to explore possibility of scheduling 3rd Pep rally this school year
- Made recommendation to Mr. Burgess and SAC that A+ funds be distributed equally among all faculty/staff that worked last year to include those that may have left in good standing

3. OLD BUSINESS-NONE

4. NEW BUSINESS

- A. SAC Nominations Process/Membership Vote- Burgess
 - Bylaws and standing rules reviewed

- B. ELECTION OF NEW MEMBERS- Burgess
 - 2019-2020 Roster of Voting members presented

- C. VOTE ON SAC CHAIR-Burgess
 - Mr. Burgess requested nominations for 2019-2020 SAC chair. Wesley White nominated from the floor. No further nominations. **Motion to elect Wesley White 2019-2020. Seconded. No discussion. Motion carried; unanimous**

- D. BUDGET- Burgess
 - School Board to determine allotment of dollars/student

- E. SAC SUBCOMMITTEE (BUSINESS ADVISORY COUNCIL)-Burgess
 - Develop to assess “real world needs” and implement strategies to assist students with career opportunities
 - Increase community involvement with CTE
 - Led by Mr. Brian Welch

- F. A+ DISTRIBUTION-Burgess
 - Chiles Earned a school grade of A and will receive funds
 - **Mr. Burgess brought the following recommendation from the SITE committee to the SAC for discussion and 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.

Next meeting scheduled for October 29, 2019 at 6pm.

Meeting adjourned at 7:30pm



Secretary

Signature of person who recorded minutes

Role of person who recorded minutes

October 22, 2019

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.