

Minutes
School Advisory Council Meeting
September 11, 2019

Attendance

- Stephanie Barnes (instructional)
- Trish Bull (parent)
- Larry Brewton (community member)
- Dawn Chapman (assistant principal)
- Greg Fulk (parent)
- Jason Gardner (parent)
- Roger Golden (principal)
- Cathy Lawson (instructional)
- Misty Lemke (ed. support)
- Lana Lindley (cafeteria manager)

A meeting of the Berryhill School Advisory Council was held in the conference room on September 11, 2019. Principal, Roger Golden, called the meeting to order at 8:35 a.m. Secretary, Cathy Lawson, recorded minutes for this meeting.

1. Introduction of New Members

Greg Fulk - parent
Cathy Lawson - instructional

2. Healthy School Team Items – Lana Lindsey, cafeteria manager

- 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 in advance.

3. Read and Approve Minutes

Misty Lemke motions to approve Minutes of the May 23, 2019 meeting, with no corrections. Trish Bull seconds the motion, and Minutes were adopted by consensus show of hands.

4. Training

Structure, purpose, and role

- The SAC consists of at least 6 parents, 1 community member, 1 Ed. Support person, 2 teachers, and the principal. At least 51% of the members must be individuals who are not school district employees.
- Elections held in April of each year and those elected serve for 2 years. A member may serve for two consecutive terms.
- Officers for the coming year are elected in May or the last meeting of the school year.
- The council shall meet at least four times a year.
- Work cooperatively with the administration, faculty, and staff of the school for the "improvement of student performance."
- The council advises and assists in preparing and evaluating the School Improvement Plan, and the School Compact.
- And acts as a positive liaison between the school and the community by facilitating communication between the school and community.
- Made aware of Local demographic data (see #6 – 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, Recognition Funds

5. Communications

- Good start: good turnout for Open House Aug. 8, Parent Orientations K and 1st grade, 3rd and 4th grade, Volunteer Orientation 8/27.
- Berryhill Involvement Team - First fundraiser begins this Friday, 9/13 and ends 9/27. Several more planned throughout the year. Academic supplementary materials purchased, additional funding for grade levels and special areas, Tech. needs (COWS)
- Website – Calendar of important dates, quarterly newsletter, procedures, etc.
- Dates to Remember: (See handout)
- New Employees:
 1. Heather Dale, School Counselor
 2. Lexi Worrell, Kg.
 3. Amanda Pippin, 1st
 4. Brianna Ward, 2nd
 5. Heather Windle, 4th
 6. Maria Wise, ESE Inclusion
 7. Trish Bull, Guidance Assessment Assistant
 8. Susan Bane, Paraprofessional
 9. Lori Johnson, Paraprofessional
 10. Derrick Fretwell, Paraprofessional
 11. Tara Snyder, Teacher Assistant for Technology
 12. Dave Folsom, SRO

6. EduData Website

<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.

7. Title One School

- At least 40% of student enrollment must qualify for free/reduced lunch for a school to be designated as a Title One School.
- 55% of Berryhill Elementary student population is on free and/or reduced lunch.
- Parents need to apply annually for their students to receive free/reduced lunch.

8. School Improvement Plan (approval)

HIGHLIGHTS OF THE PLAN

- 3 main goals: 1. Increase proficiency percentage by 5-7% on science state test. 2. Increase LG and Proficiency by 2-4% on the ELA portion of the FSA. 3. Since 47% of our at-risk students had attendance rates of 90% or less, we would like to reduce that number by 3-5%.
- Supplement those individual needs with software programs by using Freckle, Moby Max, and Math Reflex to target individual skill deficits. Utilizing 2 Intervention teachers, AIS for intervention for our struggling learners.
- 2 paraprofessionals – EIP
- MTSS/Intervention Teacher assists teachers with PMP's (Progress Monitoring Plans) for the MTSS (Multi-Tiered System of Supports) process for students in need of intervention in reading and/or math
- Grade level data meetings throughout the year to analyze assessment data in determining ongoing needs assessments.
- TA's utilized for one on one and small group reading intervention for students in our EIP.
- PD devoted to the Florida Standards trainings, PLC (Professional Learning Communities) Science/ELA
- Opportunity for qualifying 4th and 5th grade students to utilize the labs before school.
- Purchase of Leveled Reading Books as needed.
- Utilize our Accelerated Reader Program to motivate students to read.
- Assessment Materials/Supplies for EIP as needed
- Technology – COWS, projectors and other hardware, upgrades, and other supplementary materials will be addressed as needed provided funding is available.

Motion to approve by Jason Gardner and second by Trish Bull. The plan was unanimously approved by show of hands.

9. Parent and Family Engagement Plan (approval)

A discussion and review of the proposed Parent/Family Engagement Plan was lead by Principal, Roger Golden. Questions and comments were encouraged and discussed.

The committee agreed to keep the following Mission Statement:

Berryhill Elementary School believes that education is the shared responsibility of the student, parents, family, school and community. Further, the school recognizes that the academic achievement and success of our students depend on the strength of the partnerships developed among students, parents, families, schools and the community from preschool through graduation and beyond. We believe that strong partnerships can be developed by nurturing respect, sharing knowledge, supporting each partner's role, collaborating on matters of importance and appreciating the contributions each partner makes to student achievement. The purpose of our Parent/Family Involvement Plan is focus on and strengthen these partnerships

Thorough discussion and input were given by SAC members regarding strategies to maximize parental involvement. The following are the main items/topics discussed and agreed upon.

- Conducting an annual meeting for parents to give them information regarding the Title I Program.
- Offering a flexible number of meetings to accommodate the varying schedules of parents. Child care may be provided if applicable.
- Pre-K to Kindergarten Transition (Articulation Day)
- ELL program/ELL teacher will work to support all English Language Learners (ELLs), while collaborating with parents, teachers, and administrators.
- Events to provide information to Parents about SRCSD's STEAM Initiative and ideas/resources that parents can utilize at home with students. Classroom activities planned to integrate STEAM into school curriculum.
- Open House takes place during Pre-Planning, the week before school starts. Parents and students visit their upcoming teachers and classrooms. Parents receive information regarding Title One, classroom/school procedures, transportation, BIT, and Community School (After-school child care).
- Grade levels provide time for parent orientations.
- Distribution of the Santa Rosa District Family Guide to parents.
- Provide for teacher/parent conferences throughout the year.
- Activities such as Book Fair, Parent Night, Grandparents Tea, STEAM Day/Night, Bear Jamboree, and Costume Capers will continue to be held to provide information to parents such as reading expectations and how parents can help their children improve with reading strategies, provide information about

FSA, and promote collaboration/involvement between students and parents as they participate in STEAM and literacy activities.

- Our Military Life Counselor will facilitate increased communication and services for our students of active-duty military and will plan and coordinate special events/activities.
- Berryhill Pre-K teacher will facilitate, notify and remind parents and students of events coordinated through the T. R. Jackson Pre-K Center.
- Compacts will be distributed and reviewed with parents via conference with the classroom teacher, by phone, or in writing.
- Academic Intervention Specialist will work with students, teachers and parents, identifying students in need of intensive reading intervention, notifying parents of intervention, providing small group instruction, and monitoring student progress.
- Volunteer Orientation for parents will be held near the beginning of the school year. Information such as volunteer procedures and coming events will be given.
- The Berryhill Handbook giving specific information regarding procedures, grades, Title I Program, school-wide calendar, and assessment data will be made accessible on our website. Hard copies also available as needed.
- We will continue using the “School Messenger” call-out system and a quarterly newsletter posted on our website to provide information, increase communication, and provide updates on school functions.
- Provide opportunities for parents to engage in literacy activities with their children and emphasize importance of reading during our annual Florida Literacy Week.
- Our AIS will provide training as needed to staff throughout the year, and other professional development will be utilized for staff trainings throughout the year as needed and as funding provides.

Motion to approve the proposed plan by Stephanie Barnes, and motion was seconded by Larry Brewton. The plan was unanimously approved by show of hands.

10. Budget

Title One Federal Funds – \$243,645.00

Family Engagement. – \$2590.10 (set aside) Substitutes to allow K teachers to have mandated parent conferences to go over the first progress report, food/materials for Grandparents Tea, and Family Night during Book Fair, and STEAM Night/Days.

Professional Dev. – \$24,364.50 (set aside) (10%) (Substitutes, conferences, stipends, facilitators)

2 Paraprofessionals (EIP) – 50,616.442

MTSS/Intervention Teacher - \$47,493.15

AIS – \$61,843.39

STEAM Contract (District Mandated) - \$23,529.34

Reflex Math Renewal - \$14,352.25
COWS- \$28,433.68 (30 COWS now with 3 on the way).

Balance – \$14,786.67
School Improvement Fund Balance – \$4258.26

Other Possible Needs:

Assessment Materials (EIP), Supplemental Materials (More Leveled Books, Weekly Readers, Intervention materials for reading, math, textbooks/materials due to growth

Technology: Hardware/software, upgrades and repairs as needed

11. FSA Results

- Berryhill Elementary was designated as an “A” school by the state of Florida for the 2018-19 school year.
- We showed significant gains in all areas (ELA, Math, and Science).
- Our school was second in total points out of 14 elementary schools in the county.
- We were very pleased with our results.

12. Surveys

Strongly Agree - 5	Agree - 4	Neutral -3	Disagree -2	Strongly Disagree -1
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The 2018-2019 Climate Survey was discussed at length. The committee looked at questions/responses and expressed overall satisfaction with all surveys. All our total mean scores for the three surveys were above 4.0. It was noted that two question/response items in the Parent Survey and three items in the Employee Survey were not directly related to our school and were in the bottom five items of both SRC surveys. Although we were only provided with the item averages for the district, it's very probable that those items just noted in the bottom five tend to reduce our mean scores. Below, are the categories and mean scores for our school.
Scale 1-5, with 5 (Strongly Agree), being the best.

Student Survey BHE Mean, 4.57

Parent Survey BHE Mean, 4.11

Employee Survey BHE Mean, 4.21

- It was also noted that 93 parents completed the survey. Although we would like to have more parent participation, this number was a significant increase from the 2017-18 number of only 30 parents completing the survey.

13. Next Meeting Dates

Discussion was held to establish future dates of Nov. 20, Mar. 11, and May 20 for future SIP meetings. Motion by Larry Brewton to approve the dates and second by Stephanie Barnes. Dates were approved by unanimous show of hands.

14. Adjournment

Motion by Trish Bull to adjourn, and second by Misty Lemke. Meeting adjournment was unanimously approved at 9:25 a.m. by show of hands.