

School Advisory Council Meeting Minutes

September 9, 2020

Attendance

- **Melissa Caudell (Parent)**
- **Greg Fulk (Parent)**
- **Jason Gardner (Parent)**
- **Rebecca Sterzing (Parent)**
- **Larry Brewton (Community Member)**
- **Stephanie Barnes (Instructional)**
- **Cathy Lawson (Instructional)**
- **Dawn Chapman (Assistant Principal)**

A meeting of the Berryhill School Advisory Council was held in the media center on September 9, 2020. Assistant Principal, Dawn Chapman, called the meeting to order at 8:30 a.m. Secretary Cathy Lawson recorded the minutes for this meeting.

1. Introduction of New Members

Mrs. Chapman introduced two new parents to School Advisory:

- Melissa Caudell - Parent
- Rebecca Sterzing – Parent

Mrs. Chapman also announced that Mr. Gardner was also re-elected to serve School Advisory Council:

- Jason Gardner was re-elected to serve a second two-year term - Parent

2. Election of 2020 – 2021 Officers

Mrs. Chapman asked the School Advisory Council for interested individuals in becoming officers for the School Advisory Council. The SAC voted and approved Stephanie, Jason, and Cathy.

- Co-Chair – Stephanie Barnes (Volunteered)
- Co-Chair – Jason Gardner (Volunteered)
- Secretary – Cathy Lawson (Nominated by Larry Brewton)

Rebecca Sterzing motions to approve officer nominees for 2020-2021. Stephanie Barnes seconds the motion and the nominees were accepted by consensus show of hands.

3. Healthy School Team Items – Lana Lindsey

Lana Lindsey spoke with the School Advisory Council and explained the following information: Fundraisers of food sold in school, during school hours, outside the lunch and breakfast program must meet the same nutritional standards as that served in the cafeteria. • Dates for fundraisers must be approved. Due to current COVID-19 Pandemic and to remain within CDC guidelines, the council agreed to no snacks.

Stephanie Barnes motions to approve the decision of no snacks. Larry Brewton seconds the motion and the decision was adopted by consensus show of hands.

4. Training

Mrs. Chapman provided training to School Advisory Council about the important structure, role, and purpose. She discussed the following information. Members and parents had the opportunity to provide input, ask questions and provides any feedback.

Structure, purpose and role

- The SAC consists of at least six parents, one community member, one Ed Support person, two teachers and the principal. At least 51% of the members must be individuals who are not school district employees.
- Elections are held in April of each year and those elected serve for two years. Elections were postponed this year until recently due to COVID-19. A member may serve for two consecutive terms.
- Officers for the coming year are usually elected in May or the last meeting of the school year.
- The council shall meet at least four times a year.
- The council advises and assists in preparing and evaluating the School Improvement Plan and the Scholl Compact.
- The council acts as a positive liaison between the school and the community by facilitating communication between the school and community.
- The council is made aware of Local demographic data (See #7 –EduData Website)
- School test scores (review test scores)
- School climate surveys (review climate surveys)
- Evaluation/Approval of the SIP, Budget, Family Engagement Plan, School Compact and Recognition Funds.

5. Read and Approve Minutes (Approval)

SAC members had time to read and discuss the previous meeting minutes. There were no questions about the minutes. Jason Gardner motions to approve the minutes of June 02, 2020 with no corrections. Greg Fulk seconds the motion and the minutes were adopted by consensus show of hands.

6. Communication

Mrs. Chapman discussed the following information in reference to the start of the 20-21 school year as well as important dates, enrolment, and new staff at Berryhill Elementary.

- Good start: good turnout for Meet/Greet on August 21st and Parent Orientations for K – 2 grades. Meet and Greet was done by grade level.
- School Website – Calendar of important dates, quarterly newsletter, procedures, etc.
- **Dates to Remember:** 9/25 Mid-term reports, 10/22- End of 9 Weeks, 10/23 – Planning Day, 11/3 – Report Cards, 11/11 – Veterans’ Day, 11/23 – 11/27 is Fall Break
- The school was notified the Wednesday before Pre-planning (August 12th) that seven teachers and one paraprofessional had to be released.
- Brick and Mortar Enrollment: 646
- Remote Learning Enrollment: 75
- Total enrollment Combined: 721 Last year: 858 (End of the school year)
- Remote Teachers: Mary Ellen Woods, 2nd Grade; Becky Schepper, 3rd Grade; Kristi Martin, 5th Grade
- New employees:
 1. Merrie Weekley, ESE Pre-K Teacher (M. Holt is taking a year’s leave of absence.)
 2. Teresa Reynolds, ESE Pre-K Teacher (unit is from Pea Ridge Elementary housed at Berryhill due to lack of space)
 3. Miranda Bensch, ESE Pre-K, Paraprofessional
 4. Graham McCollum, Teacher Assistant for Technology
 5. Daniel Todd, SRO

7. EduData Website

Mrs. Chapman discussed the EduData Website and its purpose. This information was given to members:

<https://edudata.fldoe.org/index.html> (Required on each agenda)

This website contains data indicators designed to inform the general public about the progress of public schools. Information contained includes data on student performance, teachers/Staff, school grade and more.

8. Title One School

Mrs. Chapman explained the definition of a School-Wide Title I school and the current status of Berryhill Elementary:

At least 40% of student enrollment must qualify for free/reduced lunch for a school to be designated as a Title One School. Currently, 55% of Berryhill Elementary's student population receives Free or Reduced lunch.

9. School Improvement Plan

School Advisory Members were provided a copy of the Berryhill School Improvement Plan. Members read the SIP, and we discussed it. Mrs. Chapman explained the main goals and needs. She also explained other information that is included in the SIP. School Advisory Members had the opportunity to provide input and feedback about the Berryhill School Improvement Plan. Members (Parents) discussed that the goals were appropriate and felt that the intervention teachers were very important. They liked the grade level data meetings and professional development for staff. Parents appreciated the purchase of leveled readers and computers (COWS). Parents were impressed with "Data Days" being implemented. Jason Gardner asked a question about the number of COWS at Berryhill, and Mrs. Chapman answered. Rebecca Sterzing discussed the need for COVID restrictions during this time. Here are highlights of what was discussed about the School Improvement Plan at this meeting:

- Three main goals: 1. Increase proficiency percentage by 5-7% on Science state assessment test. 2. Fifth grade students will increase proficiency by 2-4% on the Math portion of the FSA as compared to the 2018-2019 FSA score. 3. At least 30% of the lower quartile students in grades 1st and 2nd will show growth in reading on the STAR Early Literacy or STAR Reading Assessment.
- Supplement individual needs with software programs such as Freckle, MobyMax, Reflex Math and the new reading intervention program called 95% Group to target individual skill deficits in reading.
- Utilize the Intervention teacher and the Academic Intervention Specialist (AIS) to provide intensive instruction to our struggling learners.
- Two paraprofessionals will be paid with Title One funds – they will be used in the Early Intervention Program (EIP).
- MTSS Coordinator/Intervention teacher, also paid with Title One funds, assists classroom teachers with the MTSS process for students in need of intervention in reading and/or math.
- Grade level data meetings throughout the year to analyze assessment data and determine ongoing assessment needs.
- Teacher assistants utilized in the Early Intervention Program (EIP) to provide one on one and small group reading intervention to our students.
- Professional Development (PD) devoted to training on Florida Standards and Virtual needs.
- Opportunity for students who arrive early to utilize the computers before school when COVID-19 limitations are lifted.

- Purchase of Leveled Reading Books as needed.
- Utilize our Accelerated Reader Program to motivate students to read.
- Assessment Materials and supplies for the Early Intervention Program as needed.
- Technology: COWS, projectors, document cameras, other hardware, upgrades and supplementary materials will be addressed as needed provided funding is available.
- Digital Days begin this week. Purpose is to ensure all students succeed in remote learning if needed.

Larry Brewton make a motion to approve the Berryhill Elementary School Improvement Plan. Stephanie Barnes seconds the motion; unanimously approved by show of hands.

10. Parent and Family Engagement Plan

School Advisory Members were provided a copy of the Berryhill School Parent and Family Engagement Pan. Members read the PFEP, and we discussed it at this meeting. Members (Parents) had the opportunity to provide input and feedback about the Parent and Family Engagement Plan. Rebecca and Melissa discussed the need for COVID restrictions at this time, and all members appreciated that many activities will be pending the COVID-19 restrictions. Parents and members of the council felt that the mission is appropriate and did not want any changes to it. There was also discussion about previous parent activities and how much they appreciated them, especially last year's STEAM Night.

- Parent and Family Engagement Plan is included in the School Improvement Plan (SIP).
- Mission Statement of the Parent Involvement Plan can be found on school's webpage.
- Goal is to involve parents.
- School Compact: Teachers will give compact to parents
- Compact explains expectations of students and parents
- Parent Involvement Activities (Pending COVID-19) involve STEAM Night, Parent Advisory Program, ELL Program, Paent Orientation, Berryhill Involvement Team (BIT), School Messenger, Family/Literacy Night, Grandparents' Tea, Military Counselor, Veterans' Luncheon, Early Intervention Program and AIS Workshops with parents.
- Berryhill Handbook can be found on the school's webpage.

Greg Fulk made a motion to approve the Berryhill Parent and Family Engagement Plan. Stephanie Barnes seconds the motion; unanimously approved by show of hands.

11. Budget Items

Mrs. Chapman discussed the budget items listed below:

Title One Federal Funds – \$265,998.60

- Family Engagement - \$2,678.60 (set aside) Substitutes to allow Kindergarten teachers to have mandated parent conferences to go over the first progress report, Stipends to pay Kindergarten teachers to screen incoming Kg. students before school starts, food/materials for Grandparents' Tea, Family/Literacy Night during the Book Fair, and STEAM Night/Days if COVID-19 limitations are lifted.
- Professional Development - \$26,599.86 (set aside) 10% of Title One Federal Funds. Substitutes, conferences, stipends for staff and facilitators for after hours trainings.
- COWS - \$41,320.00 (approximately) 39 COWS now and 3 on the way with this purchase.

- Salaries - \$168,248.39 AIS, Intervention Teacher, 2 Paraprofessionals
 - Renaissance (AR) Renewal - \$5,822.50
 - STEAM Funds - \$5,000.00
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- Balance = \$16,329.25**

School Improvement Funds – \$0

Other Possible Needs:

- Assessment Materials (EIP) , Supplemental Materials (Leveled Books, Weekly Readers, Reading, Math textbooks
- Technology: Hardware/software, upgrades and repairs as needed

Jason Gardner made a motion to approve the budget. Rebecca Sterzing seconds the motion; unanimously approved by show of hands.

12. Tentative Meeting Dates for SAC

Mrs. Chapman discussed the following dates as the next meeting dates:

- November 17, 2020
- March 9, 2021
- May 25, 2021

Stephanie Barnes motions to accept tentative meeting dates; Jason Gardner seconds and the council unanimously approved by show of hands.

13. Adjournment

Motion by Rebecca Sterzing to adjourn, second by Greg Fulk and unanimously approved at 9:23 am by show of hands.