**School Advisory Council Meeting – Media Center**

***Thursday, January 18, 2024 @ 3:30pm via TEAMS with option to attend in person.***

**Faculty Attendance**: Taylor Johnson, Dee Jaffa, Sarah Buening, Jessica Canada, Laura Strauss, Dania Byrd, Monique Keaton, Julie Hudson

**Non-Faculty Attendance**: Kim Edwards, Alice Fores, Stacey Marks

**District Attendance:** Dayna Chisholm, Ryan Zimmerman

**Zoom (Online Attendance):** Devin Schneider, Raquel Clory

***Call to Order-*** 3:35pm- K. Edwards Motions, S. Marks seconds. Motion Approved to begin meeting.

***Review and Approval of December 2023 Meeting Minutes–*** S. Buening corrected her name from “Buering” to “Buening”. L. Strauss changed “hand” to “had” on pg. 2. M. Keaton corrected under Principal Update from “’A’ for the second year” to “OMES is rated ‘A’ again since 2021”. L. Strauss Motions to approve K. Edwards seconds. Motion carries.

***Guest Speaker Presentation (New Science Adoption):*** Ryan Zimmerman from SJCSD Elementary Department came in to explain the approval process for science and social studies textbook materials for academic year 2025-2026 via EdCredible. EdCredible is a one stop shop admin can use to conduct their own instructional materials review and adoption faster. Social Studies has already been adopted. Science is in the process currently with the closing date of February 7th or 8th. The process will end in June. He reiterated that this is a living, breathing “bid list” (as opposed to “approved” list). There is a website to enter books into the system to help at [www.edcredible.com](http://www.edcredible.com). This list will go to a committee where it will be narrowed down to six to seven books then they choose two of the three to be recommended for further district approval. There is a review guide to navigate the website. Hard copies are available to add books and review the rubric. The committee includes the school, one parent and one community member. Our current approved textbooks for this year and next year are Savvas, McGraw and Discovery Education. R. Zimmerman worked closely with D. Jaffa and Mr. Fairchild at the beginning of this school year.

***Financial Update:*** K. Edwards estimates that once the funds are removed for the ESE IPads and W. Allen’s (Media Center) fund request, we will be at $19,354.89.

***SAC Fund Requests:*** L. Strauss / Kindergarten requested $355.00 on 1/17/24 for start date of 02/01/24 for STARFALL Software. This will be to monitor the students and provide support to them with the goal of gaining independence on Lexia, Dreambox, and Reading Eggs. This will target the neediest students in ELA and Math. This cost is for a schoolwide license to be used year-round including the Summer. K. Edwards asked that individual licenses were not needed. L. Strauss confirmed that this is one schoolwide license, no log-in nor password are needed for students. It is for a physical year to cover Summer. It is approved by the District. K. Edwards Motions to approve S. Marks seconds. Motion carries.

***School Support Organization:*** A. Flores and D. Schneider attended the Key Communicators Networking Meeting on Tuesday, January 16th at the District. A. Flores recapped the meeting.

* **Outside Vendors:** PTO Board Members expressed their concern and frustration with there not being a fingerprinted and background cleared vendor list with a column or filter for industry / specialty. Looking for types of vendors for school events has been very challenging. Communication between schools to share vendors has been limited so recently a PTO President of a school created a private Facebook group to help facilitate this. The District accepted the feedback but wanted it to be clarified that this list is not an “approved” vendor list. These vendors are not endorsed by the District. Vendors change professions / specialties all of the time which is why they are hesitant to provide that column of information. The company name does not have clearance. It is only the individual who is cleared and has access to the school. If the vendor is providing employees to help with the event, each employee must get fingerprinted and cleared. Any vendor on school grounds or has interaction with students at an off-site event must be fingerprinted and cleared. The vendor clearances and volunteer clearances are different. Vendor clearance is necessary when money is exchanged or someone is paid. Volunteer clearance is necessary when someone is on school grounds but no money is exchanged or no one is paid. A vendor is cleared for five years. To be a vendor, you must fill out an Outside Vendor form, both parties get it notarized, pay $98 for fingerprints and it takes 2-3 weeks to confirm license and insurance. Once that is approved, you have to fill out a Special Events Request Form for the District. You have to list your vendors for the event and that takes 2-3 weeks. Every special event needs this form turned in and approved in a timely manner.
* **Fundraising Activities:** PTO is able to fundraise. SAC is not able to fundraise. There is a line item in the school budget since it is a school sponsored organization. Bounce houses and 80’ slides are not allowed. Regular slides and small obstacle courses do get approved. Visibility is a must. Even if the obstacle course company says 5-6 kids at a time, schools can only allow two students at a time for visibility. Rock walls are approved depending on the age group. Jump for Joy is a cleared vendor and is familiar with what is approved.
* **Advertising:** It is against the law to have a raffle.It is however allowed to have “suggested donations”, “chances to win” and “drawings”. If someone does not want to donate, you must let them into the event or give them equal opportunity to win. Silent auctions are also allowed. School events are not allowed to provide a bar with alcohol. You cannot sell drink tickets or include alcohol in ticket pricing nor advertise it. However, if you are at a location and there is a bar outside of the event space and an adult buys a drink at the bar and wants to bring it into the event, you cannot stop them.
* **Sponsorship:** PeachJar is a service to distribute school flyers and information. The District has a contract with them but this contract is exclusive with the District only. Schools should not be using this service. If your school wants to pay for PeachJar then you can use the service. PeachJar is losing revenue from schools using their services for free to advertise for sponsorship packages. Business Sponsors should limit their advertisements on banners to logo, company name and contact information. If we allow businesses to advertise opening hours, class times, etc, this opens the door for religious organizations to do the same. When faith-based organizations do this, it is violating the Florida state law. Faith-based organizations can be sponsors but they need to have their name and contact information only without advertising church service times and bible verses.
* **School to School Partnerships:** If a school wants to partner with another school i.e. Southwood to raise money, it must be outlined in your bylaws to partner with another school. It must state “supporting community at large.” The advertising for the event must notify the public where these funds are going. Two of the largest Charter Schools will be coming to the area in the next couple of years so partnering may help keep the public school system stronger.

***Principal Update:***

* **Teacher and Family Survey:** M. Keaton discussed the importance of the Teacher and Family surveys. Last year, she liked how we reworded the responses to make it easier for people i.e. yes, no, comment format vs. agree, somewhat agree, neutral, etc. Our goals for this year would be to minimize time spent creating the survey and to have it completed by February. K. Edwards asked if we will need to include the District’s 15 questions again. A. Flores asked to confirm if we do have to use the District’s questions then can we use their platform for both portions of the surveys. Last year, we were on our own to provide a survey since the District didn’t require one and Survey Monkey charged us after 10 questions. To save on cost, we need to look at using the Districts platform if that is for free. T. Johnson will find out about both items. The plan of action will be to have T. Johnson email last year’s Teacher survery for us to review prior to the February meeting. We will provide our feedback at the next meeting. Once we edit the Teacher survey then we will parallel the Parent survey to match the format for it to be distributed around Spring Break in March. T. Johnson will find out from the District when the survey results are due. Results will need to be reviewed in April or May. The Teacher survey did go out last year but due to minimal response, we didn’t review the results as a group. L. Strauss explained that the results would have been skewed and bias with limited information. The Parent survey however did not go out last year.
* **Budget Season:** Budget Meetings will begin in March. Conversations are starting to occur. Budget cuts have started with the District and now trickling down to the school level. Capitol and Operations cuts are necessary. Combining jobs or not replacing positions will occur. Each school will make the decision to cut and how to cut back. S. Marks suggested posting regular volunteer positions to help with designated areas (i.e. front office, cafeteria, etc.). A. Flores mentioned that Title One funding could help supplement but J. Hudson confirmed that Title One Funding is not based off free and reduced lunch but from EBT cards.
* **Job Openings:** The two new K-8 schools are posting jobs. Their Principals were just announced: Dr. Jesse Gates from PVPV will be at NN and Katie O’ Donnell from Cunningham Creek will be at OO. Apply now!
* **Honoring Dr. Otis Mason:** The services are coming up. The wake will be on Friday, January 26th at 5pm and funeral services on Saturday, January 27th. An email did go out requesting for volunteers and support – all hands-on deck. He was the elected Superintendent from 1984-1992 and only African American. L. Strauss shared that when they were originally naming the school, it was the first time naming a school after a living Superintendent.
* **Looking for Help:** Substitute (and teachers) are in dire need. We are taking applications. There are many opportunities and alternative certifications to prepare for the role. Majority of our teachers do not have teaching degrees. Please share the word!
* **Space Club:** Space Club starts tomorrow, Friday, January 19th. Very exciting!
* **Cooking Club:** Cooking Club is in the works. Hopefully it will be offered soon for $200 per month for 4 classes once a week.
* **New Testing Cut Scores:** It indicate that admin needs to make some adjustments due to the scores being lower than expected across the board. They will be making changes for the final test.
* **Grants:** Funding was received for J. Cox, the Music teacher, in the total of $3,330 for the first part of the Character Counts Players Club Grant. Nicole Ribeiro is writing the second part. We are looking for a volunteer to help with Grant writing. S. Marks volunteered for this role as she has contacts with grant writers for INK and Second Harvest who can help train her in that area.
* **Teacher of the Year:** TOY and RTOY Banquet will be on Thursday, February 1st to celebrate Ms. Ziegenfuss and Ms. Cacchione.
* **Spirit Night:** Panda Express on Tuesday, January 30th (not Chick-fil-A as listed in the meeting agenda).
* **Bragging Rights:** Front Office won the Ginger Bread Contest!

***Upcoming School Events:***

* PTO Meeting and the 26th Celebration of Literacy Week are on Monday, January 22nd.
* Jump Rope for Heart Kicks Off on Thursday, January 25th.
* Sunshine Committee will be hosting a Taco Lunch on Wednesday, January 31st.
* Winter Passport Party will be on Friday, February 2nd. We need volunteers. A. Flores requested that the Sign-up Genius go out again since the first time it was sent out was during the busy holiday season.
* Souperbowl will be on Friday, February 2nd as well. It is not on the week of Super Bowl since PTO has the Winter Dance.
* Interim Reports are issued on Tuesday, February 6th.
* Winter Wonderland Dance formerly referred to as KISS Dance has had a name change to reflect the messaging, décor and image on Friday, February 9th at 5:30-8pm. Flyers will go out on Tuesday. Tickets are $10 per person for dinner (will not have adult vs. child ticket) and $5 per person for dancing only.
* Flores closed the meeting by mentioning our next SAC Meeting will feature Brittany Steen Cox from Grassroots Education on Thursday, February 15th. She is a great resource and a parent at the school.
* T.A.S.K. (Teacher’s Aid for Student Knowledge) is an organization that provides funding through teacher grants. Last year, they helped 25 applicants financially. On Saturday, February 24th from 2pm-4pm, they will be hosting Chocolate and Beyond at the Classic Car Museum of St. Augustine. Tickets are $30 per person to include food, music, silent auction, etc. Dani Waler’s husband is on the Executive Board.